School of History

Prospective Senior Honours Meeting

Dissertation – Honours Project – Recording the Past

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21 February 2018
• Regulations & Degree requirements
• Dissertations (HI4999)
• Honours Project (HI4998)
• Writing a dissertation
  • Mediaeval topic (Dr Firnhaber-Baker)
  • Modern topic (Prof. De Groot)
• Recording the Past (HI4997)

Another pre-advISING meeting: Wednesday 4 April 2018, 2pm, Bute Lecture Theatre A (TBC)
• **HI4999 - Honours Dissertation in History**  
  Semester 2

• **HI4998 - Honours Project in History** (not available for Mediaeval topics)  
  Semester 1 or Semester 2

• **HI4997 Recording the Past** (ME students will need permission from the Chair)  
  Normally Semester 2 (with some preparation in Semester 1)
In order to graduate, you need:

- 240 credits in Honours
- At least **90 credits in 4000 Level**
Regulations

- **Read the Course Catalogue:**

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

### History - Single Honours MA

<table>
<thead>
<tr>
<th>First Year</th>
<th>At least 60 credits: AN1001, AN1002, ME1003, ME1006, MO1007, MO1008.</th>
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</table>

Over the first two years, passes must be gained in modules from at least two of the ranges AN, ME and MO and at least 40 credits must be gained in modules other than those in the ranges AN, HI, ME, MH, MO and DI2006. Students will only be allowed to take Honours courses in the AN, ME and MO ranges in which they have taken at least two Sub-honours modules.

<table>
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<tr>
<th>Third Year</th>
<th>120 credits: 60 each from two of the following groups: AN4103 - AN4998; ME3001 - ME3689; MO3001 - MO3795.</th>
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<tbody>
<tr>
<td>Fourth Year</td>
<td>30 credits: CL4999 or HI4997 or HI4998 or, with permission from the Chair of the Degree Committee, HI4999; 60 credits in one of: ME4701 - ME4889, MO4801 - MO4995; 30 further credits in one of: AN4103 - AN4998, ME3001 - ME3689, MO3001 - MO3795. (With permission from the Director of Teaching, 30 credits in Fourth Year may be replaced with ID4002 with HI4101.)</td>
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</table>

Not more than 120 credits may be chosen from the Scottish History group (ME3140 - ME3159, ME3160 - ME3179, ME3260 - ME3279, MO3350 - MO3379, MO3460 - MO3479, MO3560 - MO3579, MO3760 - MO3779) and not more than 120 credits may be chosen from modules taught by any one member of staff.

A student may, with permission of the Honours Adviser, substitute 30 credits in Third or Fourth Year for 3000-level or 4000-level credits in another School.
Overview: Your fourth year  
(Single Honours)

- You are required to do
  - A Special Subject and
  - A Dissertation (HI4999), or
  - Honours Project (HI4998 – post AD1500), or
  - Recording the Past (HI4997)

Exceptions:
- Mediaeval History
  - HI4998 only when taking ID4002 & HI4101
  - HI4997 only with permission from the Chair
- Mediaeval Studies – more options
Joint Honours students

- You can choose to do either HI4999 or HI4998 or HI4997 AND a 3000Level module
  (Mediaeval History joint honours can only do a Dissertation or HI4997 – see catalogue)

  OR

- You can do a Special Subject (year-long 4000Level module)

NB. You can only do one Dissertation for your degree
Dissertation (1)

• Between now and April:
  • Think and decide: do I want to do a dissertation?
    – Mediaeval History and Mediaeval History & Archaeology students **must** do a Dissertation
  • Get in touch or meet with members of staff
  • Do some initial research
  • The Dissertation form asks for four things:
    – The names of potential supervisors you have approached
    – Your chosen area of research
    – A 300-word abstract
    – Indicative bibliography (at least eight items)
  • Submit the Dissertation Form – deadline: **Monday 23 April 2018**
**Dissertation (2)**

- **May 2018**
  - You will be allocated a supervisor and a topic
  - Introductory meeting with your supervisor (not compulsory)

- **Summer 2018 & Semester 1**
  - Work on your dissertation (optional)
  - You can email your supervisor for advice (who may not be available instantly, so please do plan ahead)
Dissertation (3)

• **Academic Year 2018-19**
  – *Week 12 (Sem1)* – Preliminary organisational meeting with supervisor
  – *January 2018* – Research
  – *Week 0 or 1 (Sem2)* – *Meeting with supervisor*
  – *Up to five* meetings with your supervisor, including the following:
    • A meeting to discuss an overall outline and bibliography
    • An informal presentation of your topic and progress so far, to your supervisor and two or three other students (usually supervisees of the same tutor) in Week 4
    • A meeting to discuss a draft chapter (3000 words)

