Department of Social Anthropology

PHD IN SOCIAL ANTHROPOLOGY
POSTGRADUATE INFORMATION BOOKLET

SESSION 2017/18

Director of Postgraduate Studies - Research
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This document was correct at the time of preparation.
It is the student’s responsibility to stay abreast of changes and modifications
to University policy and practice.
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1: THE DEPARTMENT OF SOCIAL ANTHROPOLOGY

INTRODUCTION

The Department of Social Anthropology is pleased to welcome you as a graduate student to the University of St Andrews. Social Anthropology was established here in 1979, and is now a constituent Department in the University’s School of Philosophical, Anthropological & Film Studies. It is an independent unit operating within the structure of the School. Since its inception, the Department has established an international reputation for its scholarship, research and training. In the University, the Main Library holds a fine anthropology collection, including materials from all ethnographic regions of the world and complete runs of the major academic journals. Within the Department there are two smaller collections of materials, one of which is held in the library of the Centre for Amerindian, Latin American and Caribbean Studies (CAS). This contains a unique collection of works relating to societies and cultures of the Americas.

Regular research seminars, organised by the Department and its research centres, include speakers from outside St Andrews and of international standing. These seminars, along with distinguished visiting professors that are appointed from time to time, enrich the intellectual environment of the Department. Permanent members of staff are now 16 in number, (3 professors, 1 reader, 8 senior lecturers, 4 lecturers) and there are also several temporary lecturers.

The Department provides a particular focus for research training and provision in Social Anthropology, and has a distinctive ambience as a research environment. Research in Social Anthropology at St Andrews is especially concerned with:

- the application of qualitative methodology and its relation to comparative analysis;
- interpretative approaches to society and culture;
- modes of thought;
- language use (of informants and anthropologists) and literature.
- the relation of history to current social situations.

Philosophical anthropology, the anthropology of knowledge and of the body, feminist anthropology, history and anthropology, art and anthropology, cosmopolitanism, collaborative anthropology and visual anthropology are all central concerns.

This is a department of social anthropology interested in furthering the discipline as a humanistic, qualitative, comparativist, philosophical, moral, political and aesthetic pursuit. The focus is upon collective and individual understandings of social reality, and everyday constructions of cultural meaning as embodied in the diversity of forms of social life, discourse and practice. It is also concerned with the problems and possibilities of comprehension and translation, memory and the past.

A range of area studies is offered by the Department, and these include regional specialisms concentrating on Africa (sub-Saharan, east and west), the Americas (especially the Andes and the Amazon), Caribbean, Europe (including Britain), Melanesia and the Pacific.

Postgraduate supervision in the Department is available in all the main areas of the discipline and in the specific specialisms mentioned above. The Department is especially interested, however, in the substantive and theoretical focus of an applicant, which is one of the main criteria for entry.

Research centres: three research centres operate within the department: the Centre for Amerindian, Latin American and Caribbean Studies, the Centre for Cosmopolitan Studies and the Centre for Pacific Studies. They may host their own seminar series, workshops and visiting scholars.
The Centre for Amerindian, Latin American and Caribbean Studies (CAS) promotes research on the societies and inter-cultural identities of America, emphasising urban and peasant and indigenous societies of the Andes, Amazon and Caribbean, the effects of white and black diasporas, and the phenomena of mestizaje, creolization and ethnogenesis.

The Centre takes a historical and language-oriented perspective that emphasises both the transformation of anchored identities and verbal performance as manifested in oral and literary media. Methodologies combine archive and fieldwork, and a perspective on the present as live historical process.

The Centre convenes seminars and conferences, hosts visiting fellows, funds studentships and publishes the results of its research. It also collaborates with other researchers, projects and research institutions.

The St Andrews Centre for Cosmopolitan Studies (CCS) focuses on a set of issues - identification, social inclusion, migration, recognition, entitlement, sovereignty, belonging and rights- which are fundamental for a knowledge of, and purchase upon, social and cultural life in the twenty-first century.

The Centre promotes an egalitarian, existentially sensitive, social science which aims at placing individual experience at the centre of an appreciation of complex, increasingly global, social and cultural milieux, for the purpose of adumbrating the ethical space of the citizen in a plural and fluid society.

The Centre convenes seminars and conferences, hosts visiting fellows, funds studentships and publishes the results of its research. The Centre also collaborates with other researchers, projects and research institutions.

Centre for Pacific Studies (CPS) seeks to encourage study of the region. The emphasis is on anthropological research, broadly understood. The interest is in all things Pacific – the region’s wonderful historical variation, its religions, languages, the politics of its states, cities, towns and villages, literature, art, public and domestic ritual, kinship and household organisation, law – in short every aspect of social relations to be found there.

The Centre convenes seminars and conferences, hosts visiting fellows, funds studentships and publishes the results of its research. The Centre also collaborates with other researchers, projects and research institutions; and with inter-governmental bodies.

Conferences and visiting scholars: a crucial element in fostering the Department’s international reputation has been a series of internationally-based conferences, each of which has considered an important contemporary theoretical issue within the discipline. Most recently these have dealt with the anthropology of aesthetics and emotions, the problem of context in interpretative anthropology, ways of knowing, cosmopolitanism and the anthropology of knowledge, as well as collaborative anthropology. The Ladislaw Holy Memorial Trust (an independent charitable trust) plays an important supportive role for some of these conferences.

From time to time distinguished scholars are appointed to the St Andrews ‘Visiting Professorship in Social Anthropology’, including for example James Fernandez, Eduardo Archetti, Michael Herzfeld, and John and Jean Comaroff, Verena Stolcke, Sidney Mintz, Paul Stoller and James Weiner. Each year the Department has members of the international academic community join the staff to follow post-doctoral work and other research endeavours. Such visiting scholars greatly enhance the thriving research environment of the Department.

