The St Andrews & Stirling Graduate Programme (SASP)

Handbook for MLitt Students 2023-24

Contents

1. Welcome Letters

1.1 Welcome from Directors of the Programme

We would like to welcome you to the MLitt programme of the St Andrews/Stirling Graduate Programme (SASP). This handbook is designed to provide all of our MLitt students with essential information about the Departments and their joint MLitt programme. Please make sure to read it carefully and retain it as a source of reference through the year.

You should also refer to the University Student Handbook. This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Financial Information, Health, Library and Information Services, Student Organisations, Student Services and Student Support and Guidance. The handbook also offers straightforward advice on issues relating to the codes which represent University policy. It can be found on-line at: http://www.st-andrews.ac.uk/studenthandbook

Philosophy in St Andrews is based in Edgecliffe on The Scores. The majority of your teaching will take place in St Andrews and most of this within Edgecliffe. The Postgraduate Course Administration Team will be happy to help you and welcome you to the Department.

We wish you a successful MLitt year at St Andrews and Stirling!

Professor Jens Timmerman   *Dr Sonia Roca-Royes*

Director of the MLitt Programme (S1)   *Stirling MLitt Co-ordinator*

St Andrews   *Stirling*

Dr Alexander Douglas

Director of the MLitt Programme (S2)

St Andrews

1.2 Welcome from School President

Hi everyone,

I'm Mariana and I am this year's School of Philosophy president. Whether you are starting your first year or returning to your studies, I hope you have a great time this year!

To make it clear, I am not a staff member: I am a third year student, who is here to support you, listen and act on your feedback. Please reach out to me at philosophypresident@st-andrews.ac.uk with any questions, concerns or feedback at any point in the school year. We can also talk in person, via email or social media.

I work alongside Class Reps (which is a role you can run for) to collect student feedback and communicate it to staff members to suggest improvements to everything from academic curricula to study spaces. This means that every individual voice can make a huge difference here.

Speaking of staying in touch, you will get weekly emails from me. Those will be about upcoming events that you may find interesting, academic and professional opportunities as well as various resources available. You can also follow us on social media @philstandrews on Instagram and *St Andrews Philosophy Students* on Facebook.

Hope you have a fantastic year,
Mariana Razina (she/her)

School of Philosophy President: 2023/2024
philosophypresident@st-andrews.ac.uk

1.3 Welcome from Minorities and Philosophy

Welcome to St Andrews!

We are the Minorities and Philosophy (MAP) chapter at the Universities of St Andrews and Stirling and our goal is to make philosophy a more inclusive place.

The chapter offers support, resources and networks for underrepresented and disadvantaged groups in philosophy, engages in discussions with the faculty to make philosophy at both universities more inclusive, and explores ways to make philosophical discussions and debates more accessible.

We represent minorities in both the postgraduate community as well as undergraduate philosophers in St Andrews and Stirling.

We aim to provide support to all who feel alienated and isolated in philosophy, and specifically speak out on behalf of women, people of colour, members of the LGBT+ community, working-class students, students from non-academic backgrounds and students with mental health problems. Ultimately, we hope our efforts help in removing the barriers that might be impeding students from these backgrounds to thrive in Philosophy.

We look forward to meeting you!

The Minorities and Philosophy chapter at the Universities of St Andrews and Stirling
mapuk.sasp@st-andrews.ac.uk

2. About the SASP Programme

The graduate programmes of the departments of philosophy at the University of St Andrews and the University of Stirling are fully merged into the St Andrews/Stirling Philosophy Graduate Programme (SASP). All philosophy graduate students are students at both the University of St Andrews and the University of Stirling.

The joint graduate programme is overseen by a Joint Committee – made up of three academics from each of the two participating departments – which meets at least once in each semester.

For 2023-24, the SASP programme is administered at St Andrews, in Edgecliffe on The Scores, the home of St Andrews Philosophy.

The Director of Graduate Studies is **Dr Justin Snedegar** (phildopg@st-andrews.ac.uk).

The Deputy Director of Graduate Studies and PhD Admissions Officer is **Dr Margaret Hampson (**mrh8@st-andrews.ac.uk).

The Stirling PGR Representative is **Professor Michael Wheeler** (m.w.wheeler@st-andrews.ac.uk).

3. About the MLitt Programme

In Semester 1 the core module (PY5103 Research Methods) will be taught at Stirling *every other Monday*: Weeks 2, 4, 7, and 9. Travel will be arranged, and travel costs will be met by SASP. On the other Mondays (weeks 1, 3, 5, 8, 10, and 11) the module will be taught at St Andrews. On the weeks where students travel to Stirling, workshops and training events will be organised for the mornings. All other teaching will be at St Andrews.

The Director of the MLitt programme for Semester One is **Professor Jens Timmermann** and Semester Two is **Dr Alexander Douglas** (philmlitt@st-andrews.uk). The programme director is your point of contact as regards any issues that may be affecting your academic progress.

The MLitt Co-ordinator in Stirling for Semester One is **Dr Sonia Roca Royes** (sonia.rocaroyes@stir.ac.uk). The MLitt Co-ordinator is there to offer extra support and to be a point of contact in case the MLitt Director is unavailable.

The Taught Postgraduate Team (pgpafs@st-andrews.ac.uk) are the Postgraduate Course Administrators for the SASP programme. They will help you with practical inquiries and arrange meetings with teaching staff when necessary.

The main Philosophy Departmental Office is in Room 102, Edgecliffe, St Andrews.

4. Initial Meeting and Reception for New Postgraduate Students

All incoming Philosophy MLitt students should attend an induction meeting on Friday 8th September. This will be held in UCO: School I at 4pm.

There will also be a SASP-wide Welcome Party held in Edgecliffe on Friday 29th September. Further information will be circulated nearer the time.

5. Academic Mentors

Every MLitt student will be assigned an *Academic Mentor* at the beginning of Semester 1. You should contact your assigned Academic Mentor – either by email or in person – as soon as the assignment is circulated to introduce yourself and, if needs be, arrange to have a brief face-to–face or online meeting. You should consult your Academic Mentor for general guidance on essay planning, essay writing, academic conduct, and for advice on how best to apply for a PhD place. Your Academic Mentor will also be able to guide your choice of dissertation supervisor. In some cases, your Academic Mentor will turn out to be your dissertation supervisor. Finally, your Academic Mentor is also your first point of contact to discuss any personal or health issues which may be affecting your academic performance. (Note: your Academic Mentor is not expected to read and comment on drafts of your coursework essays.)

