

University of St Andrews

STUDENT HANDBOOK  
FOR  
THE SCHOOL OF  
INTERNATIONAL RELATIONS

2011-12

**An Introductory Note:**

Welcome to the School of International Relations.

By studying in the School of International Relations, you are participating in a very active intellectual community.

The academic staff of the School are deeply and consistently involved in a range of professional activities, in addition to teaching the largest number of students at the University.

Academics in the School research, write and publish books and journal articles that are cited by other academics, and studied by other students, around the world.

A small indication of just some recent major publications by your IR staff can be found at: <http://www.st-andrews.ac.uk/intrel/publications/faculty/>

Many members of the School are called upon by media, governments, international organisations (IOs) and non-governmental organisations (NGOs) to offer their expert opinions and advice. Some of the work done here has direct bearing and influence on the external world.

At various stages of your study you will have the opportunity to benefit from this work; the research interests of staff is reflected in the teaching done.

We encourage you to familiarise yourselves with the full scope of the School and of the people who are your University-level teachers.

This handbook contains general information on University rules and regulations that have been adapted to contain specific details pertaining to studying in the School of International Relations.

Module booklets issued by the School also direct students to this booklet and state that **students are responsible for knowing and must adhere to the contents of this School handbook.**

This handbook **must** be read in conjunction with the relevant Course Catalogue and the University Student Handbook which is signposted widely and accessible throughout the University of St Andrews website.

Like other University documentation, this handbook can be updated and you are advised to check the website again for any revised version.

### **KEY CONTACT INFORMATION:**

#### **School Contacts:**

Please ensure that you direct your enquiry to the appropriate member of staff. A question about, for example, tutorial preparations of presentations must be directed to your tutorial leader.

Head of School	Professor John Anderson	2931	intrel
Director of Teaching	Dr Jaremey McMullin	1927	irdot
Director of Research	Professor Karin Fierke	1937	irdor
Disability Co-ordinator	Miss Lynne Dalrymple	2938	intrel
Examinations Officer	Dr Bill Vlcek	2913	wbv2
Health & Safety Officer	Dr Holger Stritzel	1944	hs41
Study-abroad coordinator	Professor Ian Taylor	2926	ict
Honours Advisers:			
Junior Honours	Dr Chris Ogden	1928	cco2
Senior Honours	Dr Gurch Sanghera	1932	gss10
Subhonours Advisers:			
First Year	Dr Mark Imber	2932	mfi
Second Year	Dr Mark Imber	2938	mfi
M.Litt. Convenor	Dr Sibylle Scheipers	2944	ss203
M.Litt. degree convenors:			
ISS	Professor William Walker	2934	wbw
MECASS	Professor Ray Hinnebusch	2861	rh10
IPT	Professor Nick Rengger	2941	ngr3
PCS	Professor Andy Williams	1935	ajw30
Postgraduate Research	Dr Tony Lang	3006	al51
Secretarial Staff:			
1 <sup>st</sup> year and Junior Honours	Gillian Fleming	1930	gaf3
2 <sup>nd</sup> year and Senior Honours	Wendy Boyter	1931	wcb1
Postgraduate	Mary Kettle	2945	mmk8
Module Co-ordinators :	See module booklets		

**The School Office** is located in room 137. Its term-time opening hours are 9am-1pm and 2-5pm. Its telephone numbers are: (46)1930 and (46)1931.

The schedule for all current modules – with the names of module convenors – is listed on the Web and is posted on School noticeboards.

### **“Additional” advisors - Whom else to contact in the School of International Relations:**

Contact details of all members of teaching staff are provided above in this School handbook, the School website, and on School noticeboards.

#### **Subhonours**

- General questions about your course of study are directed to your **Adviser of Studies**.
- The 1000-level and 2000-level **module convenors** are available for additional advising.
- Specific teaching matters within your IR modules during term-time, however, should first be directed to your **tutor**, whom you will see in class every week and who also holds weekly office hours.