Interdisciplinary links: Social Anthropology maintains close relations with kindred disciplines, especially Philosophy, Modern Languages, History, Art History, Film Studies, Sustainable Development, International Relations, Divinity and Geography.
Specifically, the Department of Film Studies offers a fruitful area of overlapping interests with Visual Anthropology, the Centre for the Study of Religion and Politics in the School of Divinity focuses on the practice of religion and its political context in Latin American, Africa and Asia. The School of History incorporates Arabic and Middle Eastern Studies, as well as the Institute for Environmental History that touches upon issues of interest in environmental and ecological anthropology. The Institute of European and Cultural Identity Studies in the School of Modern Languages focuses on the formation and negotiation of cultural identities within Europe. The School of Geography’s research programme in Population, Health and Welfare examines health and welfare implications of population characteristics, movement and change, with a regional focus on the UK, the US, the European Union and Africa. The Department of Spanish in the School of Modern Languages fosters literacy and interdisciplinary approaches to the understanding of Hispanic and Hispanic America Societies.

The structure of postgraduate studies in the University allows for the possibility of inter-departmental supervision of research projects of an inter-disciplinary nature.

The following pages give details of the intellectual content and practice of our programme, including details of doctoral supervision and training. We attempt to give as much information as possible in this summary, but it should be read alongside course specific and general university material. Please read the Handbook closely and ensure it is kept for future reference. If you have any further queries, please don’t hesitate to consult with your personal supervisor or the Director of Postgraduate Studies.

**CONTACTS**

**Key University Contacts**

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<thead>
<tr>
<th>Contact</th>
<th>Tel</th>
<th>Email</th>
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<tbody>
<tr>
<td>University Switchboard</td>
<td>(01334) 476161</td>
<td>philhos</td>
</tr>
<tr>
<td>Student Support Helpline</td>
<td>(01334) (46) 2720</td>
<td>kjh5</td>
</tr>
<tr>
<td>Academic Registrar &amp; Clerk</td>
<td>(01334) (46) 2596</td>
<td>ader</td>
</tr>
<tr>
<td>Registry – transcripts, graduation, fees</td>
<td>(01334) (46) 2162/3097</td>
<td>socanthdopg</td>
</tr>
<tr>
<td>Registry – Undergraduate Pro Deans Arts</td>
<td>(01334) (46) 2139</td>
<td>socanthdopgt</td>
</tr>
<tr>
<td>Registry – Undergraduate Pro Deans Science</td>
<td>(01334) (46) 2138</td>
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<tr>
<td>Registry – Postgraduate Pro Dean Arts/Divinity</td>
<td>(01334) (46) 2136</td>
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<tr>
<td>Registry – Postgraduate Pro Deans Science/Medicine</td>
<td>(01334) (46) 2140</td>
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<tr>
<td>ASC</td>
<td>(01334) (46) 2020</td>
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<tr>
<td>Student Finance</td>
<td>(01334) (46) 2585/2586</td>
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**Key School Contacts**

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<tr>
<th>Position</th>
<th>Name</th>
<th>Tel</th>
<th>Email</th>
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<tbody>
<tr>
<td>Head of School</td>
<td>Professor Mark Harris</td>
<td>2981</td>
<td>philhos</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor Katherine Hawley</td>
<td>2469</td>
<td>kjh5</td>
</tr>
<tr>
<td>Head of Department</td>
<td>Dr Adam Reed</td>
<td>2974</td>
<td>ader</td>
</tr>
<tr>
<td>Director of PGR</td>
<td>Dr Paloma Gay y Blasco</td>
<td>2950</td>
<td>socanthdopg</td>
</tr>
<tr>
<td>Director of PGT</td>
<td>Professor Roy Dilley (S1)</td>
<td>2984</td>
<td>socanthdopgt</td>
</tr>
<tr>
<td></td>
<td>Dr Melissa Damien (S2)</td>
<td>2975</td>
<td></td>
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<tr>
<td>Department Director of Research</td>
<td>Dr Tony Crook</td>
<td>2818</td>
<td>socanthdor</td>
</tr>
<tr>
<td>Disabilities and Support Officer</td>
<td>Dr Mette High</td>
<td>1961</td>
<td>mmh20</td>
</tr>
</tbody>
</table>
Name  Telephone  Email
Prof Roy Dilley  2984  rmd
Prof Mark Harris  2981  mh25
Prof Nigel Rapport  2978  njr2
Prof Christina Toren  2817  ct51
Dr Stephanie Bunn  2997  sbj20
Dr Tony Crook  2818  tc23
Dr Melissa Demien  2975  md240
Dr Stan Frankland  2979  mcf1
Dr Mattia Fumanti  2990  mf610
Dr Paloma Gay y Blasco  2950  pgyb
Dr Sabine Hyland  2980  sph
Dr Aimée Joyce  2983  aj69
Dr Daniel Knight  2985  dmk3
Dr Christos Lynteris  2973  cl12
Dr Stavroula Pipyrrou  1962  sp78
Dr Adam Reed  2974  ader
Dr Huon Wardle  2982  hobw

For details about individual staff interests & activities please refer to staff profiles on department website: http://www.st-andrews.ac.uk/anthropology/dept/staff/
Details of fellow PhD student interests & activities can be found at: http://www.st-andrews.ac.uk/anthropology/dept/phdstudents/

Administrative Support
Name  Telephone  Email
Mrs Mhairi Aitkenhead  2972  socanth
Mrs Lisa Neilson  2977  socanthadmin

OFFICE HOURS AND APPOINTMENTS
You will find that all members of staff in the Department will be helpful in dealing with your queries. Members of staff are required to indicate their availability to students by posting notice of their office hours. You are entitled to consult them freely, without appointment, during these posted office hours, though it would help if you could give notice of your visit.