6. Reading Party

On the first of the Stirling Mondays (Week 2) we will hold a reading party, envisioned also as an opportunity to better meet each other. Travel will be arranged for Sunday 17th September and then back to St Andrews after classes on Monday 19th September. More information will be distributed nearer the time.

7. Contact Information

7.1. Philosophy School President

The School President is your representative and their role is to make representations on behalf of the students within their School to the University. The broad aim of the School President system is to improve communications and cooperation between students and staff, for the mutual benefit of both.

You can contact the School President, Mariana Razina, directly at: philosophypresident@st-andrews.ac.uk

The School President will act as a link between the student sabbatical officers of the Students' Association and the class representatives. The School President is the chair of the Philosophy Staff-Student Consultative Committee, will attend all President Forums, and regularly communicate issues to the Director of Teaching on behalf of students. For more information on the Staff-Student Consultative Committee and the Class Rep system, see Section 17 below.

7.2. Minorities and Philosophy

The student-run Minorities and Philosophy chapter are available to discuss issues of diversity and inclusion and can be contacted at: mapuk.sasp@st-andrews.ac.uk

7.3. Key Contacts at the University of St Andrews

University Switchboard	(01334) 476161
Student Advice & Support Centre	(01334) (46)2020
Academic Registry – transcripts, graduation, fees	(01334) (46)3097/2119
Academic Registry – Postgraduate – Arts/Divinity	(01334) (46) 2136

7.4. Key SASP Contacts

Postgraduate Course Administrators can be contacted at: pgpafs@st-andrews.ac.uk

Please contact the Postgraduate Course Administrators for assistance in the absence of academic members of staff.

St Andrews (Note: telephone prefix 01334 46 and email address @st-andrews.ac.uk)

Position	Name	Telephone	Email
Head of School	Prof James Harris	ext. 2469	philhos
Head of Department	Dr Franz Berto	ext. 2473	philhod
Director of Teaching	Dr Derek Ball	ext. 1795	phildot
Director of Research	Dr Patrick Greenough	ext. 2469	phildor
Safety Officer	Lucie Randal	ext. 2482	lucie.randal
School Manager	Graeme Hawes	ext. 4723	gh30

Stirling (Note: telephone prefix 01786 46 and email address @stir.ac.uk)

Position	Name	Telephone	Email
Head of Department	Dr Rowan Cruft	6230	rowan.cruft

Semester 1 Module Co-ordinators

PY5103 Research Methods	Dr Sonia Roca Royes	sonia.rocaroyes@stir.ac.uk
PY5101 Current Issues 1	Dr Simon Hope	simon.hope@stir.ac.uk
PY5201 Classical Philosophy	Dr Margaret Hampson	mrh8@st-andrews.ac.uk
PY5203 Kant	Professor Jens Timmerman	jt28@st-andrews.ac.uk
PY5319 Topics in Recent Moral Theory	Dr Justin Snedegar	js280@st-andrews.ac.uk
PY5215 Ecophilosophy	Dr Mara Van der Lugt	sonia.rocaroyes@stir.ac.uk
PY53018 Political Philosophy	Dr Rowan Cruft	rowan.cruft@stir.ac.uk

Semester 2 Module Co-ordinators

PY5102 Current Issues II	Professor Philip Ebert	p.a.ebert@stir.ac.uk
PY5310 Philosophy of Mind	Professor Michael Wheeler	m.w.wheeler@stir.ac.uk
PY5401 Philosophy of Time	Dr Matyas Moravec	mm566@st-andrews.ac.uk
PY5217 Greek & Roman Philosophy	Dr Margaret Hampson	mrh8@st-andrews.ac.uk
PY5219 The Philosophy of David Lewis	Dr Justin D'Ambrosio	jzd1@st-andrews.ac.uk
PY5216 Philosophy of Physics	Dr Katie Robertson	katie.robertson@stir.ac.uk
PY5315 Philosophy of Law	Dr Bradley Hillier-Smith	bhs8@st-andrews.ac.uk
PY5312 Aesthetics	Professor Berys Gaut	bng@st-andrews.ac.uk

8. Semester Dates 2023-24

Full information can be found at [Semester Dates 2023-24](#)

Pre-Sessional Week:	Week commencing Monday 4 September 2023
Martinmas Semester:	Monday 4 September – Monday 19 December 2023
Independent Learning Week:	Monday 16 October – Friday 20 October 2023
Christmas Vacation:	Tuesday 19 December 2023 – Sunday 14 January 2024
Candlemas Semester:	Monday 15 January – Friday 25 May 2024
Spring Vacation:	Monday 26 February – Sunday 3 March 2024
Dissertation Period:	Monday 28 May – Tuesday 13 August 2024
Graduation:	November 2024 Dates TBC

9. Useful Information

This section provides you with the details of various documents, guides and webpages that you may find useful during the course of the year.

9.1. Departmental Websites

The Department of Philosophy website for postgraduate students at St Andrews can be found at: https://www.st-andrews.ac.uk/philosophy/students/pg/

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.

The Department of Philosophy website at Stirling can be found at: https://www.stir.ac.uk/courses/pg-taught/law-and-philosophy/philosophy/

9.2. Matriculation

All students must matriculate each academic session to allow them to continue with their studies and attend classes.

Taught Postgraduate students are expected to matriculate during Orientation Week before Semester commences. If your matriculation is not fully complete by Friday of Week 1 of teaching, you will begin to receive warnings under the failure to matriculate policy.

9.3. Wellbeing, Advice, and Support for Students

Advice and information about available support can be found here: https://www.st-andrews.ac.uk/students/advice/personal/

As a University of St Andrews student you are on a journey of learning. The person you arrived as will be different from the one who leaves. This change will reflect the knowledge and skills you will gain, and the experiences you will have throughout your time here. It is unlikely that your journey will always be smooth, but dealing with the unexpected challenges you encounter along the way will help you develop the skills you need to make you a better scholar and better able to cope with life beyond university.

