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All students should make sure they familiarise themselves with the content of this handbook in its entirety. Watch out for entries marked 🔄: you will need to pay particular attention to them!
The Department of Social Anthropology can be found on the eastern side of St Salvator’s Quadrangle, off North Street. The Departmental Seminar Room (Room 50, United College) is beyond School V, to the left of office 48 and up some stairs. The Departmental Office and Secretary can be found at 71 North Street and The Centre for Amerindian Studies (CAS) and its library are located on the second floor of St Salvators Quad.

The Department Office

Your first point of contact will be the Department Office, which is staffed by the Departmental Secretaries, Mrs Mhairi Aitkenhead, Mrs Lisa Neilson and Mrs Linda Steyn. They will be able to answer many of your queries or to direct you to the relevant member of staff. They also process coursework submissions and manage MMS.

The opening hours of the Department Office are Monday to Friday 8.45am – 1.00pm - 2.00 - 5.00pm

Mrs Lisa Neilson
Room: 1st Floor, 71 North Street
Tel: 2977
Email: socanthadmin

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

Mrs Linda Steyn
Room: 1st Floor, 71 North Street
Tel: 2977
Email: socanthadmin

Staff roles and positions

Head of School
Prof Nigel Rapport
Room: 3, United College
Email: mj2
Tel: 2978

Deputy Head of School
Professor Dina Iordanova
Film Studies
Email: dina.iordanova@st-
Tel: 7474
Head of Department
Dr Adam Reed
Room: 56, United College
Email: ader
Tel: 2974

Disabilities/Student Support Officer
Mette High
Room: 3, United College
Email: njr2
Tel: 2978

Director of Honours Teaching
Contact for reporting Special Circumstances
Dr Sabine Hyland
Room: Top Floor, 71 North St.
Email: sph
Tel: 2980

Director of Sub-Honours Teaching
Dr Aimée Joyce
Room: 1st Floor, 71 North Street
Email: aj69
Tel: 2983

Director of Postgraduate Studies
Professor Roy Dilley
Room: 21, United College
Email: rmd
Tel: 2984

Honours Adviser & Study Abroad Co-ordinator
Dr Stan Frankland
Room: 1st Floor, 71 North Street
Email: mcf1
Tel: 2979

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

Ethics & Risk Assessment Officer
Prof Christina Toren
Room: 1st Floor, 71 North Street
Email: ct51
Tel: 2973
Health & Safety Officer
Dr Adam Reed
Room: Room: 56, United College
Email: ader
Tel: 2974

Academic Staff / Research and Teaching Interests

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

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

Professor Roy Dilley  Professor of Social Anthropology
Areas of Interest:  Theory, method and practice in anthropology; politics, power and knowledge; economy and society; Islam and the anthropology of religion.
Area Speciality:  History and Ethnography of West Africa
Room:  21, United College
Tel:  46 2984
Email:  rmd
Dr Stan Frankland
Lecturer in Social Anthropology
Area of Interest: East Africa and Uganda, Hunter Gatherers, Tourism & Development, Myths, Representation
Room: 1st Floor, 71 North Street
Tel: 46 2979
Email: mcf1

Dr Mattia Fumanti
Senior Lecturer in Social Anthropology
Area of Interest: Youth and intergenerational relations; power, elites and nation-building in Africa; new African diaspora, migration and citizenship; urban anthropology; Christianity and the anthropology of religion; aesthetics and subjectivity
Area of Speciality: History and Ethnography of Southern and West Africa, in particular Namibia and Ghana; new African diaspora in Britain, London
Room: 19, United College
Tel: 46 2990
Email: mf610

Dr Paloma Gay y Blasco
Senior Lecturer in Social Anthropology
Area of Interest: Feminist Anthropology, sex and gender, Gypsies/Roma, memory, marginality, kinship, adoption, egalitarian anthropology
Area Speciality: Europe
Room: 2, United College
Tel: 46 2950
Email: pgyb

Professor Peter Gow
Professor of Social Anthropology
Areas of Interest: Research on myth, history, kinship, aesthetics
Area Speciality: Amazonia
Room: Top Floor, 71 North Street
Tel: 46 2817
Email: pgg2
Dr Mark Harris
Reader in Social Anthropology
Area of Interest: Identity, ecological anthropology, the anthropology of embodiment and experience, social science methodology, and the ethnography of the Brazilian Amazon and South America.
Area Speciality: South America
Room: Top Floor, 71 North Street
Tel: 46 2981
Email: mh25

Dr Mette High
Leverhulme Early Career Research Fellow
Area of Interest: Mongolia, USA, extractive industries, economic transformations, wealth and value, Buddhism and cosmology.
Room: Room 58, United College
Tel: 46 1961
Email: mmh20

Dr Sabine Hyland
Reader in Social Anthropology
Area of Interest: Orality and literacy; Andes, Peru, Inkas; historical anthropology; ancient writing systems; religion and missions
Room: Top Floor, 71 North Street
Tel: 46 2980
Email: sph