• **Written Material submitted during supervision** (not graded, but compulsory)
  – Outline of the overall structure of the planned dissertation & indicative bibliography (week 2 of Sem2 [tbc])
  – A 3000-word draft chapter by Friday (week 5 of Sem2 [tbc])

*NB. You can contact your supervisor by email, but no supervision will be offered after Friday of Week 8*
Dissertation (4)

• **Dissertation submission date:** *Monday of week 10 (Sem2), 4.30 pm (TBC)*
  - Word limit: 10,000 -12,000 words (including footnotes and appendices but not the bibliography)
  - Two bound copies & one electronic copy to MMS

• *April/May 2019 – Optional 15-minute presentation of your topic at the Annual Fourth Year Conference (organised by the School President) [not assessed]*

• *June 2019 – Formal results available through MySaint*

Full dissertation guidelines can be found in the UG Handbook of the School: [http://www.st-andrews.ac.uk/history/infoug/dissertationguidelines.html](http://www.st-andrews.ac.uk/history/infoug/dissertationguidelines.html)
Dissertation: Useful links (1)


• Honours Dissertation in History (Guidelines): http://www.st-andrews.ac.uk/history/infoug/dissertationguidelines.html

• History Honours Dissertation Handbook: http://www.st-andrews.ac.uk/history/infoug/ughandbook.html

• Assessment Criteria for Dissertations: http://www.st-andrews.ac.uk/history/infoug/assessdiss.htm

• Printing and Binding: http://www.st-andrews.ac.uk/history/infoug/printingandbinding.html
Dissertation: Useful links (2)

• Modern History Supervisors: https://www.st-andrews.ac.uk/history/infoug/dissertationMOsupervisors.html

• Mediaeval History supervisors: https://www.st-andrews.ac.uk/history/infoug/dissertationMEsupervisors.html

NB. You can have a look at samples of dissertations at the respective office of your topic
Honours Project (HI4998)

• How is it different to the Dissertation?
  – **Modern topic only** (post 1500AD)
  – No individual supervisor
  – Fortnightly group meetings (**usually** 4-6 students)
  – Shorter essay (8000 words) – 75%
  – Oral element (15-minute presentation) – 25%
  – Self-contained within the semester, no need for prior research
  – Available in both semester 1 and semester 2
  – More weight on secondary sources and material found in and close to St Andrews
Honours Project (HI4998)

Timeline

• Submit an abstract of 300 words (week 3)
• Submit an annotated bibliography (week 5)
• Submit a structural outline of the project (week 8)
• Presentation (normally in week 9)
• Submission deadline: Friday of week 11

No special application forms are required for the Honours Project; students simply choose HI4998 on their pre-advising form, and will be notified to meet their tutors in Week 1 or 2.

More information:
http://www.st-andrews.ac.uk/history/infoug/honsproject.html
Money matters

• Look for funding
• Contact Student Services for info on outside trusts
  • [http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/outsidetrusts/](http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/outsidetrusts/)

• Two possibilities:
  • Carnegie Trust Undergraduate Vacation Scholarships (for Scottish students)
    – Deadline: **31 March 2018**, but the application needs to be submitted by the School. IF you are interested, email [asohist@st-andrews.ac.uk](mailto:asohist@st-andrews.ac.uk).
  • Travel scholarships
    – Internal deadline: **Wednesday 7 March 2018** (TBC)
    – [http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/travelscholarships/](http://www.st-andrews.ac.uk/students/money/bursariesandscholarships/travelscholarships/)
Research ethics and your research
(applies to all research modules discussed today)

• If your research involves
  – human participants (adults and/or children)
  – interviews and/or surveys that solicit personal information and/or canvas opinion
  – observational work
  – collection of photographic images
  – observation and/or interaction with social media sites
  – etc.

• You will need to submit an Ethical Application Review Form
  – Raise this with your supervisor or the member of staff you are meeting as soon as possible,

  before starting research on your topic!

• More information: University Teaching and Research Ethics Committee (UTREC) - http://www.st-andrews.ac.uk/utrec/

University of St Andrews - School of History
Any questions?
Writing a dissertation on a Mediaeval topic
Writing a dissertation on a Modern topic
Recording the past (HI4997)

- A project in the form of a radio programme, video documentary, website or other appropriate medium
- Limited intake: 6-8 students
- Group projects are welcome, their volume being dependent on the numbers involved.

- The project outcome is assessed on the quality of the research and analysis (including oral interviews and photographic, film or sound sources) and on the technical quality of the final outcome.
- The project may build on work already done in another module, but it must break new ground and use substantially new research.
- You should already possess some experience in the medium in which you choose to present the project.

**Assessment**

- 15% - Treatment
- 35% - written portion
- 50% - Final Project

University of St Andrews - School of History
Honours Pre-Advising Briefings (for 2018-19)

Wednesday 4 April 2018 (TBC)
Bute Lecture Theatre A

1pm - Prospective Junior Honours
2pm - Prospective Senior Honours

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