Key areas to focus on during your St Andrews journey include:
1. Developing independence. This means that you actively seek out information, take charge of finding the right balance between your study and personal life and take responsibility for your behaviour, wellbeing and health.
2. Facing challenges. It's perfectly normal to find things challenging in your academic studies and general student life. Some challenges may lead to disappointment or even failure. The important thing to remember is that you will be strengthened by these challenges, developing important life-skills such as problem-solving and resilience.
3. Being involved. As a student at St Andrews you are part of several communities, and you have the opportunity to become involved with them. You are part of the community within your academic school, part of the broader University community and part of the wider

community of the St Andrews town. You are encouraged to make the most of the academic, social, societies and sports opportunities on offer as a way to positively build knowledge, skills, support networks, and physical and mental wellbeing. As a member of the community with full rights to participation, you should never be made to feel excluded or marginal (see below for support on Harassment and Bullying).

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-andrews.ac.uk, Advice and support | Current Students | University of St Andrews (st-andrews.ac.uk)

9.4. Disability Support

The University has a range of reasonable adjustments that it can put in place for you to help you achieve your academic potential. Please contact the Disability Team in Student Services who can provide support for a wide range of disabilities such as physical disabilities, learning difficulties, sensory impairments, Autistic Spectrum disorders, mental health difficulties, long standing medical conditions and much more. Please see the Advice and Support - Disabilities Overview page of the Student Handbook for further information.

9.5. Harassment and Bullying Support

The University of St Andrews is committed to equality of opportunity and will not tolerate harassment and/or bullying of one individual or group in the University community by another. All members of the University community have the right to work and study in an environment that encourages harmonious relationships; all individuals should be treated with dignity and respect so that they can fulfil their personal potential in a professional working and learning environment.

If you are being harassed or bullied, the University will offer you support and facilitate the process to ensure resolution of the problem. Please talk to someone for help and support rather than leaving your job or studies. Please see the Bullying and harassment page of the Student Handbook for further information.

9.6. Support for Caregivers

If you have care responsibilities and would like to learn what additional support is available to you to assist you during your studies at St Andrews, please contact the Advice and Support Centre, North Street, 01334 462020, theasc@st-and.ac.uk.

9.7. Relations between Staff and Students

The University promotes itself as a community where people work and/or study together. It seeks to promote harmonious relations between all members of that community, including between members of staff and students. At the same time the University regards relationships between members of staff and a student – for whom they have, or are likely to have some specific academic, professional, management or pastoral responsibility – as an

important professional issue, particularly where relationships are close, intimate/or exclusive. For more information, please see the [personal relationships at work](#) policy.

9.8. 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. Please see the [Careers Centre](#) website for further information.

9.9. Centre for Educational Enhancement and Development (CEED)

The University's Centre for Educational Enhancement and Development (CEED) can provide additional input to help students develop the skills they need for their academic studies and beyond. There are three main ways:

1.   Academic skills: You can book a 1:1 appointment with one of the CEED PhD tutors to help you improve your study skills (e.g. note-taking, time management, essay writing) or mathematics and statistics skills. Over 300 students make use of this service each year. There is also a drop-in pod for study skills in the Library every Thursday afternoon and drop-in afternoons for maths and stats appointments, but please check the CEED website for those.

2.   Professional skills: CEED runs the Professional Skills Curriculum (PSC) which is a development programme open to all students. It is based around 11 key graduate skills which employers value. The skills are delivered via online workshops, lunchtime and evening lectures, and practical skills sessions. There is everything from leadership to resilience; influencing skills to public speaking; project management to networking. You are welcome to dip in and out of the programme as you wish, but if you complete a skills analysis, engage with 8 or more topics over an academic year and submit a reflective essay, you receive a certificate and your achievement is listed on your degree transcript. The PSC is endorsed by the Institute of Leadership and Management. Once you have achieved your PSC Award, you can opt to specialise in a PSC Plus award, and choose from a range of options including enterprise, IT Skills, communication, negotiation, teaching and consultancy. More details on the PSC website.

3.   IT skills: as part of the PSC, CEED runs a programme of IT workshops for undergraduate students, including sessions on digital wellbeing, using apps to help you learn, and curating digital content. You also have access to the Microsoft IT Academy which offers a range of online courses, from a suite of IT programmes, which you can access and work on flexibly. You also have the opportunity to self-study and sit exams for a Microsoft Office Specialist (MOS) certificate which is a globally recognised IT qualification. Taking part in MOS is free of charge for students at St Andrews.

There is more information on the [CEED webpages](#) or in the CEED office (Hebdomadar's Block, St Salvator's Quad).

9.10. In-sessional English Language Support Service

The In-sessional English Language Support 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 [International Education](#) webpage.

9.11. Communication/Use of Email

Your University email account is the official means of communication for the University and you are therefore reminded that you should read your emails at least every 48 hours (particularly during the academic year). You can arrange to have your University email 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.

9.12. Recording Devices in Lectures

If you have a disability or 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. You can read the [Use of recording devices by students in lectures and other learning and teaching activities](#) policy for further guidance.

Classes will be in-person for 2023-24, unless otherwise notified. Individual teachers might make arrangements to record lectures and make them available, but this is up to the individual in each case.

9.13. Personal Details

You are responsible for ensuring that your contact details are kept up to date. You may do this at any time during the year via your e-Vision account which can be accessed from the [Current Students](#) section of the University home page.

9.14. Tuition Fees/Student Fees

For full information on the Tuition Fees that you will be liable to pay throughout your studies go to [Money Matters](#).

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.

9.15. Purchase of Course Materials

You may be required to purchase module textbooks and coursepacks as part of your studies in Philosophy. Further details will be provided by your Module Coordinator at the start of the semester. Any coursepacks will be sold via the online shop which is available at: https://onlineshop.st-andrews.ac.uk/ and you will collect your coursepack on presentation of your receipt from the online shop at either the Departmental Office or during your first lecture.