Dr Aimée Joyce
Lecturer in Social Anthropology
Areas of Interest: Borders, Religion: particularly material religion and the anthropology of Christianity, Regionalism, Studies of place making and the idea of place, heritage and heritagisation
Area Speciality: Europe (East Central)
Room: First Floor, 71 North Street
Tel: 46 2983
Email: aj69
Dr Daniel Knight  
**Lecturer and Leverhulme Fellow**  
**Areas of Interest:**  
Economic Anthropology, History and Anthropology, European Ethnography, Time and Temporality, Crisis, Renewable Energy  
**Area Speciality:** Mediterranean, Greece  
**Room:** First Floor, 71 North Street  
**Tel:** 46 2985  
**Email:** dmk3

Dr Stavroula Pipyrou  
**Lecturer in Social Anthropology**  
**Area of Interest:**  
Italy, Greece, Turkey, Linguistic Minorities, Mafia and 'Illegal' Organisations, Civil Society, Power and Governance, Kinship and Relatedness, Refugee Identity, Anthropology of Dance  
**Room:** 1, United College  
**Tel:** 46 1960  
**Email:** sp78

Prof Nigel Rapport  
**Professor of Social Anthropology**  
**Areas of Interest:**  
Individuality, globalism, semantics, literary anthropology, humanism, science, consciousness and narrative, and the ethnography of the Yorkshire Dales, Newfoundland, Israel and Scotland.  
**Room:** 3, United College  
**Tel:** 46 2978  
**Email:** njr2

Dr Adam Reed  
**Senior Lecturer in Social Anthropology**  
**Areas of Interest:**  
Melanesia, incarceration, literature and reading, new media and the city, London  
**Room:** 56, United College  
**Tel:** 46 2974  
**Email:** ader
**Prof Christina Toren**  
Professor of Social Anthropology  
Areas of Interest: Fiji and the Pacific, and Melanesia. Theoretical interests include: exchange processes; spatio-temporality as a dimension of human being; sociality, kinship and ideas of the person; the analysis of ritual; epistemology; ontogeny as a historical process.  
Room: 1st Floor, 71 North Street  
Tel: 46 2973  
Email: ct51

**Dr Huon Wardle**  
Senior Lecturer in Social Anthropology  
Room: 20, United College  
Tel: 46 2982  
Email: hobw
**Contacting Staff: Office Hours**

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

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

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

<table>
<thead>
<tr>
<th>If you need to…</th>
<th>then get in touch with…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for an extension</td>
<td>The Student Support Officer (subhonours) or the Honours Directors of Teaching</td>
</tr>
<tr>
<td>Discuss your module choices</td>
<td>Your Sub-honours Adviser or the Department’s Honours Adviser</td>
</tr>
<tr>
<td>Advise into modules</td>
<td>Your Sub-honours Adviser, the Honours Adviser, during the appropriate period</td>
</tr>
<tr>
<td>Notify the Department of an illness or special circumstance likely to affect your attendance, performance or submission of coursework</td>
<td>The Disabilities/Student Support Officer, Student Services</td>
</tr>
<tr>
<td>Request additional feedback on coursework</td>
<td>Sub-honours modules: your tutor in the first instance, then the module convener</td>
</tr>
<tr>
<td></td>
<td>Honours modules: the module convener</td>
</tr>
<tr>
<td>Request feedback on an examination or a copy of an examination script</td>
<td>The Examinations Officer</td>
</tr>
<tr>
<td>Request advice on S-coding</td>
<td>The Disabilities/Student Support Officer</td>
</tr>
<tr>
<td>Initiate an appeal against an academic judgement</td>
<td>The Honours Directors of Teaching in the first instance, then the Head of Department</td>
</tr>
<tr>
<td>Request advice on referencing, and on acceptable academic practices</td>
<td>Your tutor, course convener, or Directors of Teaching</td>
</tr>
</tbody>
</table>
**Key University Contacts**

University Switchboard (01334) (47) 6161  
Student Services Helpline (01334) (46) 2720  
Academic Registry – transcripts, graduation, fees (01334) (46) 2162/3097  
Academic Registry – Pro Deans, advising - Arts - UG (01334) (46) 2139  
Academic Registry – Pro Deans, advising - Science - UG (01334) (46) 2134  
Academic Registry – Pro Dean Postgraduate Research (01334) (46) 2197  
Academic Registry – Pro Deans - Science/Medicine (01334) (46) 2140  
ASC (01334) (46) 2020  
Student Finance (01334) (46) 2585/2586

**Semester Dates 2016/17**

(Please keep in mind that these dates may change. Check the University website for the most up-to-date information: [http://www.st-andrews.ac.uk/semesterdates/2016-2017/](http://www.st-andrews.ac.uk/semesterdates/2016-2017/))

