University of St Andrews

School of Classics

Postgraduate Taught Handbook

2017-2018
# TABLE OF CONTENTS

**WELCOME** ............................................................................................................... 1

**INTRODUCTION** ........................................................................................................ 1

**KEY CONTACT POINTS AT THE SCHOOL OF CLASSICS** ........................................... 1

<table>
<thead>
<tr>
<th>Professional Services Team</th>
<th>................................................................. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Staff</td>
<td>................................................................. 3</td>
</tr>
</tbody>
</table>

**PROGRAMME STRUCTURE** ............................................................................................ 4

| General Timetable | ................................................................. 5 |
| Language Modules   | ................................................................. 5 |
| Dissertation       | ................................................................. 6 |

**IMPORTANT INFORMATION** .......................................................................................... 7

| Matriculation       | ................................................................. 7 |
| Advising            | ................................................................. 7 |
| Pre-Advising        | ................................................................. 7 |
| Attendance          | ................................................................. 7 |
| Residence           | ................................................................. 7 |
| School President    | ................................................................. 7 |
| Class Representatives and the Staff Student Consultative Committee (SSCC) | ................................................................. 8 |
| Communication       | ................................................................. 8 |
| Questionnaires and Student Feedback | ................................................................. 8 |
| Centre for Academic, Professional and Organisational Development (CAPOD) | ................................................................. 9 |
| Seminars and Conferences | ................................................................. 9 |
| Study Abroad        | ................................................................. 10 |
| MMS (Module Management System) | ................................................................. 10 |
| Support             | ................................................................. 10 |

| Disability Support  | ................................................................. 10 |
| Personal Circumstances | ................................................................. 10 |
| The Advice and Support Centre | ................................................................. 11 |

**SWALLOWGATE AND CRAIGARD** .................................................................................... 11

| IT Facilities       | ................................................................. 11 |
| Class Library       | ................................................................. 11 |
| Mobile Phones       | ................................................................. 11 |
| Smoking and Vaping  | ................................................................. 12 |
| Eating and Drinking | ................................................................. 12 |
| Lockers             | ................................................................. 12 |
| Disabled Access to Swallowgate and Craigard | ................................................................. 12 |
| Health and Safety   | ................................................................. 12 |
| Fire – Emergency Information | ................................................................. 12 |

**DISSERTATION GUIDELINES** ....................................................................................... 14

| Presentation of MLitt Dissertations | ................................................................. 14 |
| Submission of MLitt Dissertations  | ................................................................. 15 |
| Mandatory Declarations and Title Page: | ................................................................. 15 |
| Ethical Approval (UTREC)           | ................................................................. 16 |

**RULES AND REGULATIONS** ........................................................................................ 17

| Assessment Procedures | ................................................................. 17 |
| Marking Procedures    | ................................................................. 17 |
| Class Tests – Language Modules | ................................................................. 17 |
| Coursework Submission | ................................................................. 17 |
IMPORTANT NOTE

Please make sure that you familiarise yourself with the contents of this Student Handbook.

Every effort has been made to ensure that the information provided in this Student Handbook is correct at the time of printing. However, errors can occur and both the School and the University may make amendments and updates throughout the year. Students are therefore urged to check on information published on the School of Classics and University of St Andrews websites on a regular basis.

https://www.st-andrews.ac.uk/classics/current/

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

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

By choosing to pursue postgraduate study in the School of Classics you have become part of a 600-year history of classical scholarship at St Andrews, and you have joined a research environment that is renowned internationally for the quality and originality of its research. At the heart of this environment is a community of scholars whose publications span the history, societies, cultures, philosophy, science, and literatures of ancient Greece and Rome as well as the reception of Greece and Rome from antiquity to the present day.

Postgraduate students are a vital part of the School’s intellectual community and we are keen to involve you fully in the school’s research culture. Postgraduates represent the next generation of researchers, and bring fresh ideas and perspectives to an ancient tradition. We look forward to working alongside you to help you to identify suitable topics for research, and thereafter, to develop your ideas and to realise your intellectual potential.

We wish you every success in your studies and hope that you will take advantage of the University’s rich and diverse intellectual environment.

INTRODUCTION

This Student Handbook provides you with some important information relevant to your studies. It includes key features of studies, outlines the organisation of the academic and administrative support systems in the School of Classics and explains the procedures and regulations relevant to your studies at the University of St Andrews.

Information on individual modules can be found in the Module Booklet which is available on MMS.