9.16. First Aid/Safety

A first-aid box is located in Edgecliffe Room 102. The nominated First Aiders in the building are Linda Jeffrey (room 102), Rhona Paterson (room G09) and Lucie Randal (room 108). Notices are displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.

The School Safety Officer is Lucie Randal. Any hazards or safety-related incidents should be reported to the School Safety Officer or the Departmental Office immediately.

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in discipline.

9.17. Ethical Approval

All research in all Schools of the University that involves data collection from questionnaires, interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and / or other samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC).

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

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

9.18. Academic Flexibility for Students with Recognised Sporting Talent

There is a policy which allows allow 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 sport@st-andrews.ac.uk or see the policy: Academic flexibility for students with recognised sporting talent (st-andrews.ac.uk)

9.19. Printing and Binding

The University's Print & Design Unit is ideally set up to print and/or bind your dissertation or thesis. Please send your material in PDF format to printanddesign@st-andrews.ac.uk with a note of any pages to be printed in colour (printing is normally single-sided unless double-sided is specifically requested).

Please allow two days for printing and soft-binding or four days for printing and hard binding (soft-binding from your own prints can often be done while you wait) and make sure the version you submit is your final version.

For price lists and further information please refer to the Print & Design page.

N.B.: Dissertation submission is now fully electronic, i.e. you do not need to get your dissertation printed and bound (but you may of course do so for personal use).

10. MLitt Programme – Structure and Module Choices

10.1. Programme Structure

In Semester 1 you will take one core module (PY5103 Research Methods) and two optional modules.

There will also be a Basic Logic seminar open to all. This will not be subject to formal assessment. This seminar will begin in week two. If you would like to sign up, please contact the Postgraduate Course Administrator.

In Semester 2 you will take three optional modules.

The full details of all modules available in 2023-24 are listed below. Please note that under-subscribed optional modules may be withdrawn, so it may not always be possible to accommodate late changes in your chosen modules.

10.2. Teaching in Stirling

In Semester 1 the core module (PY5103 Research Methods) will be taught in Stirling *every other Monday*: Weeks 2, 4, 7, and 9. Travel will be arranged and travel costs will be met by SASP. On the other Mondays (weeks 1, 3, 5, 8, 10, and 11) it will be taught at St Andrews. On the weeks where students travel to Stirling, workshops and training events will be organised for the mornings. All other teaching will be at St Andrews.

10.3. Failure to Complete Academic Advising

All students must complete the academic advising process, in each academic year in which they are actively engaged in their programme of studies. This requires meeting their Adviser of Studies in person.
Students are fully expected to complete the academic advising process by the advertised advising deadline of Wednesday of Orientation Week or the semester two equivalent.

Students failing to do so are at risk of serious detriment to their studies, and may be denied access to some modules.

Entrant students who have not completed academic advising by Monday of the third week of semester will be required to re-apply through the normal Admissions route.

Returning students who have not completed academic advising by Monday of the third week of semester will be placed on compulsory Leave of Absence for at least one semester. Please see failure to complete academic advising for further information.

10.4. Re-Advising/Changing Modules

Students are ordinarily allowed to change modules only during the first week of each semester. After the first week your Adviser of Studies or Programme Coordinator 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 Coordinator 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 officially 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.

10.5. Module Confirmation

Following Re-Advising students have a two-week period to check and confirm that their module choices are correct. Students will be contacted in Week 3 of each semester with details of how to complete this requirement.

10.6. Withdrawal from a Module

If you wish to withdraw from a module after the first week of a semester, you should discuss the matter with the Director of the MLitt who will then contact the Pro-Dean (Advising) to seek the appropriate approval.

10.7. 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 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. Please see the requesting a withdrawal from your studies page for further information.

10.8. Location of Studies

All students are expected to reside at a term address within a commutable distance from St Andrews during their study unless they have formal permission from the University of St Andrews for their study location to be outside St Andrews. This permission can be granted for academic purposes: for example, to conduct essential research. This permission can also exceptionally be granted for non-academic purposes at Undergraduate or at Taught Postgraduate level with the support of the School and with agreed mechanisms in place for continued academic support. The relevant Pro-Dean can be involved when the request is complex or when the School refers a case to the Registry Officer.

The University has a duty of care to all students and therefore must be able to contact all students at any point during their programme of study. In addition, the University must hold the current address for all students as well as an historic trail of previous addresses. It is also expected that students can readily access academic advice throughout academic study and that agreed mechanisms are in place to support this.

For students requiring a visa to study in the UK, the Home Office has introduced regulations also requiring Tier 4 Sponsors to hold the latest address of study for students as well as an historic trail of previous addresses. The University must be able to show that the address we hold for a student, who has leave to remain in the UK on a Tier 4 licence, is accurate and that where students are not resident in St Andrews in term-time, they have permission to be outwith St Andrews. We must also demonstrate that students can engage appropriately with their studies at this location.

For more detailed information please read the University policy on Location of studies.

To request a Change of Location, please see the Change location page of the Student Handbook.

10.9. Leave of Absence

The term 'Leave of Absence' is used to denote a period of time where the University permits a student to disengage with their studies and return at a later date. Where a student is granted Leave of Absence during a semester, any progress in all modules within that semester will be removed from the student's record and replaced with an indication that Leave of Absence was taken.

Leave of Absence can be applied for by a student but is not a guaranteed right, and falls within the scope of Senate regulations.
The granting of Leave of Absence may also alter the student's circumstances in such a way that non-University legislation and policy are affected (such as funding body requirements,

visa regulations and council tax liability). It is the student's responsibility to ensure that they make themselves aware of the implications, and meet any additional requirements that a change of circumstances may impose upon them. While the University cannot guarantee that the same programme of study will still be available following a Leave of Absence period, the University keeps a note of students on leave and will ensure when making such changes that there are acceptable pathways available for completion.

A student may apply to the Registry Officer (Student Support) for a Leave of Absence in any semester where exceptional circumstances have affected, are currently affecting, or will affect the ability of the student to engage with their studies. For more detailed information please read the University's Leave of absence policy.

Please also see the Leave of Absence - things to consider section of the Student Handbook.

