SCHOOL OF PHILOSOPHICAL, ANTHROPOLOGICAL AND FILM STUDIES

FILM STUDIES

HANDBOOK FOR UNDERGRADUATE STUDENTS

2017/2018
I would like to extend a warm welcome to our new Film Studies students, and invite you to join fully in the life of a department that is known throughout the university for its friendliness and collegiality. Over the course of the year, you will find many film-related activities sponsored by the Department, from the Reel Film Series to the 60 Hour Film Blitz, from special screenings, presentations, and workshops to film conferences and film festivals, from careers events to internship opportunities. We offer a large menu of extracurricular activities and projects, and we hope you will become as familiar to us through your participation as we will certainly be to you. We also welcome your ideas for additional ways to engage. Please join us for these events and for the many other activities we present throughout the year.

As the youngest department at St Andrews, Film Studies combines the rigour of an ancient university with the innovative spirit of an emerging discipline. You will be asked to work hard in our program, but we hope it is the kind of work that you will love. Our course of study is known particularly for its focus on the broad world of film and media cultures, and you will find much that is new and much to excite you. If you wish to get an idea of the programme of events in Orientation Week, or consult your first Film Studies module (including a link to the reading list), you can find this on our website:

https://www.st-andrews.ac.uk/filmstudies/welcomenewstudents/

Welcome to our small but vibrant department, and good luck!

Warmly,

Michael Cowan
Professor and Head of Department
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1. **Section A: Planning Your Studies**

1.1 **Key University Contacts**

- University Switchboard: (01334) 476161
- Student Services (Advice and Support Centre): (01334) (46)2020
- Academic Registry
- Pro Dean Advising: (01334) (46) 2125
- Pro Dean Undergraduate: (01334) (46) 1932
- Transcripts: (01334) (46) 3528
- Fees and Funding: (01334) (46) 2150
- Graduation: (01334) (46) 4104

1.2 **Key School Contacts**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Mark Harris</td>
<td>ext. 2981</td>
<td>philhos</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Professor Katherine Hawley</td>
<td>ext. 2469</td>
<td>kjh5</td>
</tr>
<tr>
<td>Head of Department</td>
<td>Professor Michael Cowan</td>
<td>ext. 7463</td>
<td>mc258</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Dr Lucy Donaldson (S1)</td>
<td>ext. 7483</td>
<td>filmdot / lfd2</td>
</tr>
<tr>
<td>Director of Teaching</td>
<td>Dr Tom Rice (S2)</td>
<td>ext. 7472</td>
<td>filmdot/twtr</td>
</tr>
<tr>
<td>Director of Postgraduate Studies</td>
<td>Dr Anuja Jain</td>
<td>ext. 7481</td>
<td>aj73</td>
</tr>
<tr>
<td>Disability Co-ordinator</td>
<td>Mrs Katie Allan</td>
<td>ext. 2493</td>
<td>ka22</td>
</tr>
<tr>
<td>Examinations Officer</td>
<td>Dr Jennifer O’Meara</td>
<td>ext. 2387</td>
<td>jo42</td>
</tr>
<tr>
<td>Health &amp; Safety Officer</td>
<td>Mrs Katie Allan</td>
<td>ext. 2493</td>
<td>ka22</td>
</tr>
<tr>
<td>Honours Advisor</td>
<td>Dr Philippa Lovatt</td>
<td>ext. 2448</td>
<td>pcl2</td>
</tr>
<tr>
<td>Subhonours Advisor</td>
<td>Dr D Hanlon (S1)</td>
<td>ext. 7482</td>
<td>djh22</td>
</tr>
<tr>
<td>Subhonours Advisor</td>
<td>Dr E Girelli (S2)</td>
<td>ext. 7471</td>
<td>eg51</td>
</tr>
<tr>
<td>Departmental Secretary</td>
<td>Ms Karen Drysdale</td>
<td>ext. 7473</td>
<td>filmstudies/ kd31</td>
</tr>
</tbody>
</table>

School Office: 101A North Street
Opening Hours: Monday-Friday, 9.00 – 16.00

Please contact the Administrative Support Staff in the absence of academic members of staff.

1.3 **Staff within the Film Studies Department**

- Professor Michael Cowan: ext. 7463 mc258
- Dr Lucy Donaldson (on research leave S2): ext. 7483 lfd2
- Ms Karen Drysdale: ext. 7473 kd31
- Dr Paul Flaig: ext. 1857 pf49
- Dr Elisabetta Girelli (on research leave S1): ext. 7471 eg51
- Dr Dennis Hanlon (on research leave S2): ext. 7482 djh22
- Professor Dina Iordanova: ext. 7474 di1
- Dr Anuja Jain: ext. 7481 aj73
- Dr Philippa Lovatt: ext. 2448 pcl2
- Dr Jennifer O’Meara: ext. 2387 jo42
- Dr Tom Rice (on research leave S1): ext. 7472 twtr
- Dr Leshu Torchin: ext. 7476 lt40
1.4 Semester 1 Module Co-ordinators:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module Coordinator</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM1001</td>
<td>Key Concepts in Film Studies</td>
<td>Dr Lucy Donaldson</td>
<td>lfd2</td>
</tr>
<tr>
<td>FM2001</td>
<td>Modern World Cinemas</td>
<td>Dr Anuja Jain</td>
<td>aj73</td>
</tr>
<tr>
<td>FM4099</td>
<td>Film Studies Dissertation</td>
<td>Dr L Torchin</td>
<td>lt40</td>
</tr>
<tr>
<td>FM4102</td>
<td>Film and Politics</td>
<td>Dr Dennis Hanlon</td>
<td>djh2</td>
</tr>
<tr>
<td>FM4108</td>
<td>Cinema and Media in the Digital Age</td>
<td>Professor Michael Cowan</td>
<td>mc258</td>
</tr>
<tr>
<td>FM4115</td>
<td>Sensory Cinema</td>
<td>Dr Lucy Donaldson</td>
<td>lfd2</td>
</tr>
<tr>
<td>FM4208</td>
<td>Cinema and City in Asia</td>
<td>Dr Anuja Jain</td>
<td>aj73</td>
</tr>
<tr>
<td>FM4306</td>
<td>Feminist Film Studies</td>
<td>Dr Leshu Torchin</td>
<td>lt40</td>
</tr>
<tr>
<td>FM5001</td>
<td>Theory and Practice of Research in Film Studies</td>
<td>Dr Phillipa Lovatt</td>
<td>pcl2</td>
</tr>
<tr>
<td>FM5103</td>
<td>Film Technologies and Aesthetics</td>
<td>Dr Jennifer O’Meara</td>
<td>jo42</td>
</tr>
</tbody>
</table>