KEY CONTACT POINTS AT THE SCHOOL OF CLASSICS

MLitt Convenor: Professor Jason König
Tel No: (01334) (46)2620
Email: jph4@st-andrews.ac.uk

Core Module Co-ordinator: Dr Eleri Cousins
Tel No: (01334) (46)2606
Email: ehc5@st-andrews.ac.uk

Head of School: Professor Jason König
Tel No: (01334) (46)2618
Email: classicshos@st-andrews.ac.uk

Deputy Head of School: Dr Emma Buckley
Tel No: (01334) (46)2622
Email: eb221@st-andrews.ac.uk
Director of Postgraduate Studies: Dr Alex Long
Tel No: (01334) (46)1607
Email: classicsdopg@st-andrews.ac.uk

Director of Teaching: Dr Ralph Anderson
Tel No: (01334) (46)2619
Email: classicsdot@st-andrews.ac.uk

Examinations Officer: Dr Ralph Anderson
Tel No: (01334) (46)2619
Email: classicsdot@st-andrews.ac.uk

Academic Misconduct Officer: Dr Nicolas Wiater
Tel No: (01334) (46)2625
Email: nw23@st-andrews.ac.uk

Disability Co-ordinator: Jo McGinley
Tel No: (01334) (46)2608
Email: classpgt@st-andrews.ac.uk

Health & Safety Co-ordinator:
Tel No: (01334) (46)2608
Email: classpgt@st-andrews.ac.uk

School Librarian:
Tel No: (01334) (46)2608
Email: clslib@st-andrews.ac.uk

Professional Services Team
The Professional Services Team is located in Room S8 within Swallowgate and is made up of:

School Secretary: Sam Dixon
Tel No: (01334) (46)2600
Email: classpgt@st-andrews.ac.uk

Taught Course Secretary: Jo McGinley
Tel No: (01334) (46)2608
Email: classpgt@st-andrews.ac.uk

The office is normally open to students Monday to Friday from 9am-1pm and 2pm-5pm.
Teaching Staff
Each module in your programme of study is led by a Module Co-ordinator – a member of academic staff who is responsible for the co-ordination, teaching and assessment of the particular module. In delivering the teaching of his/her module, the Module Co-ordinator may be assisted by other members of the School’s academic staff. In most modules for this programme, you will receive one-to-one supervision from tutors on particular topics that you identify. Module Co-ordinators will issue specific details relating to module objectives, administration, teaching arrangements and assessment procedures. If you have a query relating to the teaching, learning and assessment of a particular module you would normally contact the Module Co-ordinator in the first instance.

As part of your degree we want you to become familiar with as wide a range as possible of academic approaches, and to that end encourage you to work with a number of colleagues across the School. You will find that all members of staff in the School of Classics will be helpful in dealing with your queries. Please note that members of staff have many teaching, administrative and research commitments, both within and out with the University. Normally, meetings with members of staff should be arranged directly in advance by email.

Many of your enquiries will be answered by careful reference to printed material you have received or to information contained on the School and University websites. Routine enquiries about the programme should be made at the School Office.

Staff contact details are available on the School of Classics website: https://www.st-andrews.ac.uk/classics/staff/
PROGRAMME STRUCTURE

Postgraduate students are required to undertake two compulsory core modules, one in each semester:

- **Semester 1: CL5001 Themes and methods in Classical Research 1 (30 credits).** This focuses on the sources for the study of the classical world, how to access them (that is, the resources available for classical research), and how to use this material sensitively and appropriately.

  The module is assessed through a portfolio (comprising a series of e.g. blog posts and book reviews in the course of the semester) and a take-home exam at the end of the semester.

- **Semester 2: CL5002 Themes and methods in Classical Research 1 (30 credits).** This module is focussed primarily around a series of seminars on themes in classical research (e.g. the environment, performance, reception).

In addition to these two core modules, you are required to make up an additional 60 credits through optional modules. You can choose two of the following four overarching modules, one per semester:

**Semester 1**
- CL5011 Greek History and Material Culture (30 credits) (15 credit version = CL5111)
- CL5021 Latin Literary Culture (30 credits) (15 credit version = CL5121)

**Semester 2**
- CL5012 Roman History and Material Culture (30 credits) (15 credit version = CL5112)
- CL5022 Greek Literary Culture (30 credits) (15 credit version = CL5122)