10.10. Failure to Matriculate

The matriculation process must be completed by the end of the third week of teaching each academic year. The policy on failure to matriculate formalises how the University deals with students who fail to matriculate.

10.11. MLitt Modules 2023-24

Semester 1 Modules:

PY5103	Research Methods (core)
PY5101	Current Issues 1 (Ethics and Language)
PY5201	Classical Philosophy
PY5203	Kant
PY5215	Ecophilosophy
PY5318	Political Philosophy
PY5319	Topics in Recent Moral Theory

Semester 2 Modules:

PY5102	Current Issues 2 (Mind and Language)
PY5216	Philosophy of Physics
PY5217	Greek and Roman Philosophy
PY5219	The Philosophy of David Lewis
PY5310	Philosophy of Mind
PY5312	Aesthetics
PY5315	Philosophy of Law
PY5401	Philosophy of Time

11. The MLitt Dissertation

11.1. Dissertation proposal

From at least the beginning of semester 2 you should be thinking of a topic for your dissertation, and discussing possibilities with your Academic Mentor. A dissertation proposal, specifying the topic of the dissertation and briefly outlining the manner in which you propose to address it, and including a short list of the most relevant literature, must be submitted to the Director of the MLitt programme (by email to philmlitt@st-andrews.ac.uk) by 31 March 2024. The proposal should use the official form, which will be sent out to all students two weeks before the deadline. The form outlines what is required and gives some guidance through the process.

11.2. Supervision for the Dissertation

The dissertation is a record of your own research on a topic of your choice. The supervisor's responsibility is to advise and guide you in this research, not to provide its impetus or direction. You should aim to meet with your supervisor regularly during the early stages, to ensure that your work is proceeding in a fruitful direction, and to have a full draft of the dissertation completed in plenty of time to allow you to revise it thoroughly in the light of the supervisor's comments. (As a guide to what you should expect from your supervisor, the official workload for an MLitt dissertation supervisor is the equivalent of 3 contact hours per student.)

11.3. Submission of the Dissertation

The completed dissertation, which must be 8,000 – 10,000 words including all notes and quotations (but excluding the bibliography as well as acknowledgements, the table of contents and the abstract, if you choose to include these elements) must be submitted on or before 23:59 on Tuesday, 13 August 2024. The dissertation should be submitted electronically via MMS.

The regulations require that "The dissertation shall be prefaced with a declaration that it has been composed by the candidate, that the work of which it is a record has been done by the candidate alone, and that it has not been accepted in any previous application for any degree."

The policy on lateness penalties applies to the submission of the dissertation (refer to section 13.13 below).

11.4. Marking of the Dissertation

The dissertation will be double-marked internally, and also sent to an external examiner. The grade for the dissertation will be finally determined at an Examiners' meeting in September, and students will be notified of the results thereafter via MMS. The final grade and feedback for the Dissertation will not be released to students prior to the final meeting of the Examiners.

12. Progression to Research Degrees

We strongly encourage you to consider staying in the SASP programme beyond 2023-24. The SASP programme offers two research degrees: PhD and MPhil.

12.1. PhD in Philosophy

The PhD normally requires three years of research after completion of the MLitt. Please feel free to approach members of staff directly if you think they would be a suitable supervisor. (Information about staff research interests is available on the websites of each department.) You should feel free to discuss possible research topics – and possible supervisors – with the Director of the MLitt programme, with the Director of Graduate Studies or the Deputy Director of Graduate Studies or with other staff at the two departments.

Admission to the PhD requires (i) that the applicant should have an overall average of 16.0 in the MLitt and (ii) that a PhD supervisor should be available. Information about the application process for the PhD will be made available in due course and you should refer to the SASP Degrees page as well.

12.2. MPhil in Philosophy

MLitt students are eligible to apply for the MPhil (a second research year) to complete a dissertation of up to 40,000 words. If accepted and successful, you will graduate with an MPhil instead of an MLitt. As the first year is the same for both programmes you can always decide to take the MLitt instead of the MPhil in case the second year does not work out.

Entry requirements to the MPhil for MLitt students:
(i) the applicant should have an overall average of 15.0 in the MLitt coursework
(ii) an MPhil supervisor is available to supervise the intended topic.

Application process:
Please submit a short application to the postgraduate office (email pgpafs@st-andrews.ac.uk) by 10th of May 2023 at the latest, although you are encouraged to send it in as soon as you can after submitting your semester 2 coursework. The application should include:
(i) a short outline of about 250 words of your planned 2nd year dissertation
(ii) the name of your preferred supervisor(s)

Students wishing to move onto the MPhil who meet these requirements will be given a conditional offer once all coursework has been marked, with the condition that the marks are upheld at the exam board in May. Coursework marks can be changed at the exam board, but this is very rare. Once marks are finalized, students will be officially admitted onto the MPhil. This should allow students plenty of time to apply for university accommodation, visas, etc.

During the summer, instead of writing an MLitt dissertation, new MPhil students will write 8,000-10,000 words toward their MPhil thesis, to be submitted in August, when MLitt students are submitting their MLitt dissertations. Rather than being marked as an MLitt dissertation, this work will be reviewed along with a detailed outline of the thesis, supervisor's

report, and student self-assessment, as part of the student's first annual review, to be held in late August or early September. Possible outcomes for this review are:

A. That all is going well and the student should proceed with work on the thesis. (Green or Yellow)
B. That progress is not satisfactory and the student be re-reviewed in December. In this case, the reviewers will make clear what must be done for the student's progress to be judged satisfactory at the re-review. (Amber or Red)
C. A recommendation that the 8,000-10,000 words be turned into an MLitt thesis and re-submitted to be marked as such within a timeframe determined by the reviewers—a normal expectation would be three months, though this will be determined on a case-by-case basis. In this case, if the MLitt dissertation is judged satisfactory, the student can be awarded an MLitt. The reviewers will make this recommendation if the work is of good quality but unlikely to grow into a successful MPhil thesis. (Amber or Red)

13. Teaching and Assessment

13.1. Module Structure

Each module involves 20–22 hours of classes: normally, one weekly two-hour class throughout the 10 or 11 weeks of the teaching semester. A normal pattern for teaching and assessment of modules is described in this section; written information for specific modules will highlight any departure from this pattern.