#### **Honours**

- General questions about your course of study are directed to your **Honours Adviser**.
- An additional designated port of call is your **module convenor(s)**.

#### **Taught postgraduates (M.Litt.)**

- General questions about your course of study are directed to your **Degree Convenor**.
- An additional port of call is the **Taught Postgraduate Convenor (MLitt Coordinator)** who oversees all of the School’s taught degree programmes.

**For all students:** further contact points for students, in the exceptional circumstances that the above advisers have been unable to assist fully are, first, the School’s Director of Teaching, and then the Head of School.

### **Key University Contacts:**

For general enquires not pertaining immediately to the School of International Relations (such as payment of fees; requests for transcripts; library enquiries, etc.), please contact the relevant offices first.

Assistance can be found online (see email addresses) or at:

University Switchboard	(01334) 476161
<b>Student Services Helpline</b>	<b>(01334) (46)2020/2070</b>
Academic Registrar & Clerk	(01334) (46)2596
Academic Registry – transcripts, graduation, fees	(01334) (46)2162/3097
Academic Registry – Pro Deans, advising - Arts - UG	(01334) (46) 2139
Academic Registry – Pro Deans, advising - Science - UG	(01334) (46) 2134
Academic Registry – Postgraduate – Arts/Divinity	(01334) (46) 2136
Academic Registry – Pro Deans - Science/Medicine	(01334) (46) 2140
Advice & Support Centre (ASC)	(01334) (46)2020
Old Union Reception	(01334) (46)2585/2586

### **Student Services, part of Advice & Support Centre (ASC) (previously Student Support):**

A range of support is available to students from the University's Advice & Support Centre, located at 79 North Street, email: [theasc@st-andrews.ac.uk](mailto:theasc@st-andrews.ac.uk), phone (0)1334 (46)2020. Further information is available at:

<http://www.st-andrews.ac.uk/student-services/Adviceandsupport/>

Students may wish to obtain advice and guidance from within the School in the first instance. If so you should contact Miss Lynne Dalrymple, email [ld26@st-andrews.ac.uk](mailto:ld26@st-andrews.ac.uk), who will identify the most appropriate person to speak to you.

### **Orientation Week and Reading Week:**

Students are reminded that Orientation Week and Reading Week are integral parts of the University semester, even though no classes are scheduled during that time. Freshers' Week offers students an opportunity to prepare for classes by purchasing texts and beginning work on course material.

Advanced readings and/or textbooks for purchase are normally posted on the School website by the conclusion of the preceding term, so that you can engage in early preparation. Should you wish such details and cannot find them on the School website, please contact the module convenor.

Senior Honours dissertation students (i.e., all single Honours candidates and those joint Honours who have elected for the dissertation) are also expected to develop their hypothesis and outlines substantially by this time, in advance of their first sessional meeting with their assigned dissertation supervisor.

Reading Week is intended as an opportunity for both staff and students to pursue their academic work and to deepen their understanding of their subject. All students are expected to devote these parts of the semester to their studies.

### **ADVISING:**

#### **Undergraduate:**

At the beginning of each session, before matriculation in the University, undergraduate students must see, in person, their Adviser of Studies, who will approve their choice of modules and can also give help and guidance on matters relating to academic progress.

#### **Postgraduate:**

IR M.Litt. students should be advised before their physical arrival in St Andrews of their meeting with their Programme Coordinator, who will address queries regarding module selection.

### **Changing modules & Re-advising:**

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

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

You will also lose your standing in any module for which you have been registered but have not attended. This will result in no credits for that module, and a grade of 0 on your record, with no possibility of re-assessment. You may also find problems with your examination schedule.

Members of teaching staff do **not** admit students into their own modules. Please do not suggest that a member of staff may have given you such permission. This can only be affected – for a variety of reasons – by your advisor of studies.