- **Pre-Sessional Week:** Week commencing Monday 5 September 2016  
- **Martinmas Semester:** Monday 12 Sept 2016 - Friday 16 Dec 2016  
- **Raisin Monday:** Monday 17 October 2016  
- **Independent learning week:** Monday 17 – Friday 21 October 2016  
- **St Andrews Day Graduation:** Wednesday 30 Nov 2016 and Thursday 1 Dec 2016  
- **Revision Period:** Commences Monday 28 November 2016  
- **Examinations:** Monday 5 – Friday 16 Dec 2016  
- **Christmas Vacation:** Monday 19 December – Sunday 1 January 2017  
- **Inter-semester Period:** Monday 2 Jan 2017 – Sun 22 Jan 2017  
- **Candlemas Semester:** Monday 23 Jan 2017 - Friday 26 May 2017  
- **Spring Vacation:** Monday 13 Mar 2017 – Sunday 26 Mar 2017  
- **Revision Period:** Commences Monday 24 Apr 2017  
- **May Day Holiday:** Monday 1 May 2017 (No teaching – University closed)  
- **Examinations:** Monday 8 May 2017 – Friday 19 May 2017  
- **Graduation:** Monday 19 June 2017– Friday 23 June 2017  
- **Re-Assessment Diet:** Commences Monday 14 Aug 2017

Pre-sessional Week is an integral part of the University semester, and students are expected to devote that period to their studies. Students are also expected to be available for the entire examination period.
SECTION TWO – STUDYING SOCIAL ANTHROPOLOGY

Matriculation

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

Undergraduate and Taught Postgraduate students are expected to matriculate during Pre-Sessional Week before the Semester commences and any student who has not matriculated by the end of Monday of Week 1 (without prior permission to matriculate late from the University) will be charged a late matriculation fee. Permission to matriculate late can only be given by Registry and permission must be sought before the start of Pre-Sessional Week. Full details of the Late Matriculation Policy can be accessed at http://www.st-andrews.ac.uk/students/academic/

Degree Regulations

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

Sub-Honours pathways in Social Anthropology

Level One

There are two modules: there are no prerequisites for entry to these modules. However, if you intend to study Social Anthropology at Honours level you will need to pass SA1002:

- **SA1001 - Anthropology in the World (Semester 1) 20 credits**
- **SA1002 - Ways of Thinking (Semester 2) 20 credits**
Level Two

There are two modules: SA1002 is a prerequisite for entry to SA2001, and SA2001 is a prerequisite for entry to SA2002.

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

SA2002 - Ethnographic Encounters (Semester 2) 20 credits

Spanish and Social Anthropology/ Modern History and Social Anthropology

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

Admissions into Junior Honours

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

More information on Honours entry procedures can be found at: [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/HonsEntry.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/HonsEntry.pdf)

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

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

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

A total of 60 credits from SA1001-1002 and SA2001-2002, which must include:

Level 1: Pass in SA1002 (20 further credits from SA1001 recommended).
Level 2: AND average passes at grade 11 or better must be achieved in SA2001 and SA2002.
For those taking a Social Anthropology Honours module as part of another Honours programme (as a ‘dip across’) or a General Degree:

A total of 60 credits from SA1001-1002 and SA2001-2002, which must include:

**Level 1:** Pass in SA1002 (20 further credits from SA1001 recommended).
**Level 2:** AND average passes at grade 11 or better must be achieved in SA2001 and SA2002.

For those taking a Social Anthropology Honours module as part of another Honours programme or a General Degree:

A total of 60 credits from SA1001-1002 and SA2001-2002, which must include:

**Level 1:** Pass in SA1002 (20 further credits from SA1001 recommended).
**Level 2:** AND average passes at grade 11 or better must be achieved in SA2001 and SA2002.

** Requests for Review of Decisions for Entry to Honours **

Students who fail to meet the requirements for entry to honours and are consequently refused entry to their chosen programme are eligible to request a review of that decision. For additional information and a list of admissible grounds for requesting a review, please see [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/HonsReview.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/HonsReview.pdf).

** 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 the 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/](https://www.st-andrews.ac.uk/staff/teaching/examinations/honours/)
Honours Pathways

(1) Single Honours Social Anthropology

Level 3

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

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

Level 4

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

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

**Across the two Honours years:**

You must take a total of 240 credits:

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

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

(2) Joint Honours Social Anthropology

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

Level 3

30 credits from 3000-level Social Anthropology modules, plus 30 further approved credits. Students going on to take SA4099 must also take SA3506.
In simpler language: 1 X Level 3 Social Anthropology module (which must be SA3506 if you are planning on doing a field-based dissertation) + 1 X Level 3 or Level 4 Social Anthropology module or up to 30 credits from a different Honours subject approved by the Director of Honours Teaching, and subject to permission by the relevant department.

Level 4

60 credits from Social Anthropology 4000-level modules

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

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

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

Level 3

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

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

Level 4

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

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

(4) Minor degree: Another subject with Social Anthropology

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

Level 3
At least 30 credits from one 3000-level Social Anthropology module

Level 4

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

Full details of the University’s Honours Classification algorithm can be found at: www.st-andrews.ac.uk/staff/policy/tlac/examinations/classification/

Choosing and changing modules:

Advising

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

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

At the beginning of each session, before matriculation in the University, undergraduate students must see, in person, their Sub Honours or Honours Adviser of Studies, who will validate their choice of modules and who will be able to give help and guidance on matters relating to academic progress. In addition, students may contact them at any time in the Academic Year if they have anything they wish to discuss.