These modules are each designed to give you both a familiarity with the key debates in a given subject area and the opportunity to develop a topic of your own choice with one-to-one supervision. The choice of modules allows you flexibility to develop a range of pathways and to focus, for example, on history, literary culture, or archaeology, or to focus on Greek (or Roman) history and literature in combination.
General Timetable
A typical timetable for your working week is likely to be as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>9</td>
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<td>11</td>
<td></td>
<td>MLitt optional modules</td>
<td>CL5001/2</td>
<td></td>
<td></td>
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<tr>
<td>12</td>
<td></td>
<td>MLitt optional modules</td>
<td>CL5001/2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>MLitt optional modules</td>
<td>CL5001/2</td>
<td>PG W-i-P seminar</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Late Antiquity seminar* (not every week)</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td>Late Antiquity seminar*</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Deadlines for core course assessment</td>
<td></td>
<td></td>
<td>Research seminar*</td>
<td></td>
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<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Research seminar*</td>
<td></td>
</tr>
</tbody>
</table>

NB: for the class hours of language modules, see the course catalogue. Individual tutors will arrange meeting times to discuss coursework and dissertation preparation at a time agreed between you.

* Wednesday afternoon and Friday evening Seminars do not take place in every week of semester: see the School webpages for details.

Language Modules
You also have the opportunity to study Greek or Latin from beginners’ level, or to improve your language skills through more advanced language courses. The full range of modules available is as follows (all are 20 credits). Full details are available in the Course Catalogue - https://www.st-andrews.ac.uk/coursecatalogue/pg/

<table>
<thead>
<tr>
<th>Module No</th>
<th>Module Title</th>
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<tbody>
<tr>
<td>GK1001</td>
<td>Greek Language for Beginners</td>
</tr>
<tr>
<td>GK1002</td>
<td>Greek Literature for Beginners</td>
</tr>
<tr>
<td>GK1005</td>
<td>Greek Language and Literature 1</td>
</tr>
<tr>
<td>GK1006</td>
<td>Greek Pastoral and Passion</td>
</tr>
<tr>
<td>GK2001</td>
<td>The Landscape of Greek Prose (A)</td>
</tr>
<tr>
<td>GK2002</td>
<td>The Landscape of Greek Poetry (A)</td>
</tr>
<tr>
<td>GK2003</td>
<td>The Landscape of Greek Prose (B)</td>
</tr>
<tr>
<td>GK2004</td>
<td>The Landscape of Greek Poetry (B)</td>
</tr>
<tr>
<td>LT1001</td>
<td>Elementary Latin 1</td>
</tr>
<tr>
<td>LT1002</td>
<td>Elementary Latin 2</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>LT1003</td>
<td>World of Latin 1</td>
</tr>
<tr>
<td>LT1004</td>
<td>World of Latin 2</td>
</tr>
<tr>
<td>LT2001</td>
<td>Latin Language and Literature 1</td>
</tr>
<tr>
<td>LT2002</td>
<td>Latin Language and Literature 2</td>
</tr>
<tr>
<td>LT2003</td>
<td>Latin in Progress 1</td>
</tr>
<tr>
<td>LT2004</td>
<td>Latin in Progress 2</td>
</tr>
<tr>
<td>DI1004</td>
<td>Hebrew 1: Introduction to Hebrew Language</td>
</tr>
<tr>
<td>DI2002</td>
<td>Hebrew 2</td>
</tr>
</tbody>
</table>

If you plan to develop your language skills, you should consult the MLitt Convenor as soon as possible at the beginning of semester; he may also encourage you to discuss the appropriate level of language work with other colleagues such as the convenors of the Greek and Latin programmes. You will need to take your optional modules (above) as 15-credit rather than 30-credit modules.

**Dissertation**

Postgraduate Taught students are required to undertake a dissertation of 15,000 words (60 credits) on a specialist subject chosen in consultation with the MLitt Convenor. You will be allocated a dedicated supervisor who will be responsible for guiding you through the research process and commenting on draft sections. The completed dissertation must be submitted by mid-August.

If students choose not to complete the dissertation requirement for the MLitt, there is an exit award available that allows suitably qualified candidates to receive a Postgraduate Diploma. By choosing an exit award, you will finish your degree at the end of the second semester of study and receive a PGDip instead of a MLitt.
IMPORTANT INFORMATION

Matriculation
All students must matriculate each academic year to allow them to continue with their studies and attend classes. Students are expected to matriculate during Orientation Week in the first semester. Students who do not, are usually expected to pay a late matriculation fee. Further details can be found at: https://www.st-andrews.ac.uk/students/academic/academic-advising/events/matriculation/

Advising
On the Thursday of Orientation Week you will be expected to attend an advising meeting with the MLitt Convenor to select your modules for Semester 1. At the beginning of semester 2 you will be invited to attend a similar meeting to select your modules for the forthcoming semester. The MLitt Convenor can provide guidance on module selection and approve your module choices.