1.5 Semester 2 Module Co-ordinators:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module Coordinator</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM1002</td>
<td>Film History and Historiography</td>
<td>Dr Jennifer O’Meara</td>
<td>jo42</td>
</tr>
<tr>
<td>FM2002</td>
<td>Film Theory, Culture and Entertainment</td>
<td>Dr Paul Flaig</td>
<td>pf49</td>
</tr>
<tr>
<td>FM4099</td>
<td>Film Studies Dissertation</td>
<td>Dr Paul Flaig</td>
<td>pf49</td>
</tr>
<tr>
<td>FM4109</td>
<td>Film and the Archive</td>
<td>Dr Tom Rice</td>
<td>twtr</td>
</tr>
<tr>
<td>FM4116</td>
<td>Stars</td>
<td>Dr Elisabetta Girelli</td>
<td>eg51</td>
</tr>
<tr>
<td>FM4120</td>
<td>Silent Cinema</td>
<td>Professor Michael Cowan</td>
<td>mc258</td>
</tr>
<tr>
<td>FM4204</td>
<td>Asian Cinemas</td>
<td>Dr Philippa Lovatt</td>
<td>pcl2</td>
</tr>
<tr>
<td>FM4303</td>
<td>Documentary</td>
<td>Dr Leshu Torchin</td>
<td>lt40</td>
</tr>
<tr>
<td>FM5001</td>
<td>Theory and Practice of Research in Film Studies</td>
<td>Dr Philippa Lovatt</td>
<td>pcl2</td>
</tr>
<tr>
<td>FM5105</td>
<td>Film Cultures</td>
<td>Professor Dina Iordanova</td>
<td>di1</td>
</tr>
</tbody>
</table>

Questions about academic matters (such as course material, essays, exams) should in the first instance be addressed to your tutor. You may also take such questions to your Module Convener who is responsible for the day-to-day running of the module or to the Director of Teaching.

Contact for reporting Special Circumstances and/or advice on S coding:
Examinations Officer Dr Jennifer O’Meara ext. 2387 jo42

Student support and guidance advice:
Director of Teaching Dr Lucy Donaldson (S1) ext. 7483 lfd2 / filmdot
Dr Tom Rice (S2) ext. 7472 twtr / filmdot
Disability Co-ordinator Mrs Katie Allan ext. 2493 ka22
Examinations Officer Dr Jennifer O’Meara ext. 2387 jo42

Contact for reporting absence from classes or examinations:
Administrative Support Staff Ms Karen Drysdale ext. 7473 kd31 / filmstudies
2. Semester Dates 2017/2018:

The Semester Dates for 2017-18 are available at:
http://www.st-andrews.ac.uk/semesterdates/2017-2018/

8. Semester Dates 2017/18

Full information can be found at
http://www.st-andrews.ac.uk/semesterdates/2017-2018/

Orientation Week: Week commencing Monday 11 September 2017
Martinmas Semester: Monday 18 September 2017 – Friday 22 December 2017
Independent Learning Week: Monday 23 October 2017 – Friday 27 October 2017
Graduation: Thursday 7 December and Friday 8 December 2017
Revision Period: Monday 4 December 2017 – Friday 8 December 2017
Examinations: Monday 11 December 2016 – Friday 22 December 2017
Christmas Vacation: Monday 25 December 2017 – Friday 5 January 2018
Inter-semester: Monday 8 January 2018 – Friday 26 January 2018

Candlemas Semester: Monday 22 January 2018 – Friday 1 June 2018
Spring Vacation: Monday 19 March 2018 – Friday 30 March 2018
May Day Holiday: Monday 7 May 2018
Revision Period: Monday 30 April 2018 – Friday 11 May 2018
Examinations: Monday 14 May 2018 – Friday 25 May 2018
Graduation: Monday 25 June 2018

Examination Dates

The dates for 2017-18 are:
S1 Exam Diet: Mon 11 – Friday 22 December 2017
S2 Exam Diet: Mon 14 – Friday 25 May 2018

3. 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.

3.1 The Departmental Website

The Department of Film Studies website can be found at: http://www.st-andrews.ac.uk/filmstudies/

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.

3.2 Matriculation:

All students must matriculate each academic session to allow them to continue with their studies and attend classes.
Matriculation will be held in the Gateway Monday 11 – Wednesday 13 September 2017. You can go to matriculate at any point - you do not have to wait until after your Advising appointment. Students who require assistance after this should go to the ASC. The matriculation event will involve UKBA visa and passport checks, as well as general help with the online matriculation process and payment of fees.

If your matriculation is not fully complete by Monday of Week 1 of teaching you will begin to receive warnings under the Failure to Register policy.

Permission to matriculate late can only be given by Registry and permission must be sought before the start of Pre-Sessional Week. Full details of the Late Matriculation Policy can be accessed at http://www.st-andrews.ac.uk/students/academic/

3.3 Orientation Week

Students are reminded that Orientation Week is an integral part of the University semester, even though no classes are scheduled during that time. Orientation Week offers students an opportunity to prepare for classes by purchasing and beginning work on course material, and some Schools hold induction meetings during this time. All students are expected to be present in St Andrews for this period.

3.4 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.

On academic matters, you may wish to obtain advice and guidance from within your School in the first instance. If so you should contact the Director of Teaching (filmdot@st-andrews.ac.uk) who will identify the most appropriate person to assist you.

3.5 Disability Support

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

3.6 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. For more information please see http://www.st-andrews.ac.uk/staff/policy/hr/harassmentandbullyingatworkandstudy/
3.7 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.

3.8 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/exclusive. For more information please see https://www.st-andrews.ac.uk/staff/policy/hr/relationsbetweenstaffandstudents/

3.9 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/

3.10 CAPOD (Centre for Academic, Professional & Organisational Development)

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

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

CAPOD’s website is: https://www.st-andrews.ac.uk/capod/

3.11 In-sessional English Language Service

The In-sessional English Language Service offers free language support to matriculated students who are non-native speakers of English. Support is offered in a number of forms, ranging from one-to-one tutorials to weekly workshops on writing, conversational speaking and grammar. Further information is available on the Support Service website: http://www.st-andrews.ac.uk/elt/support

If you would like further information, please contact Janie Brooks, In-sessional English Language Support Co-ordinator, ajb31@st-andrews.ac.uk.
3.12 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.

3.13 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 MySaint account which can be accessed from the Current Students section of the University home page.

3.14 Tuition Fees

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

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.

3.15 First Aid/Safety

Health and Safety

A first aid box can be located in the kitchen in 101A North St. For details on Health and Safety for students within the University see www.st-andrews.ac.uk/studenthandbook/health/healthandsafety/

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 Mrs Katie Allan, Senior Administrator (ka22@st-andrews.ac.uk). Any hazards or safety-related incidents should be reported to the School Safety Officer or the Departmental Office (room 101A North Street) immediately.

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

3.16 Recording Devices in Lectures

If you have a disability or some medical condition which means that you are unable to take notes in lectures, you may seek permission from Student Services to use a voice recorder or other computer-based device to record lectures and/or tutorials. If you are not authorised by Student Services to record lectures then you must request permission from the relevant academic member of staff prior to the lecture taking
3.17 Academic Flexibility for Students with Recognised Sporting Talent

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

3.18 Ethical Approval

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

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.

3.19 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. Price lists and further information: www.st-andrews.ac.uk/printanddesign/

4. Aims and Objectives of Study in Film Studies

Film is the major art form of the twentieth century. The film industry is also one of the biggest businesses. Film surrounds us every day of our lives, and has a profound and widespread influence on our culture. For these reasons, Film Studies is one of the most pertinent and vibrant disciplines students can take at University.

