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/

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.

**Students should also familiarise themselves with the Teaching, Learning and Assessment Policies of the University (including the Postgraduate Policies), available at: [http://www.st-andrews.ac.uk/staff/teaching/](http://www.st-andrews.ac.uk/staff/teaching/)**

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

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

Dr Ryan Beasley  
Director of Teaching  
September 2014

**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.

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<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Head of School</td>
<td>Professor Nick Rengger</td>
<td>2941</td>
<td>intrel</td>
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<td>Director of Teaching</td>
<td>Dr Ryan Beasley</td>
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<td>Director of Research</td>
<td>Professor Patrick Hayden</td>
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<td>Dir. of Postgraduate Studies</td>
<td>Dr Gabriella Slomp</td>
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<td>School Student President</td>
<td>Miss Ainikki Riikonen</td>
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<td>Disability Co-ordinator</td>
<td>Miss Lynne Dalrymple</td>
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<td>Examinations Officer</td>
<td>Professor Ali Watson</td>
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<td>Health &amp; Safety Officer</td>
<td>Professor Ali Watson</td>
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<td>Professor Ian Taylor</td>
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<td>Dr Hazel Cameron</td>
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<td>Honours Advisers:</td>
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<td>Junior Honours</td>
<td>Dr Chris Ogden</td>
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Senior Honours  Dr Tim Wilson  2879  tkw2
Subhonours Coordinators:
  First Year  Dr William Vlek  2913  wbv2
  Second Year  Dr Caron Gentry  2991  ceg1
The School’s Director of Taught Postgraduate Studies is Professor Sally Cummings in Semester One and Professor Ray Hinnebusch in the calendar year of 2015.
M.Litt. Degree Coordinators:
  ISS  Dr Sibylle Schiepers  2944  ss203
  MECASS  Prof. Ray Hinnebusch Sem 1  2861  rh10
           Prof. Rick Fawn Sem 2  2957  rick.fawn
  IPT  Professor Tony Lang  3006  al51
  PCS  Professor Ali Watson and  2930  amsw
       Dr Roddy Brett  2993  rlb3
Secretarial Staff:
  School Secretary  Lynne Dalrymple  2938  intrel
  1st year and Junior Honours  Gillian Fleming  1930  gaf3
  2nd year and Senior Honours  Wendy Boyter  1931  wcb1
  Postgraduate  Mary Kettle  2945  mmk8
  Module Coordinators:  See module booklets

Contact for reporting Special Circumstances and/or advice on S coding and requesting Deferrals: Lynne Dalrymple (intrel).

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 timetable and schedule for all current modules – with the names of module convenors – is listed on the Web and is posted on School noticeboards. Students should routinely check School Noticeboards for key information and updates.

“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 Coordinator.
• 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
Student Services Helpline (01334) (46)2020/2070
Academic Registrar & Clerk (01334) (46)2596
Academic Registry – transcripts, graduation, fees (01334) (46)2162/3097
(Refer to http://www.st-andrews.ac.uk/registry for more contact details)
Advice & Support Centre (ASC) (01334) (46)2020
ASC (01334) (46)2585/2586
University Examinations Office examoff@st-andrews.ac.uk

For contact details of the Dean and Pro Deans, see http://www.st-andrews.ac.uk/administration/schools/deans

ABSENCE REPORTING

Absence from Classes
Attendance is a basic assessment requirement for credit award, and
failure to attend classes or meetings with academic staff may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the 'Academic Alert' policy as stated elsewhere in this handbook. If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self Certificate of Absence form (through e-Vision) as soon as possible.

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Services in order to organise the appropriate documentation. If you submit more than three Self Certificates in a single semester, or if the period of absence extends to fifteen working days, you may be contacted by Student Services, the relevant Pro Dean, or by an appropriate member of staff in your School.

Completion of a Self Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent. Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview). It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.

If you are an international student (non-EEA nationals only), you will be affected by recent changes introduced by the UK in relation to immigration rules and visas. The University is now legally bound to report to the UKVI any student who fails to enrol on a module or programme of study, or who fails to attend, or who discontinues their studies.