Please note it is the responsibility of the student to check their student record to ensure the degree name is correct, credits are sufficient and module choices satisfy the requirements of the degree programme.

Please note you cannot change module after Monday 1pm of week 2 of each semester.

Pre-Advising
Postgraduate Taught students in the Faculty of Arts, Divinity or Science will be expected to provisionally make module choices for the coming academic year by participating in pre-advising.

Pre-Advising is completed via the Academic Advising system which is available via MySaint (https://mysaint.st-andrews.ac.uk/uPortal/f/welcome/normal/render.up) under ‘Tasks’ on the 'My Courses' tab. You should use the 'module registration - select my modules' link to provisionally select your modules for the coming academic year.

Attendance
Attendance is a basic assessment requirement for credit award, and failure to attend all compulsory classes (tutorials, seminars and workshops or meetings with academic staff may result in your losing the right to be assessed in that module. You are expected to come to your classes having prepared carefully any assigned work.

Residence
To comply with Home Office regulations the University REQUIRES you to be resident within the St Andrews area, (i.e. a commutable distance), for the duration of your course and to be working full time on your studies (this includes your dissertation over the summer). Please read the University rules on absence.

School President
The role of the School President is to make representations on behalf of the students within their School to the University. The broad aim of the School President system is to improve communications and co-operation between students and staff, for the mutual benefit of both. The School Presidents will act as a fundamental link between the student sabbatical officers of the Students’ Association and the class representatives.

The School President for 2017-18 is Julian Frink (classicspresident@st-andrews.ac.uk).
Class Representatives and the Staff Student Consultative Committee (SSCC)
The Staff Student Consultative Committee (SSCC) is for all undergraduate and postgraduate taught programmes. The SSCC is organised and chaired by the School President. Every programme in the School has at least one representative on the SSCC for each Sub-Honours year and another rep for Honours. Serving for a full academic session, Year Representatives act as points of contact for students to raise any comments on their learning experience at the SSCC meetings which are held once per semester in the School of Classics. Student Representatives are chosen during week 1 of the session. If you would like to represent your class please consider volunteering for these positions. Further information can be found at https://www.yourunion.net/voice/.

Communication
There are two important University websites that provide you with information, advice and guidance concerning your time with us as a student. These are:

https://www.st-andrews.ac.uk/classics/current/
http://www.st-andrews.ac.uk/students/

You should familiarise yourself with the contents of these websites and visit them on a regular basis to find relevant information.

Your University email account is the official means of communication for the University and you are therefore reminded that you should read your e-mails daily. 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. Please check with the University IT Services Helpdesk (helpdesk@st-andrews.ac.uk).

Wednesday Memo
The Wednesday Memo is a University wide email sent each Wednesday lunchtime to undergraduate and postgraduate students alerting them to announcements and messages which have been posted over the past week on the Undergraduate Memos and Postgraduate Memos web pages. You will find the postgraduate memos at the following link: http://memos.wp.st-andrews.ac.uk/category/postgraduates/

You will also find a section on the University website that provides information about current news, events and announcements. These are of relevance and interest to all students providing information from administrative and academic staff, the Students' Association and student societies.

Questionnaires and Student Feedback
The School seeks and values the opinions of students on its teaching and courses. Questionnaires are regularly issued at the end of semester for each module, and sometimes individual members of staff will issue questionnaires on their own teaching. Please take the time to respond to these questionnaires: it will take only a few minutes to complete the multiple-choice sections, and you can add further comments if you wish.

The University places special emphasis on quantified feedback, for example in deciding which staff should be promoted and in assessing whether programmes and Schools are in good shape.
It is very helpful to have areas where we might enhance our performance drawn to our attention. It is equally important to fill out forms in a responsible manner, just as you wish staff to assess your work responsibly. Staff also welcome oral feedback. If you have particular areas of concern that could be dealt with quickly you may wish to contact either the module co-ordinator concerned or the Director of Teaching.

The School recognises that it is sometimes the case that in the course of a module, issues and queries arise of the kind that can be dealt with quickly by the module co-ordinator and/or the teaching team. All School teaching staff are encouraged to hold a mid-term feedback meeting for each module within the class hour, part of it held in the absence of the staff member, at which immediate issues might be raised early enough for adjustments to be made within the remainder of the semester.