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

Pre-Advising

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

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

You should also at this point take the opportunity to update your personal details e.g. contact address. Students should contact their Advisers of Studies with any questions. Advisers also have access to Pre-Advising pages and will be able to amend or provisionally validate module choices.

**Re-advising/Changing Modules**

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

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

**Module Confirmation**

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

**Withdrawal from a Module**

If you wish to withdraw from a module after the second week of a semester, you should discuss the matter with your Adviser of Studies who will then contact the Pro Dean (Advising) to seek the appropriate approval.
Withdrawal from Studies

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance 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 academic alertions 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.

Components of teaching

Modules may consist of a number of teaching components:

Lectures There will normally be at set times each week
Films Ethnographic films will often be shown. These will illustrate themes being discussed in lectures and tutorials and are an integral part of the course.
Tutorials Tutorials will be held WEEKLY in 1st and 2nd year beginning in week two.

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

Sub-Honours tutorials will normally be held in the Departmental Seminar Room or the Arts Building unless otherwise stated.

Sub-Honours tutorials provide an informal opportunity to discuss the reading material. Tutorial topics will relate to the lectures but they may also develop tangential arguments which there was not time to cover in the lectures. Tutorial time should be spent addressing any problems that students have come across, either
in their own reading or as a result of the lectures.

Thus it is crucial that students do the appropriate preparatory readings, and sanctions will be imposed if they do not. The more preparation that students do for each tutorial the more benefit they will gain from them. Essays and other written work will be prepared in the context of tutorial instruction.

**Workshops**

Workshops are a regular and integral part of the 2nd year modules (and also of some level 3 and 4 modules), and involve the whole class working in small groups in a flat-floor space. Tasks related to, and developing, points and issues related to the lectures may be supplemented by discussion of film clips or viewing an ethnographic film. Any necessary preparatory work is detailed in the relevant sections of the module handouts. **Attendance at second year workshops is compulsory, and a register will be taken.**

**Personal supervision**

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

**Department Seminars**

Research seminars by invited speakers take place on Fridays between 11am and 1pm. All Honours students are invited to attend and Senior Honours are particularly encouraged.

**Explanation of Honours requirements:**

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

**Regional and Subject Modules:**

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

**Assessment:** these modules are assessed in a variety of ways, but the most common is a 3000-word essay (50%) plus a 3-hour exam (50%).
Dissertation Projects (SA4098/SA4099)

Regular supervisions during Semester 1 of your fourth year

Assessment  
SA4098 – 10,000 word dissertation, (100%)  
SA4099 – 10,000 word dissertation, (100%)

Assessment and reassessment

Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations and other forms of assessment. Information on the University’s examination processes may be found at:

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

To pass a module

There are two levels of fails:

4.0 - 6.9: fail with right to reassessment  
3.9 and lower: fail with no right to reassessment

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

⚠️ Sub-Honours students who miss 5 Social Anthropology tutorials, for whatever reason and whether or not they have a medical note, will be considered not to have attended a sufficient part of the course. They will be given a 0X at the Module Board.

⚠️ Sub-Honours and honours students who do not obtain a minimum mark of 1 in each of the continuous assessment components (for example, because of late penalties) will be considered not to have completed a sufficient part of the course. They will be given a 0X at the Module Board.
Please note that 0X rules out the right for reassessment: this grade denotes a failure to complete module requirements. It is applied where a student has failed to complete the work of a module without good reason.

**Coursework**

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

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

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

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

✔️ On the first page of your coursework, please include: your matriculation number, the module name and number, your lecturer’s or tutor’s name, the title of the essay/exercise, word count, and the following statement:

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

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

**DO NOT EXCEED THE WORD LIMIT** – Please note that material in excess of the word limit may not be read by the marker. Please check module handbooks for the word limits for coursework for each individual module. Please keep in mind that the word-lengths specified for each piece of continuous assessment (such as essays and dissertations, at all levels) include footnotes, quotations and appendices, but not the bibliography. **If you exceed the word limit you will be penalised:** you will lose 1 mark for work that is 10% over the word length, then a further 1 mark per
additional 10% over in all work submitted to MMS. Please declare the word count of your essay on the front cover.

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

All essays must be uploaded to MMS in one of the following formats: doc, docx or pdf. Failure to do so may result in a 1 mark penalty. Work submitted in a corrupted file may result in a 1 mark penalty.

Late work

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

• 🔄 Up to one day late: loss of 1 mark.
• 🔄 1 mark will thereafter be subtracted for every additional day late, inclusive of weekends and holidays, until a mark of 0 may be awarded.
• In the context of electronic submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule applies to all holidays (public and university) and includes weekends, with Saturday and Sunday each counting as one day.
• Submission of work more than seven days late will receive no commentary.
• Late work will be considered toward fulfilling the module requirements, even if the late assignment receives a 0 due to lateness penalties."

Extensions

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

Failure to supply a doctor's note when requested will result in extensions being revoked.