Students can take Film Studies regardless of whether or not they have previous experience of studying film and media. This is not a practical programme teaching technical skills for filmmaking. Rather, Film Studies introduces students to the construction of the image, the history of various national cinema movements, the shape of the international film industry, and the theoretical approaches that can be
applied to film. This knowledge is used to uncover the many different aspects of our culture that are influenced by cinema, including such topics as gender, sexuality, national identity, racial and ethnic identities, and the influence of global markets and politics. The subhonours programme is carefully designed to lay the foundations for further study in Film Studies, by introducing students to a variety of aspects and approaches to film. At Honours level, students then have the opportunity to build on these foundations, by working closely with leading experts in the field and developing their own particular research interests.

This programme equips students with intellectual skills and knowledge that are relevant to an age of rapidly expanding and developing media. Graduates will enter employment in a wide range of environments.

The programme aims to produce graduates who:

- have the ability to understand and analyse the various images that pervade contemporary society;
- are familiar with a range of methodological approaches to the study of films from a variety of cultures and periods from the late 19th century onwards and will have acquired intercultural competence;
- have acquired a high level the analytical, critical, research and communicative skills associated with the study of a subject in the humanities;
- have acquired a number of general analytical and practical skills;
- are well-equipped to pursue a number of employment opportunities. Directly related are careers in film distribution and production, arts administration, cinema management, and film programming. The Film Studies Degree opens doors to many other spheres including television, journalism, publishing, marketing, advertising, public relations and education.

St Andrews students benefit from regular screenings in a custom-built cinema, School III and at the Byre Theatre’s 3D equipped Conference Room, which is used at honours level and was recently created for Film Studies. There is also a vast DVD collection, containing several thousand titles. These can either be taken out overnight, or viewed in the library where there are facilities for watching DVDs and Blurays, for no charge. SAULCAT allows you to search by director, star, etc: click the ‘audiovisual search’ tab.

5. Choosing and Changing Modules

5.1 Advising

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

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

Sub-Honours students are assigned an Adviser when they enter the University. The Honours Adviser in Film Studies takes over as students begin the process of entering Honours; if you take Joint Honours, you will have an adviser from each subject.
The Honours Adviser will arrange a meeting for all students during pre-advising in April, at which students will receive the handbook and information about the modules on offer. All students are then required to email the Honours Adviser with their top 3 module choices, before meeting individually with the Honours Adviser. In September, students must meet with the Honours Advisor again to confirm and review their choices and to discuss their progress in Film Studies.

5.2 Pre-Advising

Each April returning students are asked to submit their modules choices online as part of the Pre-Advising process. Students are required to pre-advise through the web at http://www.st-andrews.ac.uk/students and, unless otherwise notified, should consult with the Honours Adviser for confirmation of choices. Students are also required to meet the Honours Adviser at the start of the following session to complete the process.

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

5.3 Re-advising/Changing Modules

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

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

5.4 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.

5.5 Withdrawal from a Module

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

5.6 Withdrawal from Studies

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance or your Supervisor if you are a Research Postgraduate
student. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact the appropriate Pro Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly. You should be aware that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal.

5.7 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.

The University’s Leave of Absence policy can be found at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/leave-of-absence.pdf

6 Your Degree Programme
6.1 Degree Pathways

NOTE: Students progressing to Junior Honours now have the option of taking Single Honours Film Studies.

The following possible degree pathways are available for an MA Joint Honours with Film Studies:

Film Studies and Ancient History
Film Studies and Arabic
Film Studies and Art History
Film Studies and Biblical Studies
Film Studies and Classical Studies
Film Studies and Comparative Literature
Film Studies and Economics
Film Studies and English
Film Studies and French*
Film Studies and Geography
Film Studies and German*
Film Studies and International Relations
Film Studies and Italian*
Film Studies and Modern History
Film Studies and Philosophy
Film Studies and Psychology
Film Studies and Psychology (BPS accredited)
Film Studies and Russian*
Film Studies and Scottish History
Film Studies and Social Anthropology
Film Studies and Spanish*
Film Studies and Theological Studies

* = with integrated year abroad.

6.2 Honours Entry

You are required to complete 480 credits over the course of study (which is normally 4 years if full time). 240 credits are taken at subhonours, with 120 credits each year. For both Single and Joint Honours Film Studies 80 of your 240 credits should be FM1001, FM1002, FM2001, and FM2002. FM1001 is a prerequisite for FM1002 and FM2001, and FM2001 is the prerequisite for FM2002.

For University Honours entry policy, see:
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/honsentry.pdf

Please note that for Film Studies, entry into Honours requires an average of 11.0 or better in the 2000-level modules, at first sitting.

All Honours Arts students are required to take 240 credits, of which 90 credits are at 4000 level and at least a further 120 credits at 3000 and/or 4000 levels. Film Studies, as a Joint Honours, requires 120 credits taken in 3000-level and 4000-level modules in Film Studies. Film Studies, as Single Honours, requires 240 credits taken in 3000-level and 4000-level modules in Film Studies, ordinarily this will constitute 8 modules.

With the permission of the Director of Teaching (Film Studies) and the relevant Head of School (Philosophical, Anthropological, and Film Studies), a student may substitute up to 30 credits in a film-related module from a third school or subject for 30 Film Studies credits.

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

6.3 How are modules taught and assessed?
At levels one and two teaching is carried out by means of lectures, dedicated screenings, and seminars in small groups. Modules are co-taught by a team of teachers for lectures and seminars and by tutors for seminars. Continuous assessment consists variously of essays and other research exercises. Continuous assessment normally makes up 50% of the mark for a module and the examination represents 50% of the module mark. Contact hours are five to six hours a week per module (two lectures, one 2-3 hr. screening, and one, one hour seminar).

Honours level modules are either team-taught or involve a single teacher. Honours modules are conducted by means of seminars only, typically lasting two hours, in which students take an active part. Contact hours are generally around five hours per week, that’s two hours for seminars plus a 2-3 hour scheduled screening. Typically continuous assessment will consist of one or more essays, and additional assignments as required by the seminar leader.

6.4 What modules do I study?

Subhonours

Four introductory subhonours modules lay the foundation of a Film Studies degree, providing the theoretical, cultural, historical and methodological frameworks needed to study the more specialised modules we offer at Honours level. In the first year you focus on the construction of the image (FM1001), and film history up to the 1950s (FM1002). In the second, you study global film history from the 1960s to the present (FM2001) followed by a broad based course in film theory (FM2002).

FM1001: Key Concepts in Film Studies
Credits: 20
Lecture Times: Monday and Thursday, 3-4pm.
Semester: 1
Lecture Hall: School III

In this introductory module, we examine key concepts and approaches that are relevant to the study of film. The module aims primarily to develop the skills needed for film analysis by looking at aspects of film form such as mise-en-scène, editing and sound. Film Studies concepts such as narrative, genre and stardom will also be considered, as well as issues of film cultures and industries. This module introduces students to notions of popular and art cinemas as well as documentary through a range of cinematic texts from around the world.