Remaining matters of serious concern may also be raised by individual students with the MLitt Convenor, Supervisor, Module Co-ordinators or the Director of Teaching as appropriate.

Centre for Academic, Professional and Organisational Development (CAPOD)

CAPOD, is the University’s Centre for Academic, Professional and Organisational Development. CAPOD provides support for students in developing academic and study skills (e.g. essay writing, referencing and notetaking), support with any maths/stats elements of your course, IT skills, and professional skills (e.g. presentation skills, time-management, team working) to help you get set for the workplace.

For academic/study skills support you can book an individual appointment with one of our experienced postgraduate tutors or attend a drop-in session every Thursday afternoon in the Main Library.

If you require support with maths/stats skills, you can book an individual appointment with one of our postgraduate mathematicians or statisticians. More information and booking details can be found here: [http://www.st-andrews.ac.uk/capod/students/pgtaught/](http://www.st-andrews.ac.uk/capod/students/pgtaught/)

Information about resources to help you develop your professional skills and IT skills (including the ability to study for a Microsoft Office Specialist qualification), as well as detail on the M-Skills programme for Masters students, can be found on the MSkills webpage: [http://www.st-andrews.ac.uk/pgstudents/academic/advice/mskills/](http://www.st-andrews.ac.uk/pgstudents/academic/advice/mskills/)

Finally, you can contact CAPOD by: e-mail learning@st-andrews.ac.uk or telephone on 01334 (46)2141 or visit in person at the Hebdomadar’s Block, St Salvator’s Quad.

Seminars and Conferences

The MLitt is intended to prepare you for further research, and for academic life. As such, it is more than the sum of modules and formal assessment, and we expect you to take as full a part as possible in the life of the School, and to take advantage of all the activities taking place in St Andrews, not only in Classics but in other Schools and research institutes.

In particular, you should become familiar with:

- **The School Research Seminars** (Fridays at 4.05pm in semester 1; alternating between Friday 4.05 p.m. and Wednesday 2 p.m. from semester 2)
• The Late Antiquity Seminar (Wednesday afternoons: not every week)
• The PG work-in-progress seminar (Friday lunchtime)
• Other conferences and events:
  https://www.st-andrews.ac.uk/classics/events/conferences/
• In addition, other talks and workshops by visiting speakers may be laid on specifically for MLitt students in the course of the year.

It is crucial that you learn to attend and to learn from hearing about even those topics which are distant from your own specific area of interest and research.

**Study Abroad**
In addition to activities in St Andrews, it is possible to combine the MLitt with courses provided at the:

• British School at Rome - the ‘City of Rome’ and epigraphy courses:
  http://www.bsa.ac.uk/index.php/teaching/postgraduate
• British School at Athens - especially courses in numismatics, epigraphy, and Greek and Roman pottery: http://www.bsa.ac.uk/index.php/teaching/postgraduate
• British Museum Numismatics Summer School: 
  http://www.britishmuseum.org/learning/adults_and_students/courses/numismatics_summer_school.aspx
• The School also has an Erasmus study-abroad arrangement with Leiden: https://www.st-andrews.ac.uk/studyabroad/outgoingstudents/opportunitiesabroadandhowtoapply/postgraduatestudents/leiden/

If you are interested in these opportunities, or are interested in the possibility of undertaking excavation or survey work, you should consult the MLitt Convenor as soon as possible.

**MMS (Module Management System)**
MMS is the University's online tool for coursework submission and where assessment marks are recorded: https://mms.st-andrews.ac.uk/mms/ You can also access MMS directly from the student web pages on the University of St Andrews website.

**Support**
**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 https://www.st-andrews.ac.uk/students/advice/disabilities/.

For disability-related enquiries specifically about the School of Classics or its teaching, please contact the School Disability Co-ordinator, Jo McGinley.

**Personal Circumstances**
If there are any personal circumstances that influence your academic performance it is important that you bring these to the attention of the University. You can raise any personal circumstances
in confidence with Student Services or the Pro Dean of your Faculty. Please also bring them to the attention of the Taught Courses Secretary as soon as possible (via Student Services if you wish).

The Advice and Support Centre
For advice and support on any issue, including academic, financial, international, personal or health matters, or if you are unsure of who to go to for help, please contact the Advice and Support Centre, 79 North Street, 01334 462020, theasc@st-and.ac.uk, https://www.st-andrews.ac.uk/ask-a-question/.