### **STUDENT RESPONSIBILITIES IN IR:**

#### **Attendance at classes:**

Attendance at all tutorials (for undergraduates) or seminars (for taught postgraduates) that are timetabled for your module(s) are compulsory. If for any reason you are unable to attend a timetabled class for unexpected reasons (i.e., illness or to attend a medical appointment or other unavoidable pre-arranged event), you must follow the procedures for self-certifying absences via e-Vision and detailed in the University's guidelines on self-certification:

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

All absences must be self-certified and approved. **Completion of a self-certificate of absence, however, does NOT exempt a student from fulfilling compulsory elements of a module. Students are required to attend tutorials, and can only be absent from a maximum of two tutorials, regardless of whether a self-certification is made. Missing more than two tutorials could result in the issuance of a Category 10 Academic Alert.**

It is also, needless to say, good form and behaviour to notify the module coordinator as soon as possible and, in any event, in advance of the planned absence.

More than two absences in one semester, and/or the non-submission of assessed work (such as an essay), can result in an International Relations candidate receiving no

credits in the relevant module or modules. Refer also to the section below on the Academic Alert System.

### **Absence from an Examination:**

Absence from Examinations due to illness or any other unavoidable reason should be reported IMMEDIATELY you know you will be unable to sit an examination to the University Examination's Office by telephone (01334 46) 2124 or 2528. This should then be followed up by an appropriate Self-Certification of Absence form.

As soon as you are well enough you should contact Miss Lynne Dalrymple to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

### **Essay Submission:**

One hard copy and one electronic copy of all essays are required. Hard copies of essays are to be submitted to the appropriate essay box on the first floor of the Arts Building. There is provision for electronic submission in MMS for each module. The electronic copy and the hard copy must be identical, and both copies must be submitted by the stated deadline.

Deadlines are provided in individual module booklets. It is your responsibility to know and to meet those deadlines. Penalties for unexplained late submission of work due as part of continuous assessment are as follows: such work shall be penalised by the deduction of one point on the 20-point scale for each day that it is submitted late up to ten days. Each day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day. After ten days, the work will not be marked but submission will be required for you to be able to sit examinations.

Please note: all candidates are made aware of all of their essay deadlines at the start of each semester. Plan accordingly. Having two essays due on the same or similar date is – obviously – no excuse to request an extension. Early submission of essays is always possible.

**Please note that, as a general rule, essay extensions are only given in cases of ill-health or where personal problems may have interfered with your work.** Your political involvement, sporting activities and social life should be organised around your studies, not the other way round. It should be noted that letters from the Assistant Director of Student Support Services regarding problems affecting your performance do not give any automatic rights to repeated extensions and special treatment. All requests for extensions should be made to the module tutor in the first instance and except in unusual circumstances prior to the essay deadline. Given the tendency of computers and printers to overload at essay deadline time, it is recommended that you should save all work and not leave it until the last minute. Computer failure does not constitute an excuse for late submission.

**The appropriate extension request form must be used and can be obtained from the School website. Subhonours tutors have discretion to give extension up to 48 hours** and longer periods will have to be applied for in advance to the Subhonours Coordinator, and will only be given in exceptional circumstances. **Honours module coordinators have discretion to give extensions of up to seven days** and longer periods must be applied for in advance to the Director of Teaching, and will only be given in exceptional circumstances.

### **Essay and Dissertation Word Counts**

Submission of written work must conform to the word count specified in the appropriate modular booklet. Penalties will be applied to written work that is 5% over or under the specified word count. These penalties will be: one point on the 20-point scale for work that is 5% over or under but within 10% of the specified word count; and two points on the 20-point scale for work that is 10% over or under the specified word count.

The word count includes footnotes and edited original documents and texts, but excludes the bibliography and any appendices (the inclusion of these should be approved by supervisor or module convenor). The final word count must be accurately recorded on the essay and dissertation cover sheets.