FM1002: Film History and Historiography
Credits: 20
Pre-requisite: FM1001
Lecture Times: Monday and Thursday, 3-4pm.
Semester: 2
Lecture Hall: School III

This module introduces key movements and moments in film history across the first fifty years of film. Students will first examine the major formal, technological, and industrial transformations from cinema’s beginnings in the 1890s up to the conversion to sound in the late 1920s. How were films made, exhibited and understood and why did cinema evolve in the ways that it did? Throughout the module, we will examine film history in a global context, exploring international developments in Germany, Soviet
Russia, Britain, Japan and Italy. Students will be encouraged to engage with primary materials and to examine critically the methods and approaches for writing and researching film. What can we learn from studying film and how does studying film history help us to better understand cinema and new media today?

**FM2001: Modern World Cinemas**
**Credits:** 20  
**Pre-requisite:** FM1001  
**Lecture Times:** Tuesday and Friday, 3-4pm  
**Semester:** 1  
**Lecture Hall:** School III

This module continues the exploration of issues of film history and historiography which began in FM1002. It introduces students to the most important cinematic developments of the second part of the Twentieth century (which might include, among others, Nouvelle vague, new German cinema, New Latin American, New Hollywood, African cinema, Indian political documentary) and provides exposure to the work of some of the most important filmmakers of the world. The exploration of the history of cinematic art is contextualized in a way that provides adequate understanding of the forces that shape its profoundly transnational production and distribution. The module aims to provide a proper understanding of the complex topo-temporal dynamics of world cinema in the global context.

**FM2002: Film Theory, Culture and Entertainment**
**Credits:** 20  
**Pre-requisite:** FM2001  
**Lecture Times:** Tuesday and Friday, 3-4pm  
**Semester:** 2  
**Lecture Hall:** School III

This module introduces a range of political, philosophical, and cultural approaches to the cinema, centring on the key insights, the breakthrough critical ideas that have informed the study of film and its role in society. The cinema - as a new and revolutionary art form - attracted many of the most powerful thinkers of the 20th century. And with every technological advance in film - including sound, colour, and computer animation - new theories of “what is cinema” emerged, creating a rich and highly concentrated intellectual exchange in a short period of time. These writings comprise the subject of this course.

**Honours**

The list that follows gives an indication of the types of module on offer, although exactly which modules are available changes year by year.

**Typical Honours Modules Have Included:**

The dissertation module is compulsory for single honours film students. The dissertation module is optional for joint honours students, however they may **not** write two dissertations (one for each subject).

Dissertations written in Film Studies have included projects on virtual reality, film dialogue, dubbing, the female android in science fiction, Disney princesses as models of womanhood, Disability in Film and more. A more comprehensive list of past projects can be found here [https://www.st-andrews.ac.uk/filmstudies/current/undergraduate-students/honours-modules/](https://www.st-andrews.ac.uk/filmstudies/current/undergraduate-students/honours-modules/)

7. **Centre for Film Studies**

The Centre hosts many useful events that can serve as opportunities for Undergraduate students to discover trends in Contemporary Film Scholarship and to meet with leading figures in the field. In most cases, informal receptions will follow.

Chief amongst the activities of the Centre is a regular seminar series, with invited speakers visiting the university to present cutting-edge research into film. See:

[http://www.st-andrews.ac.uk/filmstudies/events/](http://www.st-andrews.ac.uk/filmstudies/events/)

We invite and encourage all interested Undergraduate students to participate in this valuable exchange.

Section B: Managing Your Studies

8. **Assessment and Reassessment**

Students must complete 100% of a module’s assessment (i.e. all of the coursework, and the examination) in order to gain credit for that module. Anything less than 100% completion, without good reason, will lead to a grade of OX.

8.1 **Coursework**

Details of topics, length requirements and due dates for assessed coursework will be provided by staff teaching the modules. All coursework is to be submitted electronically, via the Module Management System (MMS). Guides for operation are found here: [https://mms.st-andrews.ac.uk/mms/guides.html](https://mms.st-andrews.ac.uk/mms/guides.html)

It is each student’s responsibility to ensure that coursework documents are uploaded successfully. Corrupted or unreadable files will be given a mark of zero.

Coursework should be word-processed, double-spaced with one-and-a-half inch (4cm) margins (exceptions may apply to logic exercises requiring use of symbols).

Coursework is marked anonymously, and so submitted work should be identified only by your matriculation number. **Do not** put your name anywhere on your coursework. A declaration of own work is attached at Appendix 1. Download, complete and attach to the front of your essay before submitting it via MMS.
You must attach a bibliography of all your sources to each essay; all quotations from and paraphrase of other work must be clearly acknowledged. (See section 11, below, regarding academic misconduct and section 10.2 below regarding referencing).

The word-lengths specified for each essay include everything except the bibliography (i.e., the word-count includes footnotes, quotations, etc.) This goes for dissertations and essays, at all levels. Failure to adhere to the required word length will be penalized in the following way:

- 1 mark for work that is 10% over-length, then a further 1 mark per additional 10% over.
- 1 mark for work that is 10% under-length, then a further 1 mark per additional 10% under.

Avoid repetition or substantial overlap between essays and examination answers, whether within a single module or between different modules.

If you need to submit an essay when you are away from the University (e.g. you have been granted an extension after the semester) this should also be done via MMS.

Assessed coursework will normally be returned within three weeks of submission.

Students can receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you to improving your learning and future performance. Feedback opportunities may vary according to the assessment but can include individual face-to-face discussion, written commentaries on work or electronic feedback. Students are responsible for seeking out the feedback made available to them.

8.2 Late Work and Extensions

Deadlines for written work are specified well in advance. Essays are penalised one point per day for late submission INCLUDING weekends and holidays.

These penalties are automatically applied by the MMS system.

Failure to submit an essay within 10 days of the deadline will result in a 0X mark for the module.

IF YOU HAVE A VERY GOOD REASON FOR NOT MEETING THE SET DEADLINE, AN EXTENSION MAY BE GRANTED IN ADVANCE. EXTENSIONS WILL NOT BE AWARDED IF THE REQUEST COMES IN AFTER THE DEADLINE. Extensions of up to three days may be granted at the discretion of the module coordinator. The module coordinator must be contacted with the request in advance of the due date. Any longer extensions must be approved by the Director of Teaching and will be given only in extreme cases. The essay must be submitted with a completed 'Essay Extension Form' (see appendix B). Note that no extension may be given beyond the first day of the examination period.

8.3 Examinations – Timetables, Rules, Resits
Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations. Information on the University’s examination processes may be found at:

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

Students are required to make themselves available in St Andrews for the full duration of the Examination Diets, dates of which are detailed under the Important Dates section of the University Handbook.

When returning to St Andrews for an examination, you should ensure that you schedule your travel arrangements so as to arrive in good time. Poor scheduling on a student’s part will not be acceptable as a valid excuse for missing an examination. Students should be present up until the last day of the semester and failure to plan accordingly does not constitute a valid excuse.

**8.4 Registration for Degree Examinations**

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

**8.5 Reassessment Registration**

If you are offered the opportunity to take re-sit examinations at the August (Reassessment) Diet you must register individually in advance for the diet, via the online registration facility. In late June, you will be notified directly by e-mail when this is available. All registrations must be submitted by the annually advised deadline in August. Registrations will not be confirmed until the appropriate re-entry fee has been paid in full. Failure to register fully by the due date may mean that you will not be able to sit your examination in the diet.