Swallowgate and Craigard
Swallowgate and Craigard is the location of the School of Classics. The buildings can be found at the north end of Butts Wynd and on the corner of The Scores (University map reference: 39 - J2). You will normally enter the buildings via the main door of Swallowgate where the main staircase, access to the ground floor of Craigard and the Archaeology Room (S4) is situated; along with a PC classroom which is controlled by the University’s IT Services Unit. The First Floor, accessed via the main staircase, is where you can find the School Admin Office and the Class Library. Level 2 of Swallowgate is where you will find one of the two lecture/seminar rooms, S11, the other can be found on the first floor of Craigard, C26. All members of our academic staff have offices in either Swallowgate or Craigard. Postgraduate students have dedicated workspace and may request for out-of-hours access to the buildings.

IT Facilities
Wireless access (Wi-Fi) is provided in the Swallowgate and Craigard for St Andrews students with their own laptops. Many other locations in the University also have wireless facilities. Further details, including configuration information, are available at the following link: http://www.st-andrews.ac.uk/itsupport/network/networkservices/wirelessaccess/

The University of St Andrews also provides computer classrooms and labs for all students to use.

Locations and opening times (many 24-hours) for computing facilities throughout the university can be found on the IT Services web pages at: https://www.st-andrews.ac.uk/classrooms/.

Class Library
The School of Classics has its own library, known as the Class Library. It is located in Swallowgate 6, on the first floor of the Swallowgate building. The Class Library houses Ancient History, Classical Studies, Greek and Latin books and periodicals and is particularly geared up to the School's undergraduate courses. Many of the books are in the University Library as well, but some are exclusive to the School. There is also a small amount of work space in the Class Library, which all students in the School are welcome to use.

The Class Library is maintained by the School Librarian who is situated in the School Admin Office – S8. She will be able to help with any queries about the Class Library or finding books. You can find more information about the Class Library (https://www.st-andrews.ac.uk/classics/handbooks/class-library/), including opening times and how to borrow books, on the School website under Current Students.

Mobile Phones
Students should note that mobile phones should only be used in the public areas of Swallowgate and Craigard.
Smoking and Vaping
By law, both Swallowgate and Craigard are no smoking areas. Please ensure that cigarettes are extinguished and disposed of in the litter bins provided at the main door to Swallowgate. Vaping and the use of e-cigarettes inside the School are also prohibited.

Eating and Drinking
Food and hot drinks are not permitted in lecture/seminar rooms, or study rooms/areas.

Lockers
There is a limited number of lockers on the ground floor of Craigard available for use by postgraduate students. Please contact the School Admin Office if you wish to use one of the lockers.

Disabled Access to Swallowgate and Craigard
Disabled visitors are invited to telephone (46)2600 if they require assistance. Wheelchair access to the School is by the Craigard entrance on The Scores. Dial 2600 on the entry phone for assistance. Within the building, a ramp gives access to the ground floors of both Swallowgate and Craigard. A disabled toilet is located on the ground floor of Swallowgate, next to the Archaeology Room (S4).

Health and Safety
First-aid boxes are located within the entrance of Swallowgate and the Staff Kitchen (S7) on the first floor.

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

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

Any hazards or safety-related incidents should be reported to the School Health and Safety Coordinator or the Professional Services Team immediately.

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

Fire – Emergency Information
Events can move rapidly when a fire occurs so you must know your fire routine before a fire breaks out i.e. what to do if the fire alarm sounds and what to do if you discover a fire.

If you discover a fire you should:
1. Sound the alarm by breaking the nearest glass fire call point. This will set off the building fire alarm. You or someone else must then phone 9-999 (or 999 from phones out-with the University) and request the attendance of the Fire Service. The sounding of a building fire alarm does not mean the Fire Service are automatically alerted. In fact this is not the case in most instances so you must assume the alarm has not alerted the Fire Service and you should make the emergency call EVERY TIME.
2. Only fight the fire if you can do so without endangering yourself or others - a water extinguisher can throw a jet of water up to 6 metres. If one extinguisher does not put the fire
out, **GET OUT AND CLOSE THE DOOR BEHIND YOU AND STAY OUT UNTIL TOLD BY A FIRE SERVICE OFFICER IT IS SAFE TO RETURN.**

3. Do not fight a fire which is large and/or spreading or if you are unsure of the type of extinguisher to use on the fire.

If you hear the fire alarm you should:

1. Leave your place of work, closing windows and doors behind you if this can be done quickly.
2. Follow your nearest exit route to the agreed place of safety/assembly point and stay there until authorised to return by a Fire Officer.