Please note that members of staff have many teaching, administrative and research commitments, both within and out-with the University, and should not be disturbed outside office hours. If an urgent need for consultation arises, an appointment should be made through the department office or via email.

ENQUIRIES
You will find that many of your enquiries will be answered by careful reference to printed material you have received. Routine enquiries about the programme should be made at the departmental office, 71 North Street. More substantive enquiries should be addressed to the Programme Directors during office hours, by appointment, or in writing.

SEMESTER DATES
The Semester Dates for 2017/18 are available at: https://www.st-andrews.ac.uk/semesterdates/2017-2018/
**INTRODUCTORY MEETING**

**Joint Meeting of new Postgraduate research students:**
There will be a university meeting for all social science postgraduate students in the Faculty of Arts and Humanities in pre-sessional week (as advertised in your University Welcome Pack).

**Departmental meeting:**
There will be a meeting of all new postgraduate research students in Social Anthropology in the first part of semester one.

**DEPARTMENTAL FACILITIES**

All PhD students have access to Postgraduate shared offices, which provides them with desk space. There, students have use of computer terminals and internal telephone. Students also have access to Uniprint machines throughout the University for printing, scanning and photocopying, and will be issued with £5 worth of printer credits at the beginning of each academic year by IT Services. Access is also given to the CAS library and common room.

Information about visiting speaker seminars and general postgraduate matters can be found on the departmental notice boards at 71 North Street and on the department website. Communications for staff members can be sent by email or passed to the departmental secretaries.

Any matters concerning registration, extensions or suspensions are dealt with by the Postgraduate Committee (chaired by the Director of Postgraduate Studies) or by either the Faculty or Postgraduate Office.

**POSTGRADUATE OFFICES**

Students are offered shared office space in the Department. Students must keep these offices in good order, clean and tidy. Please note that University housekeepers are not allowed to wash dirty coffee cups, or to move anything on desks or shelves in order to clean. Students will lose their entitlement to office space if they fail to keep their offices in good order.

Personal belongings cannot, under any circumstances, be stored in the Department whilst students are away from St Andrews (for example during fieldwork, whilst on leave of absence, or whilst on holiday). Private rented storage facilities are available locally.
2: Your Programme of Study

Programmes

There are three postgraduate research degrees on offer in social anthropology:

**MRes** (1 year full time; 2 years part-time) [see MRes Handbook for details]

**Master of Studies by Research**
For those MRes students with sufficient undergraduate experience in social anthropology (usually equivalent to a first class BA Hons degree in social anthropology), it is possible to request to convert at the beginning of the academic year into the Master of Studies by Research. This is a one year research degree, with no credited taught modules, but instead solely run through supervision with a listed member of staff. The Master of Studies is assessed through a 30,000 word dissertation, which is assessed by a team composed of an internal and external examiner.

**MPhil** (2 years full-time; 4 years part-time; thesis word limit up to 40,000 words)
M Phil involves eight months of courses, a written examination, plus sixteen further months preparing a 40,000 thesis.
Requirements:
- 120 credits from completing the taught component of the programme to a required standard.
- In addition, during a second year, a thesis of not more than 40,000 words, the subject of which will be jointly agreed with the student, supervisor and the Convenor of the Postgraduate Committee.

Students who complete the M Phil will have received an intensive and advanced training in Social Anthropology. They will have tested their expertise through conducting a substantial piece of original field, archival or library research, and will therefore have considerable experience of practical research in Social Anthropology.

Students with an advanced background in Social Anthropology may be permitted to enrol either on the MSt or directly into the second year of the M Phil, a degree awarded solely on the basis of a 40,000-word thesis.

**PhD** (3 years full-time; 6 years part-time; thesis word limit up to 80,000 words)
All prospective PhD students must undertake the MRes or must have already undertaken an equivalent course of graduate research training at another institution (or achieved very high marks in an anthropology undergraduate degree). If this is taken at the University of St Andrews, then the student must have achieved sufficient marks in their MRes module work and dissertation in order to be considered for PhD upgrade (in this regard the MRes dissertation can stand as a proposal for doctoral-level research). Upgrade to PhD will only be confirmed after the dissertation has been received and graded.

**ALL**: The degree to which you have been admitted can be seen in your formal letter of admission. New students should check on the status of their degree registration upon arrival at St Andrews (this can be very hard to negotiate later in the session). Prospective PhD students can either register for the MRes or work as Probationary PhD candidates (those taking the MRes should have their intention to proceed to PhD noted in their registration).

It is usually the case that PhD students will spend at least one year of their course conducting fieldwork. Before gaining clearance to leave for the field, students must submit a research proposal and research ethics form and pass an oral examination, which are assessed by the Postgraduate Committee.
SUPERVISION

Each student will be assigned a principal supervisor, with whom he/she will work closely throughout the course of research. That supervisor is allocated when the student is accepted for admission. In addition, all students will be assigned a further, second supervisor (this may be allocated upon admission or at a later date in the first year and in discussion with the student).

The relationship to supervisors, in particular the principal supervisor, is central to the PhD student’s research. Students should meet at regular intervals with supervisors before fieldwork, they should maintain correspondence with them during fieldwork, and continue meeting afterwards, upon their return to St Andrews. The principal supervisor will advise the student on fieldwork preparations, including strategies of research and relevant literature coverage. He/she will read and offer comments upon nearly all the student’s work, from early literature reviews and fieldwork reports, to the various drafts of the thesis. The principal supervisor will also serve as the student’s main contact for any problems (intellectual, ethical, administrative or personal).