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

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

Feedback to Students on Coursework

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

Marked coursework will normally be returned before the next assignment is due.

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

Registration for Degree Examinations

All matriculated students are entered automatically for the December and May degree examination diets.

Reassessment Registration

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

Examination Timetables

⚠️ Students are required to make themselves available in St Andrews for the full duration of the December and May examination diets, dates of which are detailed under the important dates section of the University’s Student Handbook.
When returning to St Andrews for an examination, you should ensure that you schedule your travel arrangements so as to arrive in good time. This is especially important in December, when bad weather can often delay public transport. Poor scheduling on a student’s part will not be acceptable as a valid excuse for missing an examination. You should be aware that you should be present up until the last day of the semester.

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

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

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

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

All Examination Timetables are published via the web only at

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

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

Feedback to Students on Examination Scripts

Feedback on examination performance can be given to a class as a whole or if you wish detailed feedback from a member of academic staff on an examination script, you should contact your School to arrange a suitable time. No fee is charged for this type of feedback. Students are however also entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact your School and, on payment of a fee of £10 per
examination script, a photocopy will be provided for you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

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

Deferred Assessment

The University’s policy on deferred assessment can be found online at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Assess Policies Procedures.pdf. Deferred Assessments will be authorised by the Director of Teaching and/or the Examinations Officer, in consultation with the Disabilities and Student Support Officer. The method of submission will be agreed with the Examinations Officer.

Reassessment

Sub-Honours

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

Honours

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

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

**External Examiner**

All examined and formally assessed work which counts towards a student's final grade is moderated by an external examiner from another university. The External Examiner helps to ensure that comparable standards of performance attain comparable grades across all British departments of Social Anthropology, and oversees the internal marking within the St Andrews department. The External Examiner for 2015-2016 is Dr Will Rollason from Brunel University.

**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.


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

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, 79 North Street, 01334 462020, theasc@st-and.ac.uk. They will, at their discretion, send a memo, in confidence, to the Director of Honours Teaching, Disabilities and Support Officer and/or Departmental Secretary to explain the problem.

Disability support

If you require support for disability reasons, for example teaching and exam arrangements, please contact the Disability Team in Student Services who can provide support for a wide range of disabilities such as learning difficulties, visual and hearing impairments, mobility difficulties, Asperger’s, mental health, long standing medical condition and much more.

http://www.st-andrews.ac.uk/students/advice/disabilities/

Leave of absence

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

https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/LeaveofAbsence.pdf

Attendance

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

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

**Absence 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.

⚠️ Sub-Honours students who miss 5 Social Anthropology tutorials, for **whatever reason** and whether or not they have a medical note, will be considered not to have
attended a sufficient part of the course. They will be given a 0X at the Module Board. A grade of 0X does not permit re-assessment.

If you have three or more unauthorised absences from classes you may fail that module with a grade of 0X (i.e. only two unauthorised absences will be condoned). A grade of 0X does not permit re-assessment.

Under certain circumstances, Schools may request further documentation in addition to the Self-Certificate. In this case, students should contact Student Support in order to organise the appropriate documentation.

If you submit more than three Self-Certificates in a single semester, or if the period of absence extends to fifteen working days, you may be contacted by Student Support, the relevant Pro Dean, or by an appropriate member of staff in your School.

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

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

Further information is available from the following links: -
http://www.st-andrews.ac.uk/international/information/

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 3 days 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
Examinations Officer
Caroline Patrick, The Old Burgh School, Abbey Walk
Telephone: 01334 464100
Email: examoff@st-andrews.ac.uk

Academic Alerts

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 a member of Staff within the Department 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

https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AcademicAlerts.pdf

Guidance for Students is available at: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AlertsStudentGuide.pdf

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

At Sub-Honours:
• Attendance at all lectures
• Attendance at all tutorials (where attendance will be recorded)
• Attendance at all second year workshops
• Submission of coursework
• Attendance at the exam
At Honours:
• Attendance at all classes (including films when shown)
• Submission of coursework
• Attendance at the exam

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

Good Academic Practice

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

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

⚠️ You should be aware that the University takes Good Academic Practice offences extremely seriously and any student found guilty of a repeat offence may be expelled from the University either temporarily or on a permanent basis.

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

The University’s Good Academic Practice policy covers the behaviour of both undergraduate and postgraduate students and can be found at:


Plagiarism and self-plagiarism

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

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

While students are certainly expected to read the work of others, their written work should be in their own words, and the sources of information they are using should be acknowledged in a footnote, specific reference list, or bibliography depending on the subject's requirements. Merely changing a word here and there through a copied paragraph is not enough either, and nor is taking the structure of another person's article and rephrasing the argument (known as paraphrasing). If you wish to include material from one of your sources word-for-word, then it should be included within quotation marks and have its source clearly stated.