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.**

**More than two absences in one semester, and/or the late or non-submission of assessed work (such as an essay), can result in an International Relations candidate receiving no credit in the relevant module or modules. Refer also to the section in this School Handbook on the ‘Academic Alert’ System.**
Absence from Examinations

Absence from Examinations due to illness or any other unavoidable reason should be reported by submitting a Self Certificate of Absence form (through e-Vision) as soon as you are able to do so, preferably before the examination is due to take place and in any case no later than 24 hours after the examination. You must contact the School responsible for the module being examined in order to request alternative arrangements, which are at the discretion of the School. You are only required to notify the University Examinations Officer if there is a problem submitting the self-certificate.

Contact
Warwick Danks, Examinations Officer
The Old Burgh School, Abbey Walk
Telephone: 01334 464100
Email: examoff@st-andrews.ac.uk

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.

ACADEMIC ALERT

Academic Alerts are a way of helping students who are having trouble coping with their studies; such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students’ grades. Academic Alerts will be issued by email from the Director of Teaching, Director of Postgraduate Studies, Module Coordinator or School administrator and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student’s permanent transcript. For more information on Academic Alerts and details on how the categories work, see:
For information on the School’s definition of compulsory modular elements and the limit on how many of these can be missed without the student incurring a penalty, refer to the sections of this School Handbook titled ‘Attendance’ and ‘Submission of Continuous Assessment’.

**ACADEMIC AWARDS AND RECOGNITION**

**Deans’ List:**

This is an 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. 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/schools/contacts/prodeans/deanslist/](http://www.st-andrews.ac.uk/schools/contacts/prodeans/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.

**ADVICE AND SUPPORT FOR STUDENTS**

For advice and support on any issue, including academic, financial, international, personal or health matters, or if you are unsure of who to go to for help, please contact the Advice and Support Centre, North Street, 01334 462020, theasc@st-and.ac.uk.

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 intrel@st-andrews.ac.uk, who will identify the most appropriate person to speak to you.

**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. Advising is a University requirement, and late advising is not permitted. To reduce wait times and respond to student feedback, the School offers interested students the ability to sign up for ‘Fast-Track’ Advising. Fast-Track Advising can be requested only in cases where the student is satisfied with all module options assigned during Pre-Advising and only for students who agree not to request or make any changes to modular enrolment. Students will be notified of these arrangements during the Pre-Advising period.

**Postgraduate:**

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

**Changing modules & Re-advising:**

Students may change modules only during the first week of each semester and must follow the advertised procedure for re-advising. Email requests sent during the summer months to request a change of modules will not be answered. No matter what level of module you are studying, you must contact your Adviser of Studies or Programme Coordinator to obtain the necessary approval for any change.

You must not, in any circumstances, enrol into a new module or simply start attending the classes for a new module, at any level, without being re-advised. Advising is one of the primary means by which your academic record is maintained and 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.

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. Re-advising changes can only be made by your Adviser of Studies.

**ACADEMIC APPEALS, COMPLAINTS AND DISCIPLINARY ISSUES**

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty, or are dissatisfied
with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly.

Such issues normally fall into one of three categories:

- **An appeal requesting a formal review of an academic decision** - where, for example, the University has made a judgement about your assessed work or progression within a course of study which you have grounds to query (see the relevant [Policy on Student Academic Appeals](#));

- **Complaints** - where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic (see the University’s [Complaints Handling Procedure](#));

- **Disciplinary cases** - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic Misconduct is dealt with under the [Good Academic Practice Policy](#); Non-Academic Misconduct is dealt with under separate procedures.

If there are extenuating personal circumstances that may affect your academic performance or impact on your progression you **must** bring these to the attention of an appropriate member of staff (for example your Academic Adviser, module coordinator or the appropriate Pro Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

**Using the Right Procedure**

If you are unsure whether to use the Appeals procedure or the Complaints procedure, there is a key question to ask yourself. What kind of outcome are you seeking? If you are seeking to have an academic decision changed (such as a mark or grade, or a decision about progression or termination of studies), then you *must* use the Appeals procedure. The permissible grounds for submitting an appeal are clearly detailed therein. If you are dissatisfied with the level of service you have received from the University, or if you believe that a service needs to be improved, or that the University has failed (for example) to follow one of its administrative processes properly, then the Complaints procedure is normally more appropriate. For matters involving teaching in general,
there are also feedback opportunities through Staff-Student Consultative Councils, module questionnaires and School presidents.