Members of staff may have different styles of supervision (some like to set directed tasks, others focus more on informal modes of encouragement and support). Much of this depends on the perceived needs and requirements of the individual student and the particular nature of his/her research; flexibility is a vital part of a successful working relationship.

Equally, the importance of the second and joint supervisor varies depending on the circumstances of the student. Second supervisors may be rarely called upon for anything but administrative matters, while joint supervisors may play a more crucial role in the student’s development through a formal joint supervision arrangement. Again, the nature of this relationship emerges in response to student needs and in a dynamic way as research progresses. Both supervisors should know how to contact the student at all times; they should also let the student know when they will be away from the University for any considerable length of time.

Doctoral research can be a lonely and stressful endeavour. Both principal and second supervisors are there to provide support and advice, as are fellow doctoral students. However, if you encounter unresolved problems you should notify the department by contacting either the Director of Postgraduate Studies or the Head of Department.

Both students and supervisors should ensure they are aware of the relevant sections on supervision in the University Code of Practice: https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

OTHER TRAINING

Scottish Postgraduate Training Workshops in Social Anthropology

Research students participate in annual Scottish training in Anthropological Research workshops organised by the Department, jointly with the Anthropology Departments of the Universities of Aberdeen, Edinburgh and Glasgow. These workshops provide opportunities for informal presentations of research proposals, discussions relevant to students’ fieldwork preparations (e.g. ethics, data collection, writing field notes) and post-fieldwork writing-up, and the exploration of creative ways of learning, in a relaxed yet focused environment, together with members of staff and PhD students from each of the universities. Each year different well-known anthropologists from outside Scotland are invited to run master-classes. The workshops last for 3-4 days, act as complementary elements of the postgraduate training programme, and are organised in consultation with postgraduate students themselves, according to their perceived needs and wishes. At least two such workshop meetings take place every academic year (one for pre-fieldwork
students and one for post-fieldwork students). Since these are an essential part of your training they are compulsory, and costs are covered by the Department. Other occasional meetings may also be organised, including student conferences and summer school participation.

**Departmental Research Seminars**

All postgraduate students are expected to attend the weekly Department Research Seminars (Fridays, 11am – 1pm) in the Social Anthropology Seminar Room (Room 50, United College), where invited speakers of national and international reputation present their work.

**Research Centre Seminars**

All postgraduates are strongly encouraged to attend the seminars held by the research centres. Please consult with Centre directors for times and places of seminars.

**Pre-fieldwork Seminars**

Pre-fieldwork students must attend the pre-fieldwork seminars, which take place in semester 1 and 2. These sessions, designed as a discussion forum and reading group for all students preparing for fieldwork, are a great opportunity to air early ideas about doctoral projects and drafts of research proposals. Interested PGT students, those with a view to pursuing doctoral work in the future, may also attend at the discretion of the seminar leader.

**Writing Up Seminars**

All post-fieldwork students must join these classes, which are held weekly and are taken by a different member of staff each semester. Each week one or more students present a piece of work. Pre-fieldwork research students may also apply to attend these seminars, but permission will be granted at the discretion of the seminar leader.

**Auditing PGT & Undergraduate courses**

Research students may, with the permission of the lecturing member of staff, audit appropriate MRes level and Honours level courses. There are no formal credits, however, assigned to such participation.

**Generic Skills Development**

The University places great importance on providing research students with a stimulating learning environment within which you can improve the depth of knowledge of your chosen field, work to complete your degree successfully within the allocated time, and develop personal and professional generic skills to enhance your future employability and career development. The University’s [GRADskills](https://www.vitae.ac.uk/researchers-professional-development/about) programme provides a wide range of generic skills training courses and other opportunities specifically for research students that are complemented by subject-specific programmes within individual academic schools. In line with national Research Council recommendations, the University expects that each research student should spend approximately 10 days each year focusing on their generic skills development. Improving your level of competency in a range of generic skills is most likely to be achieved through a combination of these formal training courses (including the STAR programme) followed by the practical application of the skills you have been taught. Your Supervisor, the Director of Postgraduate Studies and other staff will be able to advise you about opportunities available at St Andrews to help you enhance your skills as you progress through the different stages of your degree.

**Development Needs Analysis**

Postgraduates start their doctoral degrees with widely differing levels of generic and research skills and so it is important that you review those skills with your Supervisor before drawing up a plan for your skills development. To help you achieve this goal, you should start by looking at the Researcher Development Framework, or RDF, available at [https://www.vitae.ac.uk/researchers-professional-development/about](https://www.vitae.ac.uk/researchers-professional-development/about).
the-vitae-researcher-development-framework/developing-the-vitae-researcher-development-framework. The RDF articulates the knowledge, behaviours and attributes of successful researchers and was developed by Vitae (https://www.vitae.ac.uk/) after extensive consultation with researchers at every stage of their career.

You can approach this by simply considering the various domains and sub-domains of the RDF to see what areas you feel require further development, or you might wish to try out Vitae’s RDF Professional Development Planner (https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework-planner/). This is a very extensive document and can be a bit intimidating at first but will seem more manageable if you just focus on one or two areas at a time.

Following the general and subject-area-specific induction sessions at the start of the semester, you will meet with your Supervisor to discuss this analysis and to formulate the most appropriate programme for your own personal development. This is likely to include elements drawn from courses provided by GRADskills and your School, and other courses and activities as deemed necessary to help you complete of your degree. This programme will be approved by your School Postgraduate Convener.