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

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

Please check the following link for additional information:
Grades and marks – Common Reporting Scale

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

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

http://www.st-andrews.ac.uk/staff/teaching/examinations/scale/

<table>
<thead>
<tr>
<th>Reporting scale</th>
<th>Honours classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>First class</td>
</tr>
<tr>
<td>19</td>
<td>First class</td>
</tr>
<tr>
<td>18</td>
<td>First class</td>
</tr>
<tr>
<td>17</td>
<td>First class</td>
</tr>
<tr>
<td>16</td>
<td>Upper second class</td>
</tr>
<tr>
<td>15</td>
<td>Upper second class</td>
</tr>
<tr>
<td>14</td>
<td>Upper second class</td>
</tr>
<tr>
<td>13</td>
<td>Lower second class</td>
</tr>
<tr>
<td>12</td>
<td>Lower second class</td>
</tr>
<tr>
<td>11</td>
<td>Lower second class</td>
</tr>
<tr>
<td>10</td>
<td>Third class</td>
</tr>
<tr>
<td>9</td>
<td>Third class</td>
</tr>
<tr>
<td>8</td>
<td>Third class</td>
</tr>
<tr>
<td>7.0</td>
<td>Pass</td>
</tr>
<tr>
<td>6</td>
<td>fail (with right to resit)</td>
</tr>
<tr>
<td>5</td>
<td>fail (with right to resit)</td>
</tr>
<tr>
<td>4.0</td>
<td>fail (with right to resit)</td>
</tr>
<tr>
<td>3</td>
<td>fail (with no right to resit)</td>
</tr>
<tr>
<td>2</td>
<td>fail (with no right to resit)</td>
</tr>
<tr>
<td>1</td>
<td>fail (with no right to resit)</td>
</tr>
<tr>
<td>0</td>
<td>fail (with no right to resit)</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Outstanding first</td>
</tr>
<tr>
<td>19</td>
<td>Good first</td>
</tr>
<tr>
<td>18</td>
<td>Clear first</td>
</tr>
<tr>
<td>17</td>
<td>Low first</td>
</tr>
<tr>
<td>16</td>
<td>Good 2.1</td>
</tr>
<tr>
<td>15</td>
<td>Clear 2.1</td>
</tr>
<tr>
<td>14</td>
<td>Low 2.1</td>
</tr>
<tr>
<td>13</td>
<td>Good 2.2</td>
</tr>
<tr>
<td>12</td>
<td>Clear 2.2</td>
</tr>
<tr>
<td>11</td>
<td>Low 2.2</td>
</tr>
<tr>
<td>10</td>
<td>Upper 3rd</td>
</tr>
<tr>
<td>9</td>
<td>Clear 3rd</td>
</tr>
<tr>
<td>8</td>
<td>Low 3rd</td>
</tr>
<tr>
<td>7</td>
<td>Pass</td>
</tr>
<tr>
<td>6</td>
<td>Fail</td>
</tr>
<tr>
<td>5</td>
<td>Fail</td>
</tr>
<tr>
<td>4.0</td>
<td>3.9 and lower</td>
</tr>
</tbody>
</table>

1 The essay incorporates a number of original thoughts and insights about the material.
2 The student has read widely and carefully, including material not discussed directly at the lectures and workshops.
3 The student demonstrates a sophisticated understanding of the issues, and an excellent understanding of the ethnographic material and of the theoretical points put forward by the various authors.
4 The student shows an excellent understanding of the link between theory and ethnography, of how the ethnographic material has or can be used to support or undermine particular theoretical points.
5 The essay has an excellent introduction and a finely crafted structure and style leading to an insightful conclusion.
6 Excellent presentation throughout.

1 The student has done the basic reading relevant to a topic.
2 The student’s understanding of the material is adequate but basic.
3 The essay is over-reliant on lecture notes and hand-outs to construct an argument, although there may be some original points made or independent interpretations of the material.
4 The student’s understanding of the contribution of various authors to a debate may be limited.
5 The essay is well structured, coherent, and has a sound introduction and conclusion.
6 Good presentation throughout.

1 The essay shows evidence of limited reading.
2 The essay shows evidence of limited understanding of the material.
3 The student relies heavily on lecture notes and hand-outs
4 The essay shows little understanding of the contribution of various authors to a debate.
5 The essay is poorly structured.
6 Presentation is adequate.

1 The essay shows inadequate evidence of an anthropological understanding of the topic.
2 There is little or inadequate reference to relevant reading material.
3 The student demonstrates poor essay writing skills.

Please also see the University’s statement on Classification, Grades, Marks and the 20-point scale. See: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/grades-definition.pdf
Degree classification

The University applies a common formula for the calculation of the award of Honours classifications. Degrees are classified using a credit-weighted calculation of grades achieved for Honours-level modules (3000 level and above) 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/

Appeals, Complaints And Discipline

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, 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
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 more than five working days to request a review of this decision using the 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 in 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/](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, The ASC, 79 North Street, KY16 9AL
**Telephone:** 01334 462020
**Email:** theasc@st-andrews.ac.uk
SECTION THREE - GENERAL INFORMATION

Communication/use of e-mail

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

⚠️ You are reminded that you should read your e-mails at least every 48 hours (particularly during the academic year). You can arrange to have your University e-mail account automatically forwarded to your personal non-University account. However, you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working.