*The fire exit routes are via the normal exits, the spiral staircase in Swallowgate and beyond the door to C24 in Craigard. The fire assembly point in the MUSA car park on The Scores.*

3. If your usual exit route is blocked by smoke, **STOP - CHANGE DIRECTION - FIND AN ALTERNATIVE EXIT ROUTE.** You should still muster at the normal assembly point for your workplace.

**DO NOT**

a) Stop to collect personal belongings

b) Re-enter the building until authorised by a Fire Brigade Officer

**Actions by Persons Requiring Assistance:**

It is expected that, on entering the building for the first time, a person who for any reason will require assistance:

- Should familiarise themselves with the established procedures of the building. (Fire action notices detailing this procedure are sited throughout the building);
- Contact a member of staff to arrange for the appropriate nominated person to discuss an agreed fire evacuation plan;
- Co-operate with the agreed managerial procedures for safe evacuation in the event of fire.
DISSENTATION GUIDELINES

It is important to begin to develop your ideas for a dissertation topic as soon as possible after you arrive. You will be allocated a provisional supervisor soon after your arrival in semester 1. Your supervisor is the first port-of-call for discussing your ideas for dissertation topics, and the course of your academic studies, but you should feel free to discuss possible ideas with any member of staff, and the MLitt Convenor.

By the end of Semester 1, you should have identified a reasonably firm topic (or area of interest), and you will be required to submit a proposal. You then have an opportunity to discuss this further with the MLitt convenor at the beginning of semester 2; he will then approve (or recommend changes to) your chosen topic, and confirm your supervisor. You are required to give a presentation on the topic of your dissertation at the end of semester 2.

Most of the writing of the dissertation will take place over the summer (after the taught courses are complete), but initial reading, bibliographical exploration of the topic and planning of a timetable of work should begin as soon as possible. The period between the two semesters (after all your semester 1 coursework has been submitted) is an especially important period for developing your dissertation.

Your dissertation supervisor will advise at each stage and will normally read a draft of each chapter. But he or she is unlikely to be in St. Andrews throughout the summer, and so you should agree a timetable of work before the end of semester 2, one that takes into account availability for both of you. You should leave sufficient time in August for finalising the text, printing, binding and submission. Students should not expect that dissertation supervisors will be able to read long drafts at short notice at the very end of August.

Over the course of your dissertation there will be four contact hours with your supervisor.

Presentation of MLitt Dissertations
The University rules for the presentation of dissertations are laid out in the Final Module in a PGT Programme:
https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/final-module-pgt.pdf

We expect dissertations to be written in a professional style, and to conform to the following standards:

- The word-limit for the dissertation is 15,000 words excluding bibliography but including footnotes/endnotes. This word limit is set by the University and applies to all taught postgraduate dissertations. Students must comply with the word limit and no excess will be allowed.
- The dissertation should be typed double-spaced, include a preface (i.e. a 300-word synopsis of the scope, argument and intention of the thesis, not included in the word-count for the thesis), contents page, and bibliography.
- The font size should be no less than 12. Double-sided submission is acceptable. The margins should be no narrower than 30mm.
- For some subjects, lists of abbreviations, lists of figures and such should also be included.
• All dissertations need to be supported by notes, whether Harvard style references, footnotes or endnotes.
• Many dissertations will need to include citations of key passages and illustrations of important artefacts. Your dissertation supervisor can advise on these matters, but the format of published articles may also be a good guide (see above). Presentation is taken into account when grades are assigned.

Submission of MLitt Dissertations
The dissertation should be submitted as follows:

• Dissertations should be submitted to the School Office no later than 4pm on Friday 17th August 2018. Please note: the deadline for submission is not flexible and neither your supervisor nor other staff in the School of Classics are in a position to grant extensions unless there are extenuating circumstances (substantiated either by a Doctor or other official means).

• If for some reason you will be submitting your dissertation to us by post or asking someone else to hand your dissertation in for you, please ensure that you leave enough time for the dissertation to reach the School of Classics by the above deadline. It is your responsibility to ensure that your dissertation arrives by the above deadline. Dissertations arriving after 4pm on 17th August 2018 may be penalised.

• Two hard copies of the dissertation must be submitted together with an electronic copy uploaded to MMS. The hard copies must be bound, although students have a choice of either hard or soft binding. Please note we will not accept stapled, ring or spiral bound dissertations. Following assessment of the dissertation, one of the bound copies will be made available for collection by students (normally at the time of graduation) from the Taught Postgraduate Programme.