Your development needs will be reviewed annually. You are required to complete a brief self-assessment of your Skills training at the end of each year. This should be discussed with your supervisor. Your annual School review will also consider your self-assessment, and comment on your progress: what training you have completed and identify future needs.

Failure to meet your training requirements agreed with the School will be reported to the appropriate Pro Dean who may refer the matter to the Faculty Business Committee for action.

**ANNUAL REVIEW**

All research students will undergo an end of year review. The aim of the first end of year review is to judge whether the student meets the requirements for progression. These are:

1) Successful completion of the research training modules at MRes level (if enrolled on that programme);
2) Submission of two copies of a Research Proposal of about 15,000 words, passed at oral examination by two members of Department (excluding the candidate’s supervisor);
3) Submission and acceptance of ethics form for research, & risk assessment forms;
4) Satisfactory performance in front of Annual Review Panel, which will consist of at least one member of the Department Postgraduate Committee (excluding the candidate’s supervisor).

The research proposal should be submitted before the end of twelfth week of second semester (i.e. around mid-May for those who start in September; for those who begin in February the proposal should be handed in the twelfth week of the first semester, end of January). Separate guidelines are available on the presentation of Research Proposals – please ask the Director of Postgraduate Studies.

As well as submitting a Research Proposal, the student will give an oral presentation of research plans at oral examination. In this meeting staff will discuss with the student the details of the proposed research and also their ethics forms and risk assessments. The Annual Review Panel meeting will discuss general development throughout the year and provide a progress review. At the end of these meetings, staff will draft a report of the discussions, including its recommendations for progression, and send it along with report forms filled in by student and supervisor to the Postgraduate Office.

Following the Annual Review and oral examination meeting, examiners choose one of a range of possible recommendations:
1) Confirmation that the student has achieved the required level of attainment and can therefore proceed to PhD fieldwork or further study;
2) Extension of probationary period: student needs to do some further work before upgrade can be confirmed;
3) Registration to alternative degree status: recommendation that the student be registered to MPhil or MRes;
4) Discontinuation of studies.

Please note that approval from the panel and oral examination team is essential for fieldwork to begin. Final arrangements for fieldwork and in particular the purchase of tickets should not be made until the committee has agreed that research proposal is satisfactory and the candidate is ready to leave.

Where discontinuation is considered appropriate, the Review Panel will outline the reasons for this recommendation, including details of where the Research Proposal or modular work has been deemed insufficient. Suggestions will be made for improvement. If they wish, students can apply to re-present their Proposal at a later date. But if the Review Panel still recommends discontinuation, then this will proceed.

**Further Reviews:**

As well as the upgrade review, students will receive annual reviews in each subsequent year of their PhD. These will monitor the progress the student is making and are intended to assist both student and supervisor.

Review Panel meetings will take place once a year (or sometimes more if circumstances require). A range of objectives will be assessed:

1) A review of the departmental support offered to the student in the past year, including a review of the student-supervisor working relationship;
2) A review of how far the student has managed to meet the goals set at the previous review, and where plans have changed;
3) Discussion of a work plan for the coming year, including chapter or thesis submission targets and also plans for attending conferences or, where relevant, applying for jobs/postdoctoral fellowships.

At this Review Panel meeting the student should submit a brief report on his/her progress and on plans for the coming year. Final reports of the discussion are then drafted by both staff and students and separately submitted through MMS.

For further details on the process of Postgraduate Progress Review see [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/progress-review-policy.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/progress-review-policy.pdf)

**RESEARCH ETHICS & RISK ASSESSMENT**

All research in all Schools of the University that involves data collection from living human subjects by means of questionnaires, surveys, interviews, interactive investigations, experimentation or demonstrations requires formal approval from the University Teaching and Research Ethics Committee (UTREC). The Committee also approves research involving human tissue and other samples. All students are also required to complete Department and University risk assessment forms before leaving for the field.

All students must fill-out the Social Anthropology Ethics Application Form, based on the University standard, before proceeding to fieldwork. This is completed in consultation with supervisors and then submitted to the departmental Ethics Committee, which assesses the proposal and sends its recommendations to UTREC. Only once the form has been cleared can students start research.

Ethical concerns tied to particular proposals of research should be discussed with supervisors at an early date (if the project seems to confront too many issues, you may wish to alter aspects or the whole of the
proposal). This is particularly important if the research requires ethics approval from a third party (such as regional or health authorities, a national or provincial government, an institution or NGO).

Of course, certain kinds of research will require special attention and increased levels of scrutiny: fieldwork that might involve work with children or vulnerable adults (the ill or elderly), contact with persons involved in illegal activities or with those who might not be fully aware of the objectives of research.

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

It is a requirement that any Undergraduate Honours or Masters dissertation or PhD thesis that requires ethical approval from UTREC has the letter or email of ethical approval bound into an appendix before submission of the piece of research.

The letter of approval from the School Ethics Committee (SEC) must be included in the bound thesis.

In this regard, please note that in no case can ethical approval be granted retrospectively for a 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.

In addition to submitting an ethics form and receiving ethical approval, all research students progressing to fieldwork must complete two risk assessment forms: one templated by the university and another specifically catered for anthropological research. These too must be viewed and approved by the departmental Ethics Committee.

Please see the UTREC website for further information (& UTREC site on department MMS system), including application forms:
http://www.st-andrews.ac.uk/utrec/

GUIDELINES ON ACADEMIC INTEGRITY

It is critical to the reputation of the programme and of the University that everyone associated with the programme behaves with the highest academic integrity. As the programme helps create individuals who might take up responsible positions in academic, business and government, we have a special responsibility to ensure that our academic standards are beyond reproach.