The penalties stipulated above apply to all undergraduate essays and to the undergraduate Honours Dissertation (IR4099). Separate rules govern penalties for postgraduate dissertations. The postgraduate MLitt dissertation should not exceed 15,000 words (excluding bibliography and summary). This includes footnotes and edited original documents and texts. Permission to exceed this word limit must be obtained from the Faculty well in advance of submission. This is an absolute word limit and no excess will be allowed. MPhil and PhD students should consult university policies on maximum allowable word counts and the School Handbook for postgraduate research students.

### **Essay cover sheets:**

At **Honours and M.Litt. levels** please ensure you use the anonymising essay cover sheets. These work like exam scripts, whereby you complete your personal details and then seal them.

Please ensure ALL information is supplied.

Note that these cover sheets are paid for – at some expense – by the School. They may therefore be issued directly to students in tutorials/seminars, and are to be safeguarded by students. Replacement cover sheets may incur costs.

### **Return of Written Work:**

It is School practice to return written work **within three weeks of submission**. This is intended also to enable you to assess any comments made by the marker regarding areas of improvement for future assessed work and for the general improvement of your research and writing skills. **If any individual member of staff fails to meet**

**this three-week target please raise the matter with the Director of Teaching or Head of School.**

### **Appeals:**

All students have the right to query the mark awarded to them in continuous assessment. The University's Policy on Student Academic Appeals and Academic Complaints can be found at <http://www.st-andrews.ac.uk/intrel/resources/appeals/>. School guidelines on appeals can be found at <http://www.st-andrews.ac.uk/intrel/resources/appeals/>.

The University encourages all such appeals to be resolved at School level. In the unlikely event of a continuing dispute the University's system involving the Dean of Arts may be invoked.

### **Exams:**

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

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

### **Ethical Approval for M.Litt., M.Res. or Ph.D. theses:**

University regulations stipulate that:

'It is a requirement that any Honours or Masters dissertation or Ph.D. thesis that required ethical approval from UTREC, should have the letter or email of ethical approval bound into an appendix before submission. For information about research that is likely to require ethical approval, please see the UTREC website:

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

It is very unusual in International Relations for these measures to be relevant to an undergraduate dissertation; if you have queries or if you plan to conduct research with human subjects (i.e., as interviewees), raise them immediately with your IR4099 supervisor.

### **Examinations – timetables, rules, resits:**

Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations. Information on the University's examination processes may be found at: <http://www.st-andrews.ac.uk/students/academic/Examinations/>

Students are required to make themselves available in St Andrews for the full duration of the January and May Examination Diets, dates of which are detailed under the key dates section of this handbook.

When returning to St Andrews for an examination, you should ensure that you schedule your travel arrangements so as to arrive in good time. This is especially important in January, when bad weather can often delay public transport. Poor scheduling on a student's part will not be acceptable as a valid excuse for missing an examination. **You should be aware that you are to be present up until the last day of the Semester – this means the entirety of the examination period.**

### **Use of Dictionaries in Exams for Students of International Relations:**

Non-native speakers may bring a dictionary to the exam. They **must**, however, request and receive written permission at least one week before the exam(s), and bring that permission with them to the examination for verification by an invigilator. The dictionary is to be an English-[x-language] and reverse dictionary, in book form only.

Undergraduate candidates are to request the use of a dictionary through Mrs Gillian Fleming or Mrs Wendy Boyter in the School Office; postgraduates to Mrs Mary Kettle in the IR Postgraduate Office.

### **Examination Timetables:**

The provisional Degree Examination Timetable will normally be published no later than week 8 of Semester 1 and week 7 of Semester 2. You will be advised via the Wednesday memo when the provisional timetable is available for checking. Please ensure you check the timetable carefully. Whilst every effort is made by Schools and the Examinations Office to prevent timetable clashes, these can occasionally occur. Where such a clash is identified, students should contact the Examinations Office ([examinations@st-andrews.ac.uk](mailto:examinations@st-andrews.ac.uk)) as a matter of urgency.