You can make both a personal Complaint and an Appeal, by using both the Appeal and Complaints procedures, but it must be emphasised that changing an academic judgment or decision is not one of the outcomes from the Complaints procedure used alone.

**Further guidance and support**

The Students' Association provides independent and confidential help and advice for students who are contemplating submitting an academic appeal, complaint or are having discipline proceedings taken against them. The Students' Association employs Iain Cupples, the Student Advocate (Education), whose job it is to ensure that you receive help with writing and submitting a submission. Iain can also accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

**Contact**

Iain Cupples  
Student Advocate (Education)  
**Telephone:** 01334 462700  
**Email:** inc@st-andrews.ac.uk

**Policy on Student Academic Appeals:** All students have the right to query the marks and grades awarded to them. The University’s Policy on Student Academic Appeals can be found at [http://www.st-andrews.ac.uk/students/rules/appeals/policy/](http://www.st-andrews.ac.uk/students/rules/appeals/policy/).

The School’s procedure for appealing an academic judgement is as follows:

- The student should in the first instance consult the instructor who awarded the mark within two days of the return date of the piece of work in question.
- If any discrepancy or disagreement remains, the student should write to either the Year Coordinator (sub Honours) or the Director of Teaching, (Honours) as appropriate stating the grounds for their complaint. **In writing to the Director of Teaching or Year Coordinator, students must use the Appeals Form.** If the student prefers, the appeal can be sent to the Head of School.
Students will be contacted by the appropriate School officer to receive news about whether their request for appeal has been denied or approved.

If the appeal is approved, the piece of work in question is re-marked anonymously by a member of academic staff within the School. If the difference between the original mark and the new mark is slight (.5 or less), then the original, specialist’s mark will prevail.

If the difference is considerable (more than .5) and the markers cannot agree on a reconciled mark then the Year Coordinator or Director of Teaching will refer the matter to an external examiner, whose mark will be final.

**Complaints** should be made in a timely and respectful manner. The Director of Teaching and Head of School hold open office hours and are happy to discuss any matter students might wish to raise. In addition, positive feedback from students is always welcome, as are suggestions and other comments on improving teaching and the student experience within the School of IR. Students are encouraged to contact the School Student President and Class Reps in the first instance with suggestions and comments for discussion and action at SSCC and the School’s TLAF Committee. Students are also encouraged to make use of individual staff office hours for suggestions and feedback.

**COMMON REPORTING SCALE**

The University uses a 20-point Common Reporting Scale for grades (i.e. a 20-point basic scale reported to one decimal point for final module grades). Details of the Common Reporting Scale can be found at [https://www.st-andrews.ac.uk/staff/teaching/examinations(scale)](https://www.st-andrews.ac.uk/staff/teaching/examinations/scale/)

The pass grade is 7.0 across the University. Grades of 7.0 and above on the 20-point Common Reporting Scale are pass grades.

There are two levels of fail grades:
4.0 – 6.9 – fail with right to reassessment
3.9 and lower – fail but with no right to reassessment

Honours reassessment is capped at 7.0.

**DISABILITY SUPPORT**

School of International Relations
Student Handbook

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revised August 2014
If for disability reasons you require support for example; teaching and exam arrangements, please contact the Disability Team from the link below. Student Services provides support for a wide range of disabilities such as; learning difficulties, visual and hearing impairments, mobility difficulties, Aspergers, mental health, long standing medical condition and much more. [www.st-andrews.ac.uk/studenthandbook/diversity/disabilities/](http://www.st-andrews.ac.uk/studenthandbook/diversity/disabilities/)

The School's Disability Coordinator is Ms. Lynne Dalrymple, who may be contacted via Room 138, (tel 462938) or email at intrel@st-andrews.ac.uk.