The programme encourages students to work together and discuss ideas, and this is an integral part of the learning process. However, we should caution you that discussion and collaboration should be clearly separated from the written preparation and submission of individually assessed work.

See section below on Good Academic.
FIELDWORK

Responsibility for the practical arrangements of fieldwork (eg: insurance, research permissions, visa applications etc) belongs to the student, though supervisors and the department will help where they can. Those intending to conduct fieldwork overseas should bear in mind that this process can sometimes take a considerable length of time and hence they should start arrangements well in advance of leaving. Sometimes disappointments in this area, such as refusal of research permissions, may lead to student and supervisor having to devise an alternative research plan. The student must also gain clearance at the University level for procedure to conduct fieldwork, in particular they must conform to certain ethical standards in research [see ‘Research Ethics’ section]. Your supervisor or Head of Department can write appropriate letters of introduction, if requested.

While there is no fixed term of research, it is usual for the student to spend at least 12 months in the field (those who have to learn a new language may spend considerably longer than this). During fieldwork, your supervisor and the Department Office need to have a postal address and, where circumstances allow, details of contact by email, telephone and fax. You should plan to communicate with your supervisor, usually by email or letter, at least once a month, and to send fuller reports of fieldwork findings every few months. It is important to remember that during summer months, members of staff are themselves often away conducting fieldwork, and so may be less accessible. Please make sure that the Department Office has up to date contact details for you while you are away. Urgent messages can be sent to the Department Office (socanthadmin@st-andrews.ac.uk).

LOCATION NOTIFICATION

ALL students contemplating fieldwork MUST complete a Change of Location form to cover the research period when they will be away from St Andrews. This form must be submitted and approved prior to leaving St Andrews.

The form needs to be signed and then submitted to the Department Office for the Director of Postgraduate Studies to approve and sign. The Department Office will then attach a student's ethics and risk assessment documentation as part of the application. The form will then be sent to the Pro Dean PGR for final approval. The relevant form can be found at:
http://www.st-andrews.ac.uk/pgstudents/stleonards/resources/fieldwork/

Students must complete this process once their fieldwork proposal has been passed after their pre-fieldwork viva. Regardless of a student’s particular scholarship or fee-paying status, failure to complete and submit the correct forms means that the student will not be eligible for the fieldwork fee reduction.

FIELDWORK FUND

The Fieldwork Bursary Fund assists with costs directly connected with research carried out ‘in the field’ by registered, full-time postgraduate research students. Applications are reviewed and allocations are determined by the Postgraduate Research (PGR) Pro Dean. Allocated funds are provided to successful applicants through a one-time bursary. Students may apply for up to £500 per academic year. Any request for funds must be supported by an itemised list of expected expenses; applications should align with the University Expense Policy.

Further information can be found here:
**THESIS SUBMISSION & EXAMINATION**

The minimum period of registration for the PhD, according to University regulations, is three years for full-time students and six years for part-time students. However, extensions may be recommended by the Postgraduate Committee and granted by the University (information on extensions and suspensions can be found in the University Code of Practice see page 21 below). Including extensions, it is expected that students will complete and submit their thesis within four years. Students must work closely with their supervisors to ensure progress to this end remains on course.

Information about the required format and length of the thesis can be found at the Postgraduate Office. Students should be aware that they must complete the required paperwork for submission well in advance of handing it in.

In nearly all cases, a PhD thesis is assessed by two examiners (one internal examiner and one external examiner). The internal examiner is normally a member of the Department (though never your supervisor), but may on rare occasions come from another department in the University. The external examiner will come from another University, either within the UK or further afield, and will have specialist knowledge relevant to the thesis topic (either knowledge of the ethnographic region or of the theoretical work). Responsibility for nominating and selecting examiners rests with the Director of Postgraduate Studies and has to be approved at Faculty and University levels. You can however discuss possible examiners with your supervisor who can forward the suggestions on to the Director of Postgraduate Studies (though there is no guarantee your suggestions will be adopted).

Both the internal and external examiner read the submitted thesis and write reports on the work before the candidate’s oral examination. The oral examination normally lasts about 2 hours and allows time for examiners and candidate to explore and debate the thesis in depth. Afterwards, the examiners make a final recommendation to the University (it is not uncommon for examiners to request minor changes to the thesis). The minimal period required to arrange an oral examination is about a month from the date of thesis submission, but there can be greater delays depending on the availability and other commitments of the examiners.

**TRAVEL FUNDING**

Each postgraduate research student in the Department of Social Anthropology is eligible for an annual travel budget of £300 for a period of four years (or equivalent), which runs from 1 August until 31 July. Students will be permitted to draw forward up to a maximum of £150 from the next year’s allocation up to and including year three. Travel funding can be spent as contribution towards research costs or conference participation.

Applications should be made by email to socanthadmin@st-andrews.ac.uk. All requests must be applied for in advance and pre-approved by the relevant Head of Department.

Please note that the University financial year ends on 31st July. In order for paperwork to be processed by this deadline, expense claims must be with the Department Office no later than 10th July. No applications will be processed after this date. Unclaimed money will not be carried over to the next financial year.
**THE DAVID RICHES MEDAL FOR POSTGRADUATE RESEARCH**

The medal is to be awarded on a competitive basis each year to one postgraduate post-fieldwork student in the Department of Social Anthropology at the University of St Andrews. Applicants will be asked to submit an article length piece of work (8-10,000 words) based on a chapter from their thesis. This should be an original piece of work relating to the analysis of fieldwork material gathered during the period of doctoral research conducted by the applicant while registered as a student in the department. It should aim to be of publishable quality. The entries will be read and assessed by an external anthropologist, selected by the Department.