Personal details

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

General problems

Note that each module is coordinated by a particular lecturer, who you should see if difficulties arise.

Specific problems related to the work of a module should be addressed to your tutor at tutorials, or to the lecturers during their office hours, which are posted on their office doors. Tutors are available to help students, especially prior to essay deadlines and examinations when they have office hours. If students cannot contact their tutor or lecturer, they should speak to the Departmental Secretary or the Director of Honours Teaching.

⚠️ If you urgently need to see a lecturer, use e-mail or leave a message with the Departmental Secretaries. If you urgently need to see your tutor, catch him/her just before or after he/she is scheduled to give a tutorial or e-mail them.

⚠️ REMEMBER: PLEASE BRING PROBLEMS TO OUR ATTENTION AS SOON AS POSSIBLE
Note: If you are experiencing general, academic or personal problems which are affecting your working ability to meet deadlines, etc. you should immediately consult Student Services, who will advise the department accordingly. The Department Disabilities and Support Officer will be Prof Nigel Rapport. Please see page 10 for contact details.

**The Departmental Website**

The Department of Social Anthropology website can be found at:

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

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

**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

**Purchase Of Course Materials**

You may be able to purchase module course packs as part of your studies in Social Anthropology. Further details will be provided by your Module Coordinator at the start of the semester.

**Past Exam Papers**

When preparing for exams you may wish to consult past exam papers. These are no longer available in the University Library’s Website – they are now only available through iSaint: see: [www.st-andrews.ac.uk/students/academic/Examinations/pastpapers/](http://www.st-andrews.ac.uk/students/academic/Examinations/pastpapers/)
Pre-Sessional Week

Students are reminded that Pre-Sessional Week is 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 and beginning work on course material, and some Schools hold induction meetings during this time. All students are expected to devote this part of the semester to their studies.

In-sessional English Language Service

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

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

Further information is available on the Service website: http://www.st-andrews.ac.uk/elt/support

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

ASC: Advice and Support Centre

The Advice and Support Centre is available to provide advice, assistance and support in all areas of your life which may affect your academic studies. You can seek information and advice on a wide range of issues including immigration, disability services, study related problems, mental health support and student finances. ASC is on 79 North Street, where you can obtain information and/or be referred to the appropriate person within ASC to assist you. You are encouraged to come in when any issue or difficulty arises and it is very easy to access its services – simply email, call or drop in and you will be able to speak to someone as soon as possible. Further information is available at:

http://www.st-andrews.ac.uk/students/advice/

You may wish to obtain advice and guidance from within your School in the first instance. If so, you can contact either the Director of Honours Teaching (socanthdot@st-andrews.ac.uk) or the Student Support and Disabilities Officer who will identify the most appropriate person to assist you.
Please be assured that personal matters will be dealt with confidentially and information will only be passed on to other members of staff in accordance with the University Student Confidentiality Policy:-

http://www.st-andrews.ac.uk/staff/policy/hr/vulnerablestudentsproceduralguidance/

**Weekends Away**

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

**Staff - Student Consultation And Contact**

Feedback about our courses and programme is always encouraged:

(a) Informally and individually to lecturers and tutors, to the Sub-Honours Co-ordinator or to the Director of Teaching;

(b) Through representatives at meetings of the Staff-Student Consultative Committee (see below);

(c) By module questionnaires.

**Staff-Student Consultative Committee**

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

All staff teaching in each semester will also attend the SSCC.
**Class Representatives - The Student President**

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

- 2 students elected from 1000-level
- 2 students elected from 2000 level
- 2 students elected from Junior and Senior Honours

In 2016-17 the School Student President for Social Anthropology is Devon Schindler ([socanthpresident@st-andrews.ac.uk](mailto:socanthpresident@st-andrews.ac.uk)).

**Anthrosoc, The Anthropology Society**

Anthrosoc is a small and friendly society that caters for students with an interest in Social Anthropology. We run a mixture of events, some more academic in focus than others, whilst trying to maintain a strong social element to the society. We have welcomed many speakers both from the department at St Andrews and from outside the university, as well as organising anthropologically themed workshops and film nights, plus frequent pub nights and socials. Anthrosoc collaborates with the Department to host parties and events for subhonours and honours students. In 2012-13, for example, Anthrosoc and the Department host an annual event to enable students to find out more about anthropology and to mix socially with staff. For more information please contact [anthsoc@st-andrews.ac.uk](mailto:anthsoc@st-andrews.ac.uk)

**Academic Flexibility For Students With Recognised Sporting Talent**

There is a policy which allows eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from Debby Sargent, Department of Sport and Exercise (email dls4) or see [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf)
Ethical Approval

All research in all Schools of the University that involves data collection from (questionnaires etc.), interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and / or other samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC). Part of the Honours Research Training in SA3506 is a consideration of ethical issues connected with field research. All fieldwork projects require ethical approval prior to the research being carried out, and the procedures to acquire this approval are dealt with as part of our Honours research training in SA3506. Students doing the SA3506 module will need to complete an Ethics Form and two Risk Assessment Forms, obtainable from the Course Convenor.