**8.6 Examination Timetables**

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

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

The confirmed degree Examination Timetable is published in Week 9 or 10 of each semester: in November for degree examinations in December, and in April for degree examinations in May. Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the confirmed Timetable has been published. The Degree Examination Timetable for the August Reassessment diet is published in July of each year and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All Examination Timetables are published via the web only at:

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

Individual Personal Student Examination Timetables for the December and May diets only can also be downloaded from this webpage.
8.7 Feedback to Students on Assessed Work

Students must receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you in improving your learning and future performance. Feedback opportunities vary from school to school but can include individual face-to-face discussion, written commentaries on work or electronic feedback. If you wish to receive detailed feedback from a member of academic staff on an examination script, you should contact the appropriate module coordinator to arrange a suitable time. No fee is charged for this type of feedback. Students are however also entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact your School and, on payment of a fee of £10 per examination script, a photocopy will be provided for you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

While the nature of feedback varies according to the mode of assessment, the department works to ensure that all formative feedback is received within two weeks of submission. Exam results are released after the exam boards, when final module results are made available to students.

8.8 Illegible Exam Scripts

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

8.9 Deferred Assessment

In exceptional circumstances, students may be offered a deferred assessment of essays or examinations. Deferred assessment refers to the submission and marking of a piece of work or examination beyond the date of the module board thus making it impossible to report a module grade at that meeting. Deferred assessment is not a right and permission will only be granted when the School judges that admissible grounds for deferral exist. 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 illnesses or disabilities should instead contact Student Services for advice in advance of any assessment submission date or published examination dates.

A request for deferred assessment should be presented first to the Exams Officer who will then take this request to the teaching committee of the Department, led by the Director of Teaching. Please also note that Deferred assessments will be in the same format and length as the original scheduled assessments unless otherwise approved by the relevant Dean. For example, if a student is granted a Deferred assessment in place of an exam, the Deferred assessment will take the form of an exam within the August diet.

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 complete 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.

For the University policy on Deferred Assessments, see [http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf)

**8.10 Reassessment**

**Sub-Honours**

Reassessment for sub-Honours modules takes the form of a resit examination during the Resit Diet (usually held at the end of August). A resit examination will only be offered to students who have completed ALL the work for the module. This examination is available only to students who have received a mark under 7.0 for the module but higher than a 4.0. A resit examination covers the whole work of the module (unlike the original examination): for 20-credit modules, it is a 3-hour examination. Students may repeat work from their continuous assessment work or earlier examination (though, if this work was of fail standard, it is advisable to improve on it), but they should not repeat material between questions on the resit.

**Honours**

Regulations 36-38 (see the Course Catalogue) govern reassessment for honours modules. The highest mark that can be awarded for a reassessed Honours module is 7 – which must be gained at the first attempt at reassessment – and **this will be factored into your degree result**.

Re-assessment for Honours modules ordinarily takes the form of a take-home exam. Reassessment for Honours will be offered only to students who have completed ALL the work for the module, but who have received a mark under 7.0 but higher than a 4.0. A reassessment for Honours will be offered at the discretion of the teaching committee.

Marking scale, see P.29-35.

**8.11 Special Circumstances – ‘S’ Code**

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

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

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

9. Learning Advice and Regulations

9.1 Essay writing

The following broad advice should be read in conjunction with more specific guidelines on the various types of exercise that may be given in module documents.

A good essay will display most or all of the following characteristics:

- **Clear presentation.**

The essay should be word-processed, double spaced, and with a size 12 font, preferably Times New Roman. Make sure you leave enough space in the margin for your tutor’s comments. The pages should be numbered using the automatic facility, and a final word count provided. Keep a backed up copy of your essay.

- **A good analytical understanding of the material it addresses.**

The reader should be left in no doubt that the student, before writing the final draft of the essay, has carefully read the material on which it is based and seen the film/s discussed. The student should demonstrate knowledge of the film/s, a corpus of theoretical or historical material, and any other appropriate critical reading and background material, whether indicated by the tutor or discovered through the student's own initiative. Moreover, the student should have reached a clear overview of how the different elements of this material come together.

- **A clear and carefully planned structure.**

**Making a plan before writing the essay is essential.** Students may have their own methods of making a plan, but a good way to start is by making a list of the main ideas you wish to incorporate in the essay, and then see in what order you might address them so as to produce a clear and logical argument. Look for a “hook” between the various points, i.e. a way of leading on naturally and persuasively from one point to another, so that points will not appear to be isolated or unconnected to what precedes or follows. The introduction and conclusion of an essay are often the hardest parts to write - the final draft of the introduction may in fact be the last thing you write!

The introduction should grasp the subject in its essentials, and make clear, explicitly or implicitly, what your essay is going to be about and how you are going to approach it. The conclusion should summarise
the main points you have made, bringing them together into a final overview, but without repetition of the
details in the main body of the essay. Do not be surprised, when you move from the plan to the essay
itself, if the logic of what you write leads you to rearrange the originally planned order of points: this is a
common experience of everyone who has to translate brief jottings into a more continuous form of
writing. The exact shape of the original plan may not survive, but making one is still an essential
preliminary step in order to clarify your ideas.

• Relevance to the question or essay subject.

Read the title/question thoroughly, and be sure in your own mind what it is asking you to do. Make a
strict selection, from all that you know about the broad subject, of those aspects which are relevant to this
essay in particular, and ask yourself constantly, in both the planning and drafting stages: Am I addressing
the question?

9.2 Good use of textual reference and quotations.

To support your argument and avoid generalisation, refer to selected details in the material you have read.
This may include quotations from a literary text; if so, make sure they are pertinent to the point you are
making. Use quotation marks and page references, and make sure that quotations fit into the grammatical
structure of the sentence in which they are inserted.

References to critical reading are important: they demonstrate the range of your reading and ability to
respond to others' opinions, but avoid long quotations: summarise in your own words where you can (but
still with a clear acknowledgement). Also, always try to show what you think of the critic's view - you do
not have to agree with what the “expert” source says, or leave its author with the last word. Make sure
that your own voice comes through, and is not drowned by that of others.

Quotations from a critical source MUST ALWAYS be acknowledged in order to avoid any suggestion of
plagiarism. It is NOT enough to acknowledge in your final bibliography the sources used. If quoting
extracts from texts literally, these must be acknowledged in the body of the essay through the use of
footnotes or endnotes. In short, if reading a source text has in any way contributed to the ideas you
express in your essay, then you must give credit to the authors of that text.

When you take notes from a secondary source you should take care to distinguish clearly between your
own commentary and the text that you copy, which should always be in inverted commas with the precise
bibliographical reference provided. If you are paraphrasing the ideas from a published source you should
also declare this in a reference. It is a good idea to head the piece of paper that you are writing on when
you begin your reading and note-taking with the full details of the book (author, title, place of publication,
publisher, date of publication), and then add the page nos. in bracket after each quotation (in inverted
commas) or paraphrase from the book.