Students eligible to apply are those who are registered for a Ph.D. in the St Andrews Social Anthropology Department and who have yet to sit their doctoral oral examination. After their oral examination they will be ineligible to apply. In any one year, students may submit only piece of work each for consideration by the committee (Please ask for separate details for this award, such as the date of submission).

**OPPORTUNITIES FOR PART-TIME TEACHING**

PhD students may be invited to tutor first year undergraduates. This involves small-group teaching and marking of assessed essay work and exams. Normally only students who have completed their fieldwork are allowed to teach. Those wishing to teach will receive some initial compulsory training from the University.

While the Department encourages PhD students to tutor, particularly post-fieldwork students, it does not allow them to take on too great a burden of teaching (supervisors will monitor whether tutoring cuts too much into research work and writing). The tutoring hours available are limited and paid by the hour at rates set by the University. It will provide some financial assistance, but should not be viewed as the only source of support. Principally, tutoring is viewed as an opportunity for students to gain teaching experience.

Those interested in tutoring should contact the Head of Department or Subhonours Director of Teaching before the academic year begins.

Some opportunities also exist for teaching at postdoctoral level. In particular, those who have submitted their PhD thesis or recently graduated from PhD studies may apply to be considered for teaching and tutoring contributions to the Evening Degree programme.

**DOCTORAL STUDENTS WHO TEACH**

If you are interested in teaching in the Department, you must familiarise yourself with the University Policy on Doctoral Students who Teach, which can be found here: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/phd-teachers.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/phd-teachers.pdf)
3: Rules and Regulations

University Student Handbook

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

These include information on: Academic Matters, Academic regulations and Code of Practice, Employment, Financial Information, Health, Library and Information Services, Student Organisations, Student services and Student Support and Guidance.

This handbook also offers straightforward advice on issues relating to the codes which represent University Policy.

Please refer to, and make use of, this important resource.

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, https://www.st-andrews.ac.uk/ask-a-question/.

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 Postgraduate Studies 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 this could affect their academic performance. For those on Taught programmes, this will eventually lead to their automatically receiving a grade of zero and failing 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 http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Academic%20Alerts.pdf

Good Academic Practice Policy

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.

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

Students who are unsure about the correct presentation of academic material should approach their tutors, and may also contact June Knowles in CAPOD for training jk38@standrews.ac.uk

**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

**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.

Permission to matriculate late can only be given by Registry (contact latematriculation@st-andrews.ac.uk) and permission must be sought before the published deadline. More detail about matriculation including late matriculation can be accessed at [https://www.st-andrews.ac.uk/pgstudents/academic/advising/](https://www.st-andrews.ac.uk/pgstudents/academic/advising/)

**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/](https://www.st-andrews.ac.uk/students/rules/ugsenateregulations/) and [https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/](https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/).

**CODE OF PRACTICE**

Postgraduates are referred to the University’s Code of Practice for Students and Supervisors in Taught and Research Postgraduate Programmes [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pgt.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/pgt.pdf)
This contains all relevant information concerning study, regulations, progress review, and should be referred to regularly.
COMMUNICATION/USE OF EMAIL

Your University e-mail 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 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.

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.

LOCATION OF STUDIES

All students are expected to reside at a term address within a commutable distance from St Andrews unless they have formal permission for their study location to be outside St Andrews. For the policy on Location of Studies, please see:

LEAVE OF ABSENCE

If you are considering applying for a leave of absence (for reasons of say illness or financial difficulty) you should discuss the matter with your supervisor or with the Director of Postgraduate Studies. Relevant information can be found at: http://www.st-andrews.ac.uk/students/advice/academic/loa/requesting/

WITHDRAWAL FROM STUDIES

If you are considering withdrawing from your studies at the University you should discuss the matter with Student Services in the first instance. You should also inform your Supervisor and the Director of Postgraduate Studies. 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 your Registry Support Officer 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. Further information available at: https://www.st-andrews.ac.uk/students/academic/academic-advising/glossary/withdrawal/
5: USEFUL INFORMATION

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/. This website also hosts a subject specific careers wiki page, which includes biographical case studies of what some of our doctoral graduates have gone on to do after leaving St Andrews.

THE DEPARTMENTAL WEBSITE

The Department of Social Anthropology website for postgraduate students at St Andrews can be found at: http://www.st-andrews.ac.uk/anthropology/current/pgrad/

IN-SESSIONAL ENGLISH LANGUAGE SERVICE

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

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

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

If you would like further information, please contact elt@st-andrews.ac.uk

HEALTH, FIRST AID AND SAFETY

A first-aid box is located in the Secretary’s Office, 71 North Street.

Notices are posted throughout the School indicating who the current First Aiders are and how to contact them.

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

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

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.
CAPOD: CENTRE FOR ACADEMIC, PROFESSIONAL AND ORGANISATIONAL DEVELOPMENT

Included in the range of services and development opportunities CAPOD offers:

- Maths and Academic Skills Support for students,
- Work and Career Skills for students
- Generic skills programme for postgraduate and post-doc researchers

The CAPOD website is http://www.st-andrews.ac.uk/capod/

STAFF - STUDENT CONSULTATION

Feedback about our courses and programme is always encouraged. Most formally, through representatives at meetings of the Post Graduate Staff-Student Consultative Committee (see below) but also through the Annual Progress Review system. You may also contact the Director of Postgraduate Studies.

The Social Anthropology Department’s Post Graduate Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the Department. The Committee meets once a semester. Its student members are comprised of: three Postgraduates (MRES, pre-fieldwork & post-fieldwork years) and a Department President voted for by students. Details of elections to the committee will be announced by the committee’s convenor during the first few weeks of the semester.

If you wish to be nominated for election to the committee, please contact the Director of Teaching in the first instance.