The confirmed timetable will be published during week 9 or 10 of each semester. You can also download a Personal Student Examination Timetable from the main timetable page.

### **Resits:**

If you are offered the opportunity to take re-sit examinations and / or deferred assessments at the September (Reassessment) Diet you must register individually in advance for the Diet, via the online registration facility. You will be notified directly by e-mail when this is available in late June. Where a re-sit examination is being taken, a fee is payable at the time of registration (please refer to <http://www.st-andrews.ac.uk/students/academic/Examinations/> to obtain details of the current fee rates). Students sitting deferred examinations must also register in advance, but will not be liable for a fee.

### **Marking Scale:**

**NOTE: Change in the pass rate to 7 - effective from September 2009**

From the start of September 2009, a substantive change occurred to the University's grading policy. With student agreement, we are changing the pass grade on the 20-point common reporting scale from 5 to 7.

The change of pass grade will affect all students, continuing as well as entrant.

Students obtaining 4.0 – 6.9 will be entitled to reassessment (for Honours students this is for credit only – reassessment grades will be capped at 7). Students obtaining 3.9 or less will fail with no right to reassessment.

**NB: This statement on the pass rate supersedes all previous.**

Within the School of International Relations all work is assessed on a scale of 1-20 with intervals of 0.5. The assessment criteria set out below are not comprehensive – for example, presentation is an important element of assessment and students should seek advice from their module co-ordinators regarding the layout of written work and conventions for references and bibliographies - but are intended to provide guidance in interpreting grades and improving the quality of assessed work. Essay and exam comments sheets also provide such indications.

**First Class / Distinction-level: 20 – 16.5**

First Class work will be distinguished in some or all of the following ways: originality of thought or interpretation; independence of judgement; wide-ranging reading, often beyond that recommended; intelligent use of primary sources; theoretical awareness and criticism; clarity and rigour of argument and structure, well directed at the title; clarity and elegance of style; unusual and apt examples; comparison, e.g., with themes and topics covered in other modules.

**Upper Second Class / High Merit: 16.0 – 13.5**

Upper Second Class work will be distinguished in some or all of the following ways: clarity and rigour of argument and structure, well directed at the title; thorough coverage of recommended reading; intelligent use of primary sources; theoretical awareness; well chosen examples; comparison e.g. with themes and topics covered in other modules; clarity of style.

**Lower Second Class / Low Merit: 13.0 – 10.5**

Lower Second Class work will have some of the following features: some evidence of knowledge and understanding, but limitations in clarity and rigour of argument and structure; restricted coverage of recommended reading; restricted use of primary sources; weaknesses of style; failure to address the title set.

**Third Class / Pass: 10.0 – 7.5**

Third Class work will have some of the following features: very limited knowledge and understanding; confusion in argument or structure; insufficient reading; confused style; failure to address the title set.

**Nominal Pass: 7.0**

Work is not of a sufficient standard but worthy of a nominal pass based on, for example, some basic demonstration of relevant knowledge.

**Fail: 6.5 – 4.0:** Work with very serious deficiencies that falls below expected standard, failing, for example, to address the literature with the seriousness required and/or indicating an inadequate grasp of the subject matter and of relevant theoretical or argumentative analysis.

**Outright fail: 3.5 – 0.5:** Work so weak as to indicate that only a nominal attempt has been made to complete the assignment, or that it displays virtually total confusion and misunderstanding of the subject.

**Unclassifiable: 0.** No acceptable work presented.

### **From Permission to Proceed (PtP) to the Academic Alert System (AA):**

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; however, in the context of the School of International Relations, students should note that the compulsory module elements – as already noted above – are attendance at all tutorials or seminars and submission of all assessed work. Students should familiarize themselves with the Academic Alert categories, which can be found here:

<http://www.st-andrews.ac.uk/staff/policy/tlac/attendance/academicalerts/categories/>

### **Progression Thresholds:**

The School of International Relations requires 11.0 or better in each of IR2003 and IR2004 or IR2005 and IR2006 (as applicable to your year of study) in order to progress to Honours.