**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 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.

CONTINUOUS ASSESSMENT – COVER SHEETS

At Honours and M.Litt. levels please ensure you use the anonymising essay/continuous assessment cover sheets, available on the School website

Please ensure ALL information is supplied.

CONTINUOUS ASSESSMENT – 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.

CONTINUOUS ASSESSMENT – SUBMISSION GUIDELINES & POLICIES

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. The penalty applies to late submission of the hard copy and electronic copy of the work. 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. **Failure to submit continuous assessment within these deadlines could result in the issuance of a Category 10 Academic Alert.**

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. Computer failure does not constitute an excuse for late submission. It should be noted that letters from Student 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.

**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. **Taught PG convenors have discretion to give extensions of up to seven days** and longer periods must be applied for in advance to the Taught MLitt Coordinator.

**DEGREE REGULATIONS**

A regulatory structure determined by Senate and Court governs the award of all degrees. [Undergraduate](#) and [Postgraduate](#) Resolutions and Regulations are available at [https://www.st-](https://www.st-).
DEFERRED ASSESSMENT/RESITS:

If you are offered the opportunity to take re-sit examinations and / or deferred assessments at the August (Reassessment and Deferred Assessment) 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.

Students sitting deferred examinations must also register in advance, but will not be liable for a fee. Students wishing to request a deferred assessment must write to the School’s Special Circumstances Board, via email to the School Secretary.

Further details on the University’s policy on deferred assessment can be found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/deferrals.pdf

ETHICAL APPROVAL FOR MLITT, MRES, MPHIL, & PHD DISSERTATIONS/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

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.

Past exam papers are no longer available in the University Library’s website. They are now available through iSaint: http://www.st-andrews.ac.uk/students/academic/Examinations/pastpapers

Examinations are subject to moderation by double marking, ie. by two staff and by the External Examiner in the event of a dispute between the two internal markers, or a final mark which is on the borderline between classes of degree. External Examiners may be involved in appeals, and may review essays as well as examination performance when judging a borderline case in the January and June diet.

**EXAMINATIONS – DATES**

The dates for 2014-2015 can be found on the University website here: http://www.st-andrews.ac.uk/semesterdates/2014-2015/

**EXAMINATIONS – 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 makes 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, elements common to stronger and weaker answers to exam questions).

   If you do not receive or see this by the first week of the following semester, contact the module convenor and ask for a comment of the general exam feedback for the module.

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 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.

**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/](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 December and May Examination Diets, dates of which are detailed under ‘Examinations – Dates’ above.

You should ensure that you schedule your travel arrangements so as to ensure you are present for all exams. This is especially important in December. Poor scheduling on a student’s part will not be acceptable as a valid excuse for missing an examination.

The provisional Degree Examination Timetable will normally be published no later than Monday of Week 7. You will receive an email notifying you of its publication. 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) as a matter of urgency.

The confirmed timetable will be published Monday of Week 8. Your examination dates will be confirmed to you via iSaint.

Examination dates for 2014-15 are:-
S1 Exam Diet: Mon 8–Thursday 18 December 2014
S2 Exam Diet: Mon 11 – Thursday 21 May 2015

EXAMINATIONS – USE OF DICTIONARIES

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.

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 and Other Continuous Assessment Feedback.** You will always receive a feedback sheet when any piece of continuous assessment 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 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 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.

**GOOD ACADEMIC PRACTICE**

Good Academic Practice is viewed seriously within the School of IR, and any suspected academic misconduct will be thoroughly investigated and,
when appropriate, adjudicated. All students are required to read and be familiar with the University’s policy and procedures on Good Academic Practice, which can be found at: https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/academicpractice/

Student’s seeking further information on the University’s policy may contact the School’s Academic Misconduct Officer (AMO).

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.

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.