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

The Department Student President for 2017-18 is Rikke Nedergaard <socanthpresident@st-andrews.ac.uk>

STUDENT SERVICES AND GUIDANCE

Student Services 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. The main reception area of Student Services is on the first floor of the Students’ Association building, where you can obtain information and/or be referred to the appropriate person within Student Services 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: https://www.st-andrews.ac.uk/students/advice/safety/

You may wish to obtain advice and guidance from within your School in the first instance. If so you should contact the Director of Postgraduate Studies (rmd@st-andrews.ac.uk) 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/parents/role/confidentialitycode/
USE OF LIBRARY AND COMPUTER FACILITIES

For information on use of the University Library and Information Services, please see http://www.st-andrews.ac.uk/library/information/

PRINTING AND BINDING

The University’s Print & Design Unit is ideally set up to print and/or bind your dissertation or 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. Please make sure the version you submit is your final version. Price lists and further information: www.st-andrews.ac.uk/printanddesign/.

DISABILITY SUPPORT

If you require support, please contact the Disability Team in Student Services: https://www.st-andrews.ac.uk/students/advice/disabilities/

TEACHING, LEARNING AND ASSESSMENT POLICIES

These are now available here: www.st-andrews.ac.uk/staff/policy/tlac/
6: Referencing Guide

This guide sets out the Harvard system of referencing to be used in tutor-marked assignments and research reports. It is important to reference published material that you wish to use in your written work. While referencing is a standard that is used to avoid plagiarism it also supports a strong scientific method. To build arguments and provide evidence you must reference any published resources you use. The spirit of referencing is embodied in Newton’s famous 1676 quote, “If I have seen further it is by standing on the shoulders of giants”. It means that Newton’s great discoveries were made by building on the previous work of scientists. This reference guide sets out how to reference other authors’ work properly. See too Anthony Grafton’s The Footnote, for a history of modern referencing.

For each type of material you are referencing (e.g. books, journal articles, newspapers, internet sites), this guide presents examples of how to write the full reference at the end of your work. The section at the end of the work should be called a Reference Section and only include those references cited in the essay. For the purposes of this guide these two sections will be called in-text referencing and the reference list format.

A note on paraphrasing and quoting: quotations are direct transcriptions of text from other sources while paraphrasing uses your own words to express others’ ideas. You should attempt to paraphrase where possible and only use quotations sparingly and strategically. Both paraphrasing and quoting require referencing, and quotations must refer to the page number from which they were taken (see Books section overhead).

Generic Format

Students in Social Anthropology are advised to follow the generic format for in-text referencing and the reference list as set down in The Journal of the Royal Anthropological Institute. While this guide provides a range of examples for books, articles, Internet sources etc., the generic format below should be used where adaptation is necessary.

In-text
Author (year) or (Author year)
e.g. Malinowski (1926) or (Malinowski 1926)

Reference list
Books
Author. Year. Title. Place Published: Publisher.
e.g. Malinowski, B. 1926. Argonauts of the Western Pacific. New York: Dutton.

Articles

Books
The following exemplifies several in-text references for books with one author, two authors, more than two authors, and authors cited by another author. When citing more than two authors, list all authors’ surnames the first time, then use et al. (see example; et al. is an abbreviated version of the Latin phrase et alii, which means “and others”). Note the different formats for the in-text referencing of paraphrasing and quotations (with page number) and the complete references in the reference list.

In-Text
One author
This essay is about a ‘sensing of place’ (Basso 1996), the manner in which a set of persons animate a city and imagine that the city animates them. Basso (1996) claims that relationships to places are most richly
lived and felt when persons make them the object of awareness and reflection. In considering their ‘lived topography’ (Basso 1996: 58), therefore, one has to include a rejection of what place meant to them.

Two authors
Banks & Morphy (1997: 45) state that addition, division, magnification or reduction become key foci.

Author cited by other author: secondary sources
Firth (1958) outlines Malinowski’s (1926) account of fieldwork principles.

Reference List
Alphabetically ordered list of references.

Journal Articles
In-text referencing of journal articles uses the same format as books (see above). Notice that the reference list includes the name of the journal article and the name of the journal. Be wary of electronic journals or articles retrieved from the Internet, as some formats may not include the original page numbers you might need for direct quotations.

Reference list

Internet Sites
The variability of Internet site quality is problematic for referencing in academic essays. However, access to annual company reports, press releases, and daily news services provide ample reasons to utilise the Internet in essays. Journal articles obtained over the Internet should use the standard journal format unless the journal is solely in electronic format (see below).

In-text
Dvorak (2002) describes blogging as the most significant new form on the Internet.

According to McIntosh (2002), the notion of virtuality hinders the development of new online interactions.

Reference list
Dvorak, John C. 2002. The Blog Phenomenon. PC Magazine 05/02/02 http://www.pcmag.com/article


Other formats
Again, use the generic system when you encounter material to be referenced that does not fit clearly into the previous or following examples.

- Newspapers
  In-text
  Use same as Books (i.e. Author year). If no author is found then use full name and date as follows.
  The oil crisis has caused parents to ‘consider home education’ (The Times 9 July 1973: 3).
  Reference list
• Chapter in edited collection
  
  In text
  
  Pinney (1997: 5) argues for a different perspective on photographic sensibility.

  Reference list
  

• Author with more than one publication in a year
  
  In-text
  
  Pinney (1997a) is distinguished from Pinney (1997b).

  Reference List
  

• Interviews and personal communication
  
  Students are advised not to reference personal communication (e.g. lectures or meetings) unless as part of a submitted field research project with a relevant section on methods. Lecture material should be traced back to original sources.