13.2. Module Information

At the start of each module you will be given written information about the requirements of the module, including: class times; topics to be covered; required and recommended reading; essay topics and submission deadlines and any departure from the standard assessment pattern described below.

13.3. 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-certification](#) form 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 more than two weeks, you may be contacted by Student Services, the relevant Associate 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.

13.4. Medical/Personal Difficulties Affecting Academic Work

If you have medical problems or other personal difficulties affecting your work you should make an appointment to speak to an Adviser at Student Services. They will, at their discretion, send a memo, in confidence, to the Director of the MLitt and the Postgraduate Course Administrator to explain the problem.

13.5. Academic Alerts & Termination of Studies

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 either the Director of the MLitt, Module Co-ordinator or Postgraduate Course Administrator and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module.

Unresolved academic alerts are monitored by Student Services for pastoral purposes, and by Registry for the purposes of ensuring compliance with UKVI requirements (for those on student visas).

Alerts will never appear on a student's permanent transcript. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Please see the academic alerts section of the Student Handbook for further information.

Guidance for students is available in the Alerts Student Guide.

In the context of the SASP programme, students should note that the compulsory module elements are: Full attendance at all scheduled classes, including all lectures and tutorials; submission of all coursework. Failure to satisfy these compulsory elements will lead to failure of the module (0X).

As specified in Senate Regulations, a student may have their studies at the University terminated, and be required to leave the University, if their academic performance is unsatisfactory over an extended period. Termination of studies is considered a last resort, and is normally only applied in cases where it is no longer possible for a student to complete

their programme within that programme's specified time limits, or where a student's performance has not improved sufficiently following an earlier intervention. For full details see [Early Academic Intervention](#) policy.

13.6. Assessment of PY5103 Research Methods

This module is run as a book seminar. The standard pattern of assessment for PY5103 Research Methods is one assessed research plan of 1,000 words and one essay of 3,500 words.

13.7. Assessment of Option Modules

The standard pattern of assessment for each option module normally involves 4,000 words of assessed work. This will either take the form of one 4,000 word essay or two shorter essays totalling 4,000 words. Full details of the assessment pattern for each option module will be confirmed at the start of the semester. This pattern will be followed unless the nature of the material (e.g. in formal logic modules or parts of modules) calls for a different form of assessment.

Option modules will also require students to submit a research plan of up to 1,000 words. This research plan is not assessed and must be submitted at any time up to three weeks before the essay submission deadline. Students will receive feedback on their research plan within 10 days of submission.

13.8. Setting of Individual Essay Questions

On some modules you may have the opportunity to set your own essay question. Where this happens you must have explicit written permission (via email) from the Module Co-ordinator.

13.9. Repetition of Coursework Material and Multiple Submission

Work prepared for assessment should be submitted once and once only. Submitting the same material for more than one assessment task is academic misconduct. This applies whether the duplication is within a module, between modules, or between a module and the MLitt dissertation. It applies to substantial portions of previously submitted work as well as to whole assignments. If at any stage you are not sure about what is allowable, please ask your Module Co-ordinator for advice.

13.10. Word Counts & Penalties for Exceeding Word Counts

The word count for all essays and for the dissertation should include all footnotes, endnotes, and quotations but should exclude the bibliography. **Do not exceed the word limit.**

The exception to this requirement is the essay plan for PY5103 Research Methods which consists of four sections, including a literature section. The literature section must be included within the word count.

You must include a word count on the first page of your essay. Where the word limit is exceeded, the following penalty will be applied:

1 mark for work that is over- length to any extent, then a further 1 mark per each additional 5% over.

This is penalty scheme C. For more details please refer to the University policy on Coursework Penalties.

13.11. Formatting of Essays

Essays should be word-processed, double-spaced with margins of 3cm or 4cm (exceptions may apply to logic exercises requiring use of symbols). All essays are marked (and moderated) 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, you should include: your matriculation number, the module name and number, your tutor's name, the word count, the title of the essay/exercise, 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."

Please note that essays must be submitted in pdf format. This is to ensure that diagrams and symbols come out correctly. You can download a converter to pdf from a number of websites, but try: http://www.primopdf.com/ or http://www.expresspdf.com/

13.12. Submission of Essays & Submission Deadlines

All essays must be submitted electronically (**in pdf format**) via the Module Management System (MMS). For full guidance on how to submit essays via MMS, please read the MMS Student Guides.

Please note that it is your responsibility to upload the correct essay to meet the correct submission deadlines. If you submit the wrong piece of work for a particular module or if you submit an earlier draft of your work rather than the final version, then you will be allowed to re-load the correct essay to MMS but lateness penalties will be applied.

Please refer to the module guides for the deadlines for the submission of essays (or other submitted work). You must meet these deadlines to complete the module. Please note that the deadline for all submission of essays is **23:59 (British time)** on the relevant submission date.

Please note that **the coursework deadlines are the same for many modules**. This is because they have all been pushed towards the latest possible time, given the university's reporting deadline. **Students are expected to sequence their work throughout the semester** so as to avoid having to write several essays all at once. Please start working on your essays as early as possible (e.g. Week 2) to make sure you make the fullest use of your limited time.

13.13. Extensions to Submission Deadlines

At MLitt level you are responsible for budgeting your time carefully, leaving enough space for unexpected delays. Extensions to submission deadlines will not be granted in cases where students could have reasonably foreseen delays to their work. Students with registered disabilities requiring adjusted deadlines will have these automatically applied on MMS.

To request an extension, please use the online form: https://forms.office.com/r/GuXrbtdFGH. Requests can be for **three days** or **seven days**. You will be notified via email when your request is approved or denied. You might be asked via email to supply evidence or further explanation before approval.

Extensions of seven days will only be granted in exceptional circumstances, but if your request for a seven-day extension is denied, you might be advised to apply for a three-day extension instead.

Please note: academic staff are not qualified to diagnose mental health conditions or judge the severity of personal issues affecting study. In order to apply for an extension on these grounds, please speak with somebody at Student Services (https://www.st-andrews.ac.uk/students/advice/asc/) and provide their contact details on the form. We will then contact them to seek support for the extension request.