HONOURS CLASSIFICATION

The University applies a common formula for the calculation of the award of Honours classifications. Degrees are classified using a credit-weighted calculation of grades achieved for Honours-level modules (3000 level and above) taken during an approved Honours programme. This ensures consistency, particularly if you are taking a joint degree. Full details of the University’s Honours Classification algorithm can be found at: https://www.st-andrews.ac.uk/staff/teaching/examinations/honours/

HONOURS ENTRY:
The School of International Relations requires 11.0 or better in each of IR2005 and IR2006 in order to progress to Honours. All students who satisfy these requirements will be given automatic unconditional offers into Honours. The School does not offer conditional or qualified entry into Honours. Students are additionally required to have met credit requirements to progress to Honours. Students are permitted to ‘trail’ a maximum of 20 Subhonours credits and one module into Honours, but these must be made up in Semester 1 of the Junior Honours year.

Additional information on Honours Entry can be found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/honoursentry.pdf

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.

**ILLEGIBLE EXAM SCRIPTS**

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

**MARKING SCALES/DESCRIPTORS**

Students should read the University’s statement on Classification, Grades, Marks and the 20-point scale, found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/grades-definition.pdf
Within the School of International Relations all work is marked 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.

Note that the following indicators refer to individual marks only and so occur at .5 intervals. It is possible to receive a final grade for a module at .1 intervals along the 20-point Common Marking and Reporting Scale. References to degree classification terminology (“first class”, etc.) are intended as guidelines for students’ benefit.

**First Class / Distinction-level: 20 – 16.5**
Work marked 20-16.5 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: 16.0 – 13.5**
Work marked 16.0-13.5 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: 13.0 – 10.5**
Work marked 13.0-10.5 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 – 7.5**
Work marked 10-7.5 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**
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. A mark of 0 will be given in cases where no acceptable work is presented.

**MODULE BOOKLETS & READING LISTS**
Module booklets will be available to all enrolled students via MMS at the beginning of the semester. Some module booklets are also available online on the School’s webpage. Alternatively, students are welcome to email the module convenor to inquire about access to module booklets and reading lists. Most modules assign advanced or summer reading. Lists of such reading is available on the IR School website. If information cannot be located immediately on the website, students are encouraged to email module convenors to obtain suggestions for advanced or summer reading.

**OFFICE HOURS**
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. A list of office hours for staff is available on the IR School Noticeboard, and office hours for individual modules are listed in module booklets.
ORIENTATION WEEK

Students are reminded that Orientation Week is an integral part of the University semester, even though no classes are scheduled during that time. Orientation Week offers students an opportunity to prepare for classes by purchasing 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.

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.

PRINTING & BINDING

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

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

SEMESTER DATES


SPECIAL CIRCUMSTANCES – ‘S’ CODING

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

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

You must bring this information to the attention of the School as soon as possible as there are a number of ways to deal with such situations, ‘S’
coding being the final option. It may be possible (and it is viewed as preferable) to arranged deferred assessments or extended submission dates rather than applying ‘S’ to the entire module. However it should be noted that if such arrangements are made, (extensions or deferred assessments etc.), it is unlikely that you will also be entitled to have the module ‘S’ coded as well.

**STAFF-STUDENT CONSULTATIVE COMMITTEE (SSCC)**

The School convenes three different SSCC meetings per semester, one each for Subhonours students, Honours students, and Postgraduate students. The School Student President, once elected through a process run by the Students’ Union, will sit ex officio on all IR SSCC and chairs the Subhonours and Honours SSCC meetings. Normally, the PG rep chairs the PG SSCC.

SSCC membership is as follows:

**Subhonours SSCC:** School President, Subhonours Class Reps, Director of Teaching, First Year Coordinator, Second Year Coordinator

**Honours SSCC:** School President, Honours Class Reps, Director of Teaching, Junior Honours Adviser, Senior Honours Adviser, Dissertation Coordinator

**Postgraduate SSCC:** School President (ex officio), PG Class Reps, PG Programme Conveners, Taught MLitt Coordinator

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.
STUDENT FEES

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

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/

Some MLitt students on programmes with a required fieldwork component will be expected to pay the necessary travel, accommodation, and subsistence costs incurred.

STUDY ABROAD

School policies and procedures on studying abroad can be found here: http://www.st-andrews.ac.uk/intrel/prospectivestudents/undergraduate/studyabroad/

The School’s Study Abroad Coordinators are Professor Ian Taylor and Dr Hazel Cameron.