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

In this regard, please note that in no case can ethical approval be granted retrospectively for a new project. It is the individual student's responsibility to ensure that he or she has approval for a project before beginning the fieldwork. In a case where the conditions of fieldwork give rise to the necessity for changing somewhat the focus or emphasis of the research, or the personnel involved, the student must seek departmental approval by contacting, in the first instance, socanthadmin@st-andrews.ac.uk so that a member of the Administrative Staff can send the query or request on to the relevant member of Academic Staff. Where a radical change is proposed - e.g. if the student has to move the location of the project or if different personnel are to be involved - it is clearly of the first importance that the student seek departmental approval. If, in the judgement of the relevant member of Academic Staff, the change is so radical as to amount to an entirely new project, this will always entail that a new submission be made to our Anthropology SEC and through us to UTREC and that research cannot begin until approval is granted.

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

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

Printing And Binding

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

Ladislav Holy Travel Fund

Applications are invited from Junior Honours students for a limited number of travel grants (maximum £250) to help support research work carried out in connection with Independent Projects (SA4098 and SA4099). The aim of the Trust is to make awards either to assist students’ travel to their fieldwork area or to contribute to expenses incurred in conducting library or archival research.

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

Applications, together with a vacation address, should be made in writing and submitted to the Departmental Office by **12.00 noon, Friday of Eighth Week in the second semester, 31st March 2017.** Successful applicants will be expected to submit
a short report by the end of 2nd week of the first semester, Friday 29th September 2017, detailing how the grant was used.

**Undergraduate Prizes in Social Anthropology**

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

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

**Student Exchanges**

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

http://www.st-andrews.ac.uk/studyabroad/

**The Careers Centre**

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

http://www.st-andrews.ac.uk/careers/
**Deans’ List**

This is an annual award for academic excellence, promoted by the Deans of the University. Undergraduate and Postgraduate Taught 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: [https://www.standrews.ac.uk/students/academic/awards/universityprizes/deanslist/](https://www.standrews.ac.uk/students/academic/awards/universityprizes/deanslist/) and [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT_CreditGradesAwards.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT_CreditGradesAwards.pdf).

**Health And Safety – First Aid**

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

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

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

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.
CAPOD (St Andrews Learning & Teaching Innovation, Review & Enhancement)

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

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

CAPOD’s website is: [http://www.st-andrews.ac.uk/capod/](http://www.st-andrews.ac.uk/capod/)

Student 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/ tuitionfees/](http://www.st-andrews.ac.uk/students/money/tuitionfees/)

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.

Laidlaw Undergraduate Internship Program

The Laidlaw Undergraduate Internship Programme in Research and Leadership is sponsored by a generous donation from The Rt Hon Lord Laidlaw of Rothiemay, an honorary graduate of the University. This exciting summer vacation Programme, now in its second year, equips students with the skills and values to become leaders in their chosen occupations beyond University.

Interns will design, pursue and report on a research question of their own devising working on this research with an academic in their chosen School during the summer
vacation. Importantly, interns will also complete two intensive, bespoke Leadership training sessions.

This programme is open to undergraduate students in their penultimate year of study. Vacation projects last between 8 and 10 weeks; interns are supported with a weekly stipend of £400. In addition those who successfully complete their internship will also be awarded a further £1000 in their final year of study as part of the Excellence Bursary. Applications open in October 2016. Please see the Laidlaw website for more information at http://www.st-andrews.ac.uk/students/involve/laidlaw/.

**Undergraduate Research Assistantship Scheme (URAS)**

This programme was introduced to promote projects that emphasise the many ways in which Research and Teaching can come together and to give undergraduate students the opportunity to gain experience doing independent research. The URAS is open to any undergraduate student matriculated at the University of St Andrews. URAS funding (currently at £50 per 6 hours of work, up to £2,000 per school) cannot be used to support research for a credit-bearing programme. The programme is administered by the Proctor’s Office. For full details of the application process visit www.st-andrews.ac.uk/students/academic/internships/

**CAS Library**

Tel. 2986; Email amerindian@st-andrews.ac.uk

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

**Some Useful Electronic Addresses:**

**Diversity Issues:** The University’s Equality and Diversity Officer is responsible for monitoring and assisting with implementation the policies and strategies to address issues of equality and diversity. More information on this, along with contact details, can be found online at: http://www.st-andrews.ac.uk/hr/edi/
The Social Anthropology Department is open to engaging with any observations you may wish to bring to our attention, and will work with the EDI officer to address these.

The University Undergraduate Handbook contains relevant and important information on a variety of issues, including Health and Safety and may be accessed at http://www.st-andrews.ac.uk/studenthandbook/

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

The University’s Student Services website is: http://www.st-andrews.ac.uk/studentservices/
Student Services offers confidential help for students in dealing with any problems and issues which may be affecting their studies.
Students with special needs or disabilities should contact the Department’s Disabilities and Student Support Adviser.

Do you have comments on this handbook?
We want to know!
Please email socanthdot@st-andrews.ac.uk