More serious interruptions to study might require requests for Deferred Assessment or even a Leave of Absence (see 13.16 below). If you have suffered an interruption to your study that you believe requires more than an adjustment seven days to the deadline, you are advised to contact the MLitt Director (philmlitt@st-andrews.ac.uk) with the details of your situation.

13.14. Penalties for Submission of Late Essays

Philosophy will generally apply *lateness penalty A*. Lateness penalty A will deduct 1 mark per day. For more details please refer to the University policy on Lateness penalties.

These penalties are *automatically* applied by the MMS system. These penalties also apply to the submission of the dissertation.

NB: 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 will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day.

13.15. Return of Marks and Feedback

Feedback on essays and the mark awarded are normally returned to students via MMS within three weeks of their submission.

Please note that all marks assigned at this stage are provisional as they are subject to ratification by the Board of Examiners which will meet at the end of each semester to confirm the awards (i.e. the semester 1 module marks are confirmed by the Board in January and the semester 2 module marks are confirmed by the Board in May).

13.16. Deferred Assessment

Where a student has provided good reasons to justify his or her failure to complete the work of the module, he or she can be offered deferred assessment. This will be decided by the Board of Examiners which meets at the end of the semester after the examinations. Deferred assessment normally takes the form of a requirement to submit one or more essays in place of the incomplete work.

Requests for deferred assessment must be made to the Director of the MLitt programme in advance of the published completion or examination date: in the case of coursework, this will be the date of the examinations board (usually late January for Semester 1 and early June for Semester 2).

The deferral of assessments is not appropriate for minor ailments or permanent or long-term conditions that are under medical control. Students with prolonged chronic illness or disabilities should instead contact Student Services for advice.

All requests for deferred assessments must be submitted to the School and supported by appropriate written evidence such as a letter from Student Services, letter from the police, or evidence from a member of staff who was alerted to the circumstances at the time. Self-certificates alone for examinations and class tests will not be accepted. Schools can choose to accept the reasons given by the student for missing the examination or class test, or can refer the student to Advice and Support Centre who will in turn advise the School accordingly. The primary reason for granting deferrals are medical conditions that affect students for a substantial proportion of the time that would be expected to be expended on completion of the assessment. Deferred assessment on non-medical grounds will be approved only for serious personal reasons such as bereavement of a close relative or illness of dependents. Attendance at interviews or assessment centres and travel arrangements are not sufficient grounds for deferral of an examination or test.
Students who have not requested a deferred assessment in advance of the published completion date or examination date without good reason will not have the request approved.

Students will be informed of the decision to grant deferred assessment by email from the Postgraduate Course Administrator following the Board of Examiners meeting.

Please see Assessment Policies and Procedures for further information.

13.17. Reassessment

Reassessment of 5000-level modules is permitted for taught postgraduate students who have failed 5000 level modules with grades between 4.0 – 6.9, and taught postgraduate students who have successfully completed module reassessments and met all other programme requirements will be able to graduate with a taught postgraduate Masters.

A pass in these reassessed modules will be capped at a 7.0, which will be included when calculating the credit-weighted mean for classification.

Reassessment is not available for the dissertation component of PGT programmes.

13.18. How to Write a Philosophy Essay

You may find this link useful for a collection of guides to writing philosophy essays, even at MLitt level. It is worth looking at a few different sources to find the advice that best speaks to you.

For more general advice on study skills, you can get in touch with The Centre for Educational Enhancement and Development (CEED), which offers a range of teaching support services for students.

14. Credits, Grades and Awards

Students should note the difference between marks and grades. A mark is awarded to an individual piece of work (e.g. an essay mark, or an exam mark). A grade is attached to an entire module, and represents the overall merit gained on that module. Please see Taught postgraduate guidelines for credit, grades and awards for further details on credits, grades and awards.

14.1. University Common Reporting Scale for 5000-level modules

The University uses a 20-point Common Reporting Scale for grades (i.e. a 20-point basic scale reported to one decimal point for final module grades). Please see the Common Reporting Scale guidance for further details.

In Philosophy, we use a 20-point scale for marking, as well as for reporting grades. When marking individual pieces of work, markers may use half-marks in addition to full integers (e.g. 13.5). Grades are reported to one decimal place.

14.2. Module Results Reporting Codes

The key module results reporting codes that you may see on your record card are:

P   Grades 7.0 – 20.0
F   Grades 4.0 – 6.9 Fail (right to reassessment)
F   Grades 0 – 3.9 Fail (no right to reassessment)
0X   Denotes a failure to complete module requirements. This grade should be applied where a student has failed to complete the work of a module without good reason, and should be applied where a student does not register for, or does not attend, any examination without good reason. The student is not entitled to a re-assessment opportunity for this module.
0D   Deferred assessment: This grade should be applied if there is a good medical or personal reason for the inability to complete any part of the assessment requirements.
0Z   Result undecided: the result may be unresolved due to mitigating circumstances, or for some other valid reason. This is a temporary code

and will be changed to one of the other definitive codes on the list as soon as the matter is resolved.

S   Applies if a student`s module was affected by special circumstances. The grade should not be altered but reported with the annotation S (e.g. 6.0 S). Students with reported grades annotated S will be discussed at the Special Classification Board when their degree is classified. Modules with this annotation may be discounted in the calculation of the algorithm.

14.3. Criteria for Marking Bands

The following table provides full descriptors for each band of marks, which should help you to understand the mark you receive for any individual piece of work.