TAUGHT POSTGRADUATE PROGRESSION

For short courses, such as the Graduate Diploma, where there is no question of progression, the programme coordinator, in consultation with the School Postgraduate Committee or Head of School, determines a mechanism for review (such as confidential written reports or interviews) and normally conducts such reviews at the end of the first semester of study. Such reviews address questions about the student’s progress and provides the student with an opportunity to comment on the programme and the School. Any specific problems regarding student progress are reported in writing to the Head of School, the relevant Pro Dean and the student.
For postgraduate taught Masters degrees, the programme coordinator or delegate conducts an informal review process at the end of the first semester in order to signal any possible problems. Any recommendation for re-registration at that time should be approved by the Head of School and reported to the relevant Pro Dean. At the same time, or as soon as possible thereafter, the student should agree with the dissertation supervisor a provisional topic for the dissertation. A formal review of progress occurs at the June meeting of the Board of Examiners. Only students who have failed taught modules are prevented from progressing to the dissertation. A 13.5 overall credit weighted mean and a 13.5 dissertation grade is required for the award of a Masters degree. A credit weighted mean grade of 16.5 or higher is required to achieve Distinction in taught elements or the dissertation element.

**TERMINATION OF STUDIES ON ACADEMIC GROUNDS – UNDERGRADUATES**

If your academic performance is unsatisfactory, *i.e.* you have gained insufficient credits to progress to the next stage of your degree programme, your studies may be terminated. You will then be notified by the Dean or the Pro Dean (Advising) that your studies are terminated and you will normally have no later than five working days within which to submit a request a review of this decision using an appropriate form. This should be supported by documentary evidence specifying the reasons for your unsatisfactory performance. If you do not submit a request for review of the decision you will have your studies automatically terminated. This decision is taken by the Dean in accordance with Senate Regulations. Your full student record is taken into account any review, including any instances of non-academic misconduct.

If your request for review is successful, the Dean will contact you with conditions for your return to studies. If you do not meet these conditions (e.g. you do not pass the specified amount of credits within the time period given by the Dean) your studies may be terminated again.

If your request for review is unsuccessful, you may have a further right of appeal to the Senate of the University. Appeals to Senate are admissible only on limited grounds and the process cannot be used to challenge matters of academic judgment. To make a Senate submission, you must complete and submit to the Senate Office a Stage 2 appeal form within 10 working days of the date stated on your termination letter. Late submissions may not be considered further by the University. For further
information, see the University’s Policy on Student Academic Appeals at http://www.st-andrews.ac.uk/students/rules/appeals/policy/

International students here at St Andrews on a Tier 4 visa should be aware that any terminations will be reported to the UKVI and their visa curtailed.

Contact
Student Services, Students’ Association, 9 St Mary's Place
Telephone: 01334 462720
Email: studentservices@st-andrews.ac.uk

UNDERGRADUATE RESEARCH INTERNSHIP (URIP)

This programme was introduced with the intention of giving undergraduate students the opportunity to experience research during the summer vacation. The URIP is open to students who are matriculated at the University of St Andrews and who will typically have completed their penultimate year of studies. URIP funding (currently at £180 per week for up to ten weeks) cannot be used to support research for a credit-bearing programme. Details of the scheme, including information about the application procedures, are published during the academic year. The programme is administered by the Deans of Arts and Science. For full details of the application process visit www.st-andrews.ac.uk/students/academic/internships/

WITHDRAWAL FROM STUDIES

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance or your Supervisor if you are a Research Postgraduate student. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact the appropriate Pro Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly.

You should be aware that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an
academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal.

**WORD COUNTS – ESSAYS, DISSERTATIONS & CONTINUOUS ASSESSMENT**

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 supervisors or module convenors). The final word count must be accurately recorded on the essay and dissertation cover sheets.

The School’s method for counting words is via MS Word. Students are encouraged to submit a word document as the electronic copy of any assessment to MMS. If a PDF document is submitted, then a module convener may either ask the student to submit an identical MS Word version, or else will use an online service such as [http://www.montereylanguages.com/pdf-word-count-online-free-tool.html](http://www.montereylanguages.com/pdf-word-count-online-free-tool.html).

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.