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

Please allow adequate time for printing and binding your dissertation, as this service becomes very busy around the submission date.

Mandatory Declarations and Title Page:

The following sections should be included at the beginning of the dissertation (for ALL dissertations):

(i) A title page with the title of the dissertation, your name, your matriculation number, the name of your supervisor, the name of the degree and the date of submission [specific format at student’s own discretion]. Please note students are not required to include the University crest on the title page of their dissertation; however should you wish to do so please follow the style guidelines for use of the University logo as outlined on the
University website: 

(ii) The following declaration in the case of an individual dissertation:

I hereby certify that this dissertation, which is approximately ..... words in length, has been composed by me, that it is the record of work carried out by me and that it has not been submitted in any previous application for a higher degree. This project was conducted by me at [the University of St Andrews / another location] from [month/year] to [month/year] towards fulfilment of the requirements of the University of St Andrews for the degree of .........under the supervision of ............ date ...... signature of candidate ..........

Ethical Approval (UTREC)
All research in all Schools of the University that involves data collection from questionnaires or interviews with, interactive investigation of, experimentation upon or demonstrations involving living human subjects requires formal approval from the University Teaching and Research Ethics Committee (UTREC) (https://www.st-andrews.ac.uk/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 postgraduate dissertation that requires ethical approval from UTREC has the letter or email of ethical approval bound into the appendix before submission.

All researchers receiving funding from an external organisation must complete a Funding Approval Application Form (in addition to an Ethical Application Form), unless the intended funder appears on the Automatically Approved Funders List published on the UTREC website. Researchers should also be aware that some bodies providing funding for projects may stipulate their own Ethical and Legal considerations. The researcher should be fully aware of any obligations specified by the body providing funding and the implications this may or may not have for their research including methods of research, confidentiality and retention.
RULES AND REGULATIONS

As a student at the University you are expected to be aware of the rules and procedures that apply to your studies. Information on these can be obtained from a number of sources. A regulatory structure determined by the Senate and Court governs the award of all degrees. These ‘Postgraduate Resolutions and Regulations can be found on the University website: https://www.st-andrews.ac.uk/pgstudents/rules/. The Current Postgraduates webpage (https://www.st-andrews.ac.uk/pgstudents/) also provides links to important information, including: Academic Information, Academic Regulations and Codes of Practice, Employment, Financial Information, Health, Library and Information Services, Student Services and Student Support and Guidance.

Assessment Procedures
The PGT Module Booklet details the assessed work along with the submission deadlines for all modules.

Marking Procedures
All assessed work is double-marked by academic staff within the School. Both the portfolio and presentations will be double-marked by the MLitt Convenor and the Core Module Co-ordinator. All assessed work is sent to the relevant External Examiner for the module in question. The School’s external examiners are senior academics associated with the relevant subject areas and employed at other UK universities. External Examiners are responsible for “balancing and checking” to ensure consistency. The role of the External Examiner is crucial and is taken very seriously.

Class Tests – Language Modules
All class tests are closed book (unless you are otherwise advised by the Module Co-ordinator/Tutor). They are typically held during the class hour, though accommodation difficulties on occasion might necessitate the choice of another time. Please note the University examination rules (https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/ExamRules.pdf) also apply to student conduct during class tests.

Coursework Submission
Written assignments should be submitted as follows:

- All assignments must be word-processed.
- All assignments should be accompanied by the coursework cover sheet. . Please do not include your name on any part of your assessment.
- No part of your work or the cover sheet should show your name.
- An electronic copy must be uploaded to MMS by 4 pm on the submission date; this can be found in the Module Booklet. MMS, the University’s Module Management System is a centralised system that is used to oversee student academic results and module records. Further information on the operation of MMS will be provided at the start of your studies with us. If requested by the Module Co-ordinator/Tutor one hard copy (stapled and not in a plastic wallet) should be placed in the relevant Module Co-ordinator’s/Tutor’s submission box (this will be clearly indicated). The submission boxes are located on the ground floor in the entrance hall to Swallowgate.
- Assignments must not be emailed to tutors or submitted on a disc/USB drive.
• It is your responsibility to ensure that your assignments are in the correct format and submitted on time. Please do not ask the Professional Services Team to print your assignments for you.
• Further information on submission can be found at: http://www.st-andrews.ac.uk/classics/Currentstudents/Howtosubmitcoursework/
• Assignments should be referenced consistently, according to accepted scholarly custom. No single system of