Mark descriptor	0 – 3.9 Fail without right to reassessment	4 – 6.9 Fail with right to reassessment	7.0 – 10.4 Marginal Pass at 5000 level	10.5 – 13.4 Pass at 5000 level	13.5 – 16.4 Merit at 5000 level	16.5 – 20.0 Distinction at 5000 level
Understanding/ Core Knowledge	Fails to demonstrate adequate knowledge of the topic	Very limited knowledge and understanding of the topic	Limited knowledge and understanding of the topic	Evidence of a basic to decent understanding of the topic	Satisfactory to very good understanding of the topic	Excellent understanding of the topic & deep understanding of the subject. Demonstrates originality & the potential for higher research.
Critical Evaluation	No evidence of analytical ability & critical thinking	Very limited evidence of analytical ability & critical thinking	Limited evidence of analytical ability & critical thinking	Some evidence of analytical ability & critical thinking but limited independent engagement	Evidence of good analytical ability & critical thinking	Evidence of a superior ability of critical analysis & intellectual rigour
Argumentative Reasoning	No indication of any ability to present or follow argument or to organise written work	Very limited ability to present or follow argument or to organise written work	Limited ability to argue logically & to organise work coherently	Some ability to argue logically & to organise work coherently	Ability to argue & to organise work coherently	Ability to argue both cogently & independently
Use of Sources & Literature	Fails to demonstrate adequate knowledge of the primary sources & secondary literature	Very limited knowledge of primary sources & secondary literature	Limited knowledge of primary sources & secondary literature	Adequate knowledge of primary sources & secondary literature	Satisfactory to very good knowledge of the primary sources & secondary literature	Authoritative engagement with primary sources & secondary literature
Citation & Bibliography	No evidence of ability to use citation & bibliography adequately	Generally limited to no evidence of ability to use citation & bibliography adequately.	Some acceptable, but citation & bibliography incomplete or inappropriate	Acceptable use of citation & bibliography but may be inconsistent, incomplete or inappropriate	Appropriate use of citation & bibliography	Appropriate use of citation & bibliography
Clarity of Presentation	Unacceptably poor presentation of work	Generally limited to poor presentation of work	Some acceptable, but generally limited standard of presentation of work.	An acceptable standard of presentation of work	An acceptable to good standard of presentation of work	Exemplary presentation of work

Please note that all mark descriptors will be taken into consideration when awarding a mark for a piece of work.

14.4. Award of MLitt Degree

The MLitt requires, in addition to coursework, a dissertation of 8,000 – 10,000 words, written over the summer (see section 11 above).

The PGT classification algorithm uses the St Andrews GPA in order to determine a PGT final degree classification. The St Andrews GPA is the credit-weighted mean of all grades including both the taught component and the dissertation. Only one decimal point is used in all calculations.

A St Andrews GPA of 16.5 or above constitutes the threshold for a recommendation of Distinction.

St Andrews GPA of 13.5 or above constitutes the threshold for a recommendation of Merit.

Outcomes for PGT Masters classification

St Andrews GPA	Classification outcome
16.5 or more	Distinction
13.5 or more	Merit
7.0 or more	Pass
6.9 or less	Fail

A regulatory structure determined by Senate and Court governs the award of all Postgraduate degrees and can be viewed here:
https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/

15. Good Academic Practice (avoiding academic misconduct)

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 University's Good academic practice policy covers the behaviour of both undergraduate and postgraduate students. All students are strongly advised to familiarise themselves with this policy. It is each student's responsibility to be aware of what constitutes academic misconduct, and to ensure they avoid this. Some major areas of academic misconduct are: plagiarism; false citation; aiding and abetting; falsification of data; multiple submissions; cheating in exams and contract cheating.

Students are also encouraged to read the Good Academic Practice Guide for Students.

Students who remain unsure about the correct presentation of academic material should approach their lecturers. They may also contact CAPOD for training (email: learning@st-andrews.ac.uk).

16. Academic Appeals and Complaints

Note that coursework will be double-marked only if, at the end of the module, the disputed mark is out of line with your other marks for that module. In such a case the external examiner will be asked to look at the disputed work. You should note that marks can be revised downwards as well as upwards. All coursework on a module is subject to internal and external moderation processes.

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, further details on which can be found on the Student Conduct pages.

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 Adviser of Studies, module coordinator or the appropriate Pro Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

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

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

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

Contact: Iain Cupples, Student Advocate (Education) Telephone: 01334 462700, email: inc@st-andrews.ac.uk

17. Staff–Student Consultation and Contact

Feedback about our courses and programme is always encouraged:
(a) informally and individually to lecturers and tutors, to the MLitt Director or Deputy Director;
(b) through the Philosophy School President and student representatives at meetings of the Staff–Student Consultative Committee (see below);
(c) by module questionnaires.

The Philosophy Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of philosophy students. The Committee meets at least once a semester. Its student members are comprised of: four students elected from 1000-level Philosophy modules, four students elected from 2000-level Philosophy modules, four from Honours modules, two postgraduate students and one student elected from the Evening Degree programme. 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 Philosophy School President in the first instance. All staff teaching in each semester should also attend the SSCC.

The dates of the meeting of the Staff-Student Consultative Committee will be announced in due course.

18. Dean's List

This is an annual award for academic excellence, promoted by the Deans of the University.

Postgraduate Taught students who achieve an outstanding overall result are eligible for the Deans' List at the point of award or graduation. Only students who successfully complete their

intended award will be eligible, and all credits have to be taken within the four Faculties of St Andrews. Any student who meets these conditions and who obtains a St Andrews GPA, the credit-weighted mean of all grades awarded from both taught and dissertation modules (where applicable), of 16.5 or above will be recorded on the Deans' List. Please see the [Taught postgraduate guidelines for credit, grades and awards](#) for further details.

Please see [The Deans' List Award](#) for full details of all the criteria and conditions.

19. Philosophy Seminars and Events

The Department of Philosophy at St Andrews runs many events, including talks by visiting speakers and workshops. See the [Calendar of events](#) for full details.

The Department of Philosophy at Stirling holds its visiting speaker seminars on Thursday afternoons. See the [Research Seminars](#) page for full details.

St Andrews also has a weekly seminar run by and for the research students, meeting Friday afternoons, to which everyone is welcome. Full details, including a sign-up for seminars, can be found on-line at: https://sites.google.com/site/standrewsfridayseminar/

Arché runs a variety of informal seminars and discussion groups. Please see the [Arché Events List](#) for the seminar programme or the [Calendar](#) for the weekly Arché schedule.

Information about the Centre for Ethics, Philosophy and Public Affairs (CEPPA) and its conferences and workshops can be found at [CEPPA](#).

There are additional philosophy events of interest to postgraduate students, such as conferences, reading parties and special lectures featuring visiting and internal speakers. You are warmly encouraged to attend any of these events.