All students – especially those in first- and second-year – should note that **all** of your module marks are recorded permanently on your transcript.

Your overall performance may also have bearing on various other opportunities in the University, such as being considered for study abroad or for internships.

Note also that, for example, any future employer will see your performance in Subhonours as well as Honours.

In short: your performance counts from your very first weeks at the University.

### **Degree Classification**

#### **Borderzones**

From session 2010-2011, a new classification system will be in operation for most students, including those entering junior Honours in this year, as well as new entrants.

Under this system, only one decimal point is used in calculations of means and medians.

However, under the 'no detriment' principle, all current students who had already entered Honours programmes in, or before, 2009-2010 will be considered under both the 2010-2011 and 2009-2010 algorithms, and the higher classification will be awarded.

In that case, should the total Honours grades fall within 0.5 of the next degree classification (e.g., 16.1 for 16.5; or 13.2 for 13.5), a candidate *may* be considered for the higher classification. This is not an automatic process, and the lower degree classification remains.

The School of International Relations can, in these limited and remaining cases, consider an award of a higher degree class to the University Special Classifications Board.

In consideration of these cases, the School has stipulated the following:

Exit velocity

Clear evidence of higher grades in a student's Senior Honours year relative to their Junior Honours year (this could include performance in the final year dissertation/project).

OR

Preponderance

"A significant majority of the grades from Junior and Senior Honours are in the higher classification category."

The University has also stipulated that relevant candidates would "meet either rather than both of these criteria" and that the "criteria are not weighted, i.e., one criterion does not carry more weight than the other."

The School of International Relations adds the following clarification:

The School of International Relations treats a final module grade as a 30-credit module. A preponderance of *grades* in a higher band from low-weighted modules (e.g., a series of 10-credit modules gained on a year abroad or from another School) would still require a preponderance of *credits* in the higher band.

For **M.Litt. candidates** (i.e., **taught postgraduates only**) the discretionary zone is from

**12.50 to 13.49.**

Postgraduates should note also that:

Students undertaking the Postgraduate Certificate or Postgraduate Diploma may at the discretion of the Board of Examiners be offered a reassessment. Reassessed work will be marked either Pass or Fail, but will not be graded on the 20-point scale. A Postgraduate Diploma student who achieves a Pass may be eligible for the Certificate or Diploma but not for a Masters degree.

A student on a Taught Masters programme who fails a module can be reassessed but they would then only be eligible for a Certificate or Diploma because the reassessment would again only give them a Pass, not a grade.

Regulations relating to the new pass grade of 7 and the different levels of failure below this grade apply to both Taught Postgraduate and Undergraduate students. This means that any Taught Postgraduate student who fails a module with a grade of 3.9 or less is NOT eligible for a reassessment. A student on a Taught Masters programme may not therefore have enough credits for a Diploma. Students who receive a grade of between 4.0 and 6.9 may be offered a reassessment in which case the usual rule would apply.

### **Feedback:**

Students of International Relations receive a considerable amount of feedback on the various forms of assessment undertaken. We know, rather surprisingly, that some students do not recognise the comments they receive as feedback.

Some of the following may therefore be helpful:

- **weekly tutorials/seminars** are specifically geared for students to discuss their understanding of major themes, debates, approaches in the subject. The discussion, including comments, challenges and questions from your classmates and from the tutorial/seminar leader constitute an aspect of feedback.
  - Did your presentation/your comments/your assertions work well in class? Were your positions convincing? If so, why? If not, why not?
  - Consider from that experience what else you need to do in future – do you, for example, need much closer reference to, or deeper understanding of, specific literature?
  - Do you have effective and sufficient empirical material – i.e., did you offer defensible examples?
  - If you have (further) questions on your participation in tutorials/seminars, **speak to your tutorial or seminar leader.**
- **office hours and communications directly to/from your tutor/module convenor.** All members of teaching staff have designated consultation times, normally of two additional hours each teaching week. You are invited to use these for specific feedback and advice on your work and academic progression.