9.3 Referencing conventions

There are a number of different referencing styles used by academics (MLA style, Chicago style, Harvard
style, and so on). For clarity and consistency, we encourage all students in film studies to follow the
Chicago style, using footnotes and bibliography, rather than parenthesis.
For further information and examples using the Chicago style, see
http://www.chicagomanualofstyle.org.ezproxy.st-andrews.ac.uk/16/contents.html

Footnotes

- **Footnotes** or endnotes should be used mainly for references to articles or books (including page numbers). Footnotes should only rarely be used for brief comments related to the content of the essay. If the information cannot be integrated in the text of your essay, it is usually a digression and better left out.

The first time you quote from a book you must give its full reference in a footnote, as in this case of a text from FM1002:


When the next citation is from the same source, there is a shorthand form that you may use in a footnote. You use the surname of the author(s), followed by the primary title of their work, and then the page number. For example, using the same text above:

Bordwell and Thomson, *Film History*, 67.

Bibliography

As well as referencing your sources in footnotes, you should include a **bibliography or reference list** at the end of the essay, in alphabetical order (author’s last name first), as in the examples below. All sources should be adequately referenced, including:

a) Books (e.g.):

One author:


Two authors:


Multiple authors:


Editor or translator instead of an author:


Translation in addition to the author:

b) Articles in a book


c) Journal articles (in print or online)


d) Electronic Journal article found in a database:


e) Films in text and filmography:

Note that for the title of a book or a film we use *italics*. The first time the film appears it must be followed by the director’s name (first name then last name), country and year of production, all in brackets, e.g.

*Pulp Fiction* (Quentin Tarantino, US, 1994)

The first time a foreign language film is quoted in your essay, include both the original title and the English language one, e.g.

*Nun va goldoon/ A Moment of Innocence* (Mohsen Makhmalbaf, Iran, 1996)

Thereafter refer to the film by the English title only.

Optionally, production company details can be added (these details as well as original film titles can be found at the Internet Movie Database; [www.imdb.com](http://www.imdb.com))

For the filmography (listed separate in the bibliography section):

Title of the Film. Format. Directed by [first name][last name] (or organisation. Original release year. Studio. Year of release on selected format.)

f) Newspaper article online:


(When referencing both print and electronic newspapers, include section if available)

g) Online Journals:


h) Web document (No author)


i) Secondary electronic/audiovisual sources (DVD materials)

On occasion, you may want to refer to the DVD edition of a film in order to cite the bonus materials. E.g.:


Or, if there is not an identifiable author, list them as audiovisual sources, always referring to the DVD edition. E.g.:


When discussing films make sure that you use concrete examples and do not make vague generalisations about them. It is usual for a Film Studies student to watch a film several times during the writing of an essay, and to repeatedly review small sequences (perhaps pausing the DVD every now and then to analyse the film’s formal qualities, or make a note of dialogue).

Stills can be incorporated into essays; however, they are NOT a substitute for clear description and analysis. If you do choose to use them, identify them: e.g.:

Figure 1: Kane declares candidacy. From *Citizen Kane* (Orson Welles, 1941).

Note also that the title of a story, poem or article should appear in inverted commas (“ “), but that for the title of a book or a film we use italics. The FIRST TIME the film appears it must be followed by the director’s name (first name then last name), country and year of production, all in brackets, e.g.:
*Notorious* (Alfred Hitchcock, USA, 1946).

The first time a foreign language film is quoted in your essay, include both the original title and the English language one. Thereafter refer to the film by the English title only. E.g.:

*Nun va goldoon/ A Moment of Innocence* (Mohsen Makhmalbaf, Iran, 1996)

Thereafter refer to the film by the English title only.

- **Good English, appropriate paragraphing, accurate spelling, and style.**

Be your own most severe judge. Imagine that you are handing in a piece of work for publication. Learn from the presentation of the critical books and articles that you read in the course of your studies. Seek to interest the reader. A personal tone will enhance an essay, but avoid excesses of subjective comment or unsubstantiated assertions. Be concise. Always remain within any word-limit that may be indicated by the tutor.

Finally, it is very important to leave yourself enough time to write a good essay. An essay started the day before it is due to be submitted will not do you justice. You will know the deadlines well in advance and so should allow yourself enough time to write at least two drafts, and to read over the first carefully before beginning the second. Don’t forget to proof-read the final draft: an essay full of spelling mistakes and typos is a sure sign of one that has been hastily and carelessly prepared.

### 9.4 Oral Presentations

Some of your courses in the Film Studies department require that, instead of, or as well as an essay, you do an Oral Presentation as part of your course assessment. You may also be required to give unassessed oral presentations designed to develop transferable communicative and presentation skills, and to facilitate discussion in seminars.

The following advice is provided to help you with this task and to allow us to keep a record for our Audit files.

- You will be assessed according to the criteria for mark bands listed below under **Assessment**.

- Your presentation should be clearly focused and you should pay careful attention to instructions issued by your tutor or stated in the module booklet.

- **NB: you must hand in, or upload to mms, a copy of the Oral Presentation plan to your tutor either at the time of the presentation, or if so requested, beforehand.** This is for us to have a record of your presentation for Audit purposes.

- For notes on structuring your argument, you should bear in mind the **Essay Writing Advice** provided above.
• Remember also that you should make your presentation effective by not simply reading your notes and ignoring your audience. You should make regular eye contact and deliver your presentation at a good pace, i.e. not too fast and not in a monotone.

• If you are incorporating clips into your presentation then it is your responsibility to provide the clip. Ensure that the room in which you are giving your presentation has the necessary equipment (DVD player and/or computer) and that you know exactly where your clip begins. If using DVD, come with a note of the track number. If using a thumbdrive, make sure the drive works on the computer installed in the class room. Do not rely on a live download or website, such as YouTube, when presenting your clips. And do not expect to be able to use your own computer.

• You should manage your time efficiently. The tutor or the module booklet will have stated how long the presentation should be; you should ensure that you speak within that time limit, as there may be other students speaking too, or there must be time left for questions and discussion. If using a clip, always factor in the time this takes.

10. **Good Academic Practice**

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

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

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

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 which can be found at

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

Students who remain unsure about the correct presentation of academic material should approach their tutors, and may also contact CAPOD (capod@st-andrews.ac.uk) for training.

11. **Attendance**

Attendance at lectures, tutorials and seminars is **COMPULSORY** both at honours and at sub-honours, and a record of attendance will be kept at each tutorial/seminar.
If you have three or more unauthorised absences from the compulsory elements of the module, you may fail that module with a grade of 0X (i.e. only two unauthorised absences will be condoned). A grade of 0X does not permit re-assessment. At Honours, this means that a zero grade will be factored into your degree classification.

Please ensure that you are familiar with the Academic Alert system as described in this handbook and in the University Student Handbook.

11.1 Absence from Classes

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

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

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

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

11.2 Absence from Examinations

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

If you have medical problems or other personal difficulties affecting your work you should make an appointment to speak to an Advisor at Student Services. They will, at their discretion, send a memo, in confidence, to the Departmental Secretary/Undergraduate Course Administrator to explain the problem.

11.4 Academic Alerts

Academic Alerts are a way of helping students who are having trouble coping with their studies, such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students’ grades. Academic Alerts will be issued by email from the Director of Teaching, Director of Postgraduate Studies, Module Coordinator or School administrator and describe the situation and the action required from the student (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. When an Academic Alert has been issued and the required action has not been taken, an Academic Alert FINAL may be issued without further warning, and the student is thereby told they will automatically receive a grade of 0X at the module boards.

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/AcademicAlerts.pdf

In the context of the Department of Film Studies, students should note that the compulsory module elements are:

- Full attendance at all lectures/tutorials/seminars/screenings (refer to module guides)
- Submission of all coursework by due date (including revision journals and non-essay assessments).
- Attendance at the examination, where applicable.

Failure to satisfy these compulsory elements will lead to failure of the module (0X).

12. Termination of Studies on Academic Grounds – Undergraduates

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

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

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

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

Contact
Student Services, The ASC, 79 North Street, KY16 9AL
Telephone: 01334 462020
Email: theasc@st-andrews.ac.uk

13. Marks, Grades and Degree Classification

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

In Film Studies, 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.

13.1 Common Reporting Scale (20 point):

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

<table>
<thead>
<tr>
<th>Reporting scale</th>
<th>Honours classification</th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>First class</td>
</tr>
<tr>
<td>19</td>
<td>&quot;</td>
</tr>
<tr>
<td>18</td>
<td>&quot;</td>
</tr>
</tbody>
</table>
Module Results Reporting Codes

The university uses a 20-point grade reporting scale (i.e. a 20 point basic scale reported to one decimal point for the reporting of final module marks).

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.

Criteria for Marking Bands

The 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.
Note: An essay or exam that falls within a specified band will typically contain a majority although not necessarily all of the criteria mentioned. In addition, criteria should be viewed in relation to what is appropriate for the level of the student being assessed.

<table>
<thead>
<tr>
<th>Mark/ Mark Band</th>
<th>Sub-Honours Criteria</th>
<th>Honours Criteria</th>
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</thead>
<tbody>
<tr>
<td>20: First (17-20)</td>
<td>Authoritative and detailed knowledge and understanding of the material. Terminology is effectively and correctly applied with no error. Extensive range of sources (extending beyond module guide) used and applied with insight and judgement. Exceptional originality and insight in analysis. Capacity to link ideas to larger issues. Excellently structured, focused and well written. A compelling argument presented clearly and effectively through the use of examples.</td>
<td>Authoritative and detailed knowledge and understanding of the material. Mastery of methodologies and theories demonstrated not only through use, but also through critical engagement with benefits and limitations of each. Terminology is effectively and correctly applied with no error. Extensive range of sources (extending beyond module guide) used and applied with insight and judgement. Exceptional originality and insight combined with rigorous analysis. Excellently structured, focused and well written. A compelling argument presented clearly and effectively through the use of examples.</td>
</tr>
<tr>
<td>19: First (17-20)</td>
<td>Thorough and detailed command of the material demonstrated. Terminology is effectively and correctly applied with no serious error. Full range of sources (module guide with strong use of independent research) used and applied with insight and judgement. Strong evidence of originality and insight in thorough analysis. Capacity to link ideas to larger issues. Focused, clearly presented and well-structured argument with</td>
<td>Thorough and detailed command of the materials combined with clear critical engagement with theory and methodology. Terminology is effectively and correctly applied with no error. Extensive range of sources (used and applied with insight and judgement. Excellent originality and insight combined with rigorous analysis and connections of ideas to larger issues. Very focused, clearly presented and well-structured argument with effective and thoughtful use of examples.</td>
</tr>
<tr>
<td>Mark/ Mark Band</td>
<td>Sub-Honours Criteria</td>
<td>Honours Criteria</td>
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</tbody>
</table>
|                 | effective and thoughtful use of examples. | Thorough and detailed understanding of materials, including capacity to engage critically with issues of theory and methodology.  
Terminology is effectively and correctly applied with no serious error.  
Comprehensive range of sources (module guide with evidence of independent research) used and applied with insight and judgement.  
Strong evidence of originality and insight in thorough analysis.  
Evidence of awareness of larger issues.  
Clear, logical presentation, with effective use of examples. |
| 17-18: First (17-20) | Thorough understanding of materials.  
Terminology is effectively and correctly applied with no serious error.  
Comprehensive range of sources (module guide with evidence of independent research) used and applied with insight and judgement.  
Strong evidence of originality and insight in thorough analysis.  
Evidence of awareness of larger issues.  
Clear, logical presentation, with effective use of examples. | Full to extensive range of sources used and applied with insight and judgement.  
Very strong originality and insight combined with rigorous analysis and connections of ideas to larger issues.  
Clear, logical and integrated presentation in which analyses and research effectively support argument. |
| 14-16: 2.1 (14-16) | Good to very good understanding of basic principles, with the upper end demonstrating reach beyond solid mastery into thorough and occasionally authoritative mastery of materials.  
Terminology is effectively and correctly applied with limitations.  
Research demonstrates engagement with range of materials referenced in module guide. Good to very good use of materials.  
Indications of originality and insight in analyses. Otherwise competent to thorough with some awareness of larger issues. | Very good to excellent understanding of basic principles, with evidence of ability to engage critically with issues of theory and methodology.  
Terminology is effectively and competently applied.  
Comprehensive range of sources used and applied with insight and judgement.  
Some independent thinking and insight combined with thorough analyses with occasional connections of ideas to larger issues.  
Clear, logical and integrated presentation in service of an argument. |
<table>
<thead>
<tr>
<th>Mark/ Mark Band</th>
<th>Sub-Honours Criteria</th>
<th>Honours Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clear presentation of materials with limited insight and development, with respect to observation and analyses.</td>
<td></td>
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<tr>
<td>11-13: 2.2</td>
<td>Sound understanding of materials with minimal detail or use of examples.</td>
<td>Sound understanding of materials.</td>
</tr>
<tr>
<td></td>
<td>Adequate but also occasionally misapplied terminology.</td>
<td>Adequate usage of terminology.</td>
</tr>
<tr>
<td></td>
<td>Research relegated to textbook and occasional additional readings. Few forays beyond what is given in module guide.</td>
<td>Materials applied largely limited to sources listed in module guide with little if any independent research.</td>
</tr>
<tr>
<td></td>
<td>Reliance on popular (as opposed to scholarly) materials.</td>
<td>Appropriate application of research, although minimal and possibly disconnected.</td>
</tr>
<tr>
<td></td>
<td>Appropriate application of research, although minimal and possibly disconnected.</td>
<td>Little originality and insight.</td>
</tr>
<tr>
<td></td>
<td>Reasonably competent analyses, but tendency to rely on quotations, recitation of events, or facts to carry argument.</td>
<td>Reasonably competent analyses, but tendency to rely on quotations, recitation of events, or facts to carry argument.</td>
</tr>
<tr>
<td></td>
<td>General lack of clarity in expression, with little logical structuring or effective uses of materials in support of an argument.</td>
<td>Generally clear in expression, but structure and examples fail to support development of argument.</td>
</tr>
<tr>
<td>7-10: Pass/Third</td>
<td>Adequate general knowledge.</td>
<td>Sound to general understanding of materials.</td>
</tr>
<tr>
<td></td>
<td>More frequent instances of misapplied terminology.</td>
<td>Misapplied terminology.</td>
</tr>
<tr>
<td>10: Third Class</td>
<td>Limited research and questionably application of materials limited.</td>
<td>Research and application of materials severely limited, demonstrating adequate to questionable grasp on assigned materials and little evidence of awareness of broader issues and materials. Application of materials limited in efficacy.</td>
</tr>
<tr>
<td>9: Third Class</td>
<td></td>
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<tr>
<td>8: Third Class</td>
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<tr>
<td>7.0: Pass</td>
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<tr>
<td>Mark/ Mark Band</td>
<td>Sub-Honours Criteria</td>
<td>Honours Criteria</td>
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<tr>
<td>38</td>
<td>Barely adequate presentation impaired by unclear expression and disorganisation.</td>
<td>Little to no evidence of independent thinking or capacity to link ideas to broader issues at stake. Limited analyses and a reliance on description or narration of facts without explanation. Adequate presentation: generally clear and logical although occasionally impaired by unclear and vague expression as well as disorganisation.</td>
</tr>
<tr>
<td>4.0-6.9: FAIL with option to RESIT</td>
<td>Limited understanding of materials with glimpses of general knowledge. Work suffers from numerous inaccuracies. Limited use of materials use of inappropriate materials for subject. Disorganised and unclear expression. Misspellings and grammatical errors.</td>
<td>Some knowledge with limited understanding of materials or question asked. Work suffers from inaccuracies and vagueness. Limited use of (often inappropriate) materials with reliance on descriptions and declarations. Little to no analysis, insight, or independent thinking. Barely adequate presentation impaired by unclear expression and disorganisation as well as vague and awkward expression. Misspellings and grammatical errors.</td>
</tr>
<tr>
<td>0-3.9: FAIL with no possibility of RESIT.</td>
<td>Work demonstrates little to any knowledge and is further impaired by incomprehensible expression and/or numerous inaccuracies. Poor/inappropriate use of research materials. Poor presentation/grammatical and spelling errors are rife throughout text.</td>
<td>Very little knowledge combined with a failure to produce or develop an argument. Reliance on unsubstantiated declaration and unexplained description without analysis or explanation. No evidence of real research. Poor/inappropriate use of available materials. Reliance on popular text and unfounded Internet sites (e.g. Amazon or IMDB reviews). Poor presentation impaired by lack of logical structure, misspellings, grammatical errors in addition to vague and awkward expression.</td>
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</tbody>
</table>