- **essay feedback.** You will always receive an essay feedback sheet when your essay is returned. This sheet offers two forms of comments. The first is a set of criteria which have accompanying tick-boxes. These will immediately indicate, for example, whether you may need to improve the structuring of your essay, or on the depth and range of your references. The second will be qualitative, written comments, giving you a further, and individualised, assessment of your work. You may also receive comments on the text of your essay. You should also think of these comments not simply as feedback (on the work just recently done) but also, and especially, as ‘feedforward’ – as ways of improving your future work.
- **exam feedback.** The School of International Relations has invested considerably to augment and expand the type and range of feedback provided on your exams. Please see the next section specifically on this subject. All these measures are expressly intended to allow you to know how you performed and to provide you with the means to enhance your own exam skills and performance in future.

### **Exam Feedback:**

The School of International Relations has always been committed to giving as much feedback to its candidates as possible on their work, and treat feedback as an integral part of the teaching and learning process.

The School has previously also made available various forms and opportunities for exam feedback, out of recognition of the fact that exams represent a considerable amount of overall assessment.

In that regard the School proactively undertook in 2007-08 to review and enhance its exam feedback, and its suggestions received very supportive endorsements from student representatives and the Dean.

Starting in 2009-10, the School will make available substantial opportunity and time for candidates to assess their exam performances in the form of an exam feedback week.

In order for you to learn the most from your exam performance, the School asks you to follow the provisions in order:

1. Read the exam feedback comments provided by the module convenor. This will usually be emailed by modular email (i.e., to all members of that module) or posted on the module’s MMS or Moodle sites, shortly after the conclusion of the exam marking process

This type of feedback will give pointers on overall strengths and weaknesses in exam performance (e.g., any recurring factual errors; how well/poorly module material was used in the exam).

If you do not receive or see this by the first week of the following semester, contact the module convenor

2. If you wish to **possess** a copy of your exam script, you must request and pay £10 to the School Office for a photocopy (see “Access to Exams Scripts”, below).
3. Each module will, however, make access to exam scripts at a notified time that will take place in the first week of teaching in the following semester. Note that by this process you can freely read, but not remove your exam script. There are also no examiners’ comments written on the script.
4. Each script will also contain a short, tick-box examiners’ comments form. This is meant to give guidance of your own performance, such as how well/poorly literature was used.

It is essential that everyone recalls that International Relations has the highest number of students and of exams written in the University, and that all of these must be individually assessed, moderated and sent to an External Examiner (an academic at another University) in an extremely limited period of time, set by the University. This also, of course, allows students to receive their results in a prompt fashion.

5. After having reviewed all the feedback available through the above provisions, you can also address specific questions to the module convenor or teaching assistant in the designated exam feedback time in week 1.

### **Access to Examination Scripts:**

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

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

### **PERSONAL DETAILS AND COMMUNICATIONS:**

You are responsible for ensuring that your contact details are kept up to date. You may do this at anytime during the year via your E-vision account which can be accessed from the *Current Students* section of the University home page

Your University email (i.e., <...@st-andrews.ac.uk>) account is the official means of communication for the University and you are therefore reminded that you should read your e-mails at least every 48 hours (particularly during the academic year).

You can arrange to have your University email account automatically forwarded to your personal external account; however, you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working.

You may receive time-sensitive, study-related emails by, for example, your module convenor. These will be sent **only** to your St Andrews account and it is your responsibility to check that account.

## **ACADEMIC AWARDS AND RECOGNITION:**

### **Deans' List:**

In 2007/8 the University established a new annual award for academic excellence, promoted by the four Deans of the University.

Undergraduate students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans' List, an honour which will also appear on your University transcript.

The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews.

Study abroad is excluded from the scheme, although incoming students from other Universities will be eligible provided they meet all other criteria.

Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans' List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in 120 credits taken part-time over no more than three academic sessions. Full details of all the criteria and conditions for the Deans List are available at: <http://www.st-andrews.ac.uk/administration/deans/deanslist/>

### **School Prizes:**

#### **Pirie Prize**

The School of International Relations also offers prizes for the best essay written in each year of undergraduate study. The prize is named for Mrs Joyce Pirie of St Andrews. Students may nominate their own distinction-level IR essay to the Director of Teaching by email to <irdot> but all top essays in each module will automatically be entered.

**Because of both the number and the high calibre of many IR students, only essays with high distinction-level marks – 18s or 19s – should be self-nominated.**

The winning students will be notified in the following summer and thereafter their names will appear on the School website. The prize also carries a small monetary award.

### **Sir Menzies Campbell Prize**

The School of International Relations also offers the Ming Campbell Prize, which currently carries a monetary award of £500, for the best M.Litt. dissertation written in the School. The award is decided at the Examiners' Board after review of all performances; self-nominations are therefore not required.

### **Professor Paul Wilkinson Prize**

This prize, named for the first Professor of International Relations at the University of St Andrews, is automatically awarded annually for the best graduating single and joint Honours International Relations students. There is no need to apply.

### **Matt Howell International Relations Dissertation Prize**

This prize is named in memory of an International Relations student and is awarded automatically and annually for the best undergraduate dissertation in International Relations. There is no need to apply.

### **Fees:**

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

### **Health & Safety:**

A first-aid box is located in the main office of the School of International Relations, room 137.

Notices are posted throughout the School of International Relations 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 Holger Stritzel. 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.

Please be assured that personal matters will be dealt with confidentially and information will only be passed on to other members of staff in accordance with the University Student Confidentiality Policy: <http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.globserv?id=1097>

### **Staff-Student Consultative Committee (SSCC):**

The School of International Relations maintains two Staff-Student Consultative Committees (SSCC), one for undergraduates and one for postgraduates, which meet in each semester.

Elections to the SSCC are held electronically in the beginning of each academic year.

The elected representatives agree to have their names and email addresses (hyperlinked) posted on the 'Community' page of the School website, as well as on School noticeboards. This is to ensure familiarity with, and access to, your representatives by all students of International Relations.

In each academic year, representatives will be able to nominate themselves and supply information on their candidacy electronically. All eligible students will be able to vote electronically. Details will be available on the School's Community webpage at the start of the academic year.

The new School Student President, once elected through a process run by the Students' Union, will also sit on the IR SSCC.

### **Contact and teaching times:**

University-level study carries a clear expectation that students undertake very considerable study on their own.

That said, you should be aware that the full range of contact and teaching times include various features of University life.

Among them are your formal contact times – such as lectures and tutorials or seminars.

Your academic teaching staff will also have advertised office hours during which you can discuss module content and your own academic progression.

Other forms of contact and teaching can include email correspondence, including the many notices of additional material (news programmes, new publications) and other events.

The University also runs numerous academically-related events. Additional guest lectures and seminars occur frequently, and should be considered an absolutely fundamental part of your academic experience and development.

You may also make cited reference to comments given at such public lectures in your tutorial presentations or essays – they can constitute a part of your formal work just as citing an additional academic journal.

Some of the School's research centres also run internships (these will be advertised as and when relevant).

In short, contact and teaching times and their forms extend far beyond the formal ones. Ensure you take full advantage of all possibilities; these are integral to your University experience and academic development.

**May we wish you every success in your studies.**

Dr Jaremey McMullin  
Director of Teaching  
September 2011