Lack of any demonstrable comprehension of materials or aims of Film Studies.
13.3 Honours Classification

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

13.4 Degree Regulations

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

14. 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
Section C: Getting Involved

15. Staff - Student Consultation and Contact

Feedback about our courses and programme is always encouraged:
• informally and individually to lecturers and tutors, to the module co-ordinator or to the Director of Teaching;
• through representatives at meetings of the Staff-Student Consultative Committee (see below);
• by module evaluation questionnaires (MEQs).

The Film Studies Department Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the department. The Committee meets at least once a semester.

The committee is chaired by **Film Studies President**: Ms Gabby Levey
Email: gkl@st-andrews.ac.uk

The dates of the meeting of the Staff-Student Consultative Committee in S1 is:
Thursday 2 November 2017, 4 - 5pm in the FS Boardroom and S2: Thursday 8 February and Thursday 19 April 2018. All staff teaching in each semester will attend SSCC.

16. Deans’ List

This is an annual award for academic excellence, promoted by the Deans of the University. Undergraduate and Postgraduate Taught students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans’ List, an honour which will also appear on your University transcript. The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews. Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans’ List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in 120 credits taken part-time over no more than three academic sessions. Full details of all the criteria and conditions for the Deans’ List are available at https://www.st-andrews.ac.uk/students/academic/awards/universityprizes/deanslist/ and http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT%20Credit%20Grades%20Awards.pdf.

17. Department of Film Studies Prizes and Medals

The Film Studies Department awards the Richard Dyer Prize (£100) to the most outstanding graduating student and the Anita Loos award (£100) for the most outstanding undergraduate essay.

18. Internships

18.1 Laidlaw Scholar Program

The Laidlaw Undergraduate Internship Programme in Research and Leadership is sponsored by a generous donation from The Rt Hon Lord Laidlaw of Rothiemay, an honorary graduate of the University. This exciting summer vacation Programme equips students with the skills and values to become leaders in their chosen occupations beyond University.
Interns will work with a supervisor to design, pursue and report on a research question working on this research with an academic in their chosen School over two summers, each for a 5-week period. Importantly, interns will also complete two intensive, bespoke Leadership training sessions.

This programme is open to undergraduate students in their second year of study. Each School is asked to submit one or more potential research project outlines (250 words) by Monday 2 October, 2017. There is a maximum of one project outline per supervisor. The project outlines will be vetted by the Deans’ Office, and the final list will be published for potential scholars by the end of October.

Potential scholars will be asked to make contact with a project supervisor before submitting their scholarship application. Potential scholars are also permitted to suggest a self-defined project if they can identify a supervisor.

Close of applications will be midnight on 8 December 2017, and successful applicants will be notified in February 2018.

The online application procedure will comprise of:

- A scholar statement on how they wish to develop as leaders
- A scholar statement of how they intend to develop academically and personally through research
- Academic grades
- A note of support and project title from the project supervisor

Please see the Laidlaw website for more information at http://www.st-andrews.ac.uk/students/involve/laidlaw/.

18.2 Undergraduate Research Assistantship Scheme (URAS)

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

19. Further Extra-Curricula Opportunities

The Film Studies department organises, and supports, a wide variety of student events and initiatives, providing opportunities for students to gain practical experience in different aspects of film. These include the 60 hour Film Blitz – an opportunity both to gain practical filmmaking skills and to be involved in the running of a film festival – the student-run Reel Film Series, which programmes a season of films and events (predominantly in semester 2) and Liberating Cinemas film series. If you want to learn more about these opportunities you can contact the Film Studies Department or the school president.
Appendix A. Each copy of your essay must be accompanied by a signed copy of this Declaration of Own Work Form.

FILM STUDIES

Declaration of Own Work Form

Matriculation Number:

Module Number

Module Title:

Module Convener (Tutor):

Essay Deadline:

Essay question:

DECLARATION

I hereby declare that the attached piece of written work is my own and that I have not reproduced, without acknowledgement, that of another. All quotations, or facts and ideas, taken from printed, internet or other public sources have been explicitly acknowledged in my text, endnotes or footnotes and bibliography. I am aware of the University's Policy on Academic Misconduct.

Student’s Signature:……………………………………. Date:
Appendix B. Anyone requiring an essay extension must agree this with the module convener in advance. For every agreed extension a copy of your essay must be accompanied by a signed copy of this Essay Extension Form.

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**Essay Extension Form**

Student's Name:

Module Number:

Module Title:

Module Convener:

Essay deadline:

Date extension requested:

Extension granted until:

Documentation/Evidence: Yes/No (Circle as appropriate and attach any documents)

Reason (only if appropriate to indicate in writing, otherwise through discussion with module convener or student support):

Module Convener’s Signature:..................................................Date:………

[up to 3 days extension]

Director of Teaching’s Signature…………………………………….. Date:………

[extension beyond 3 days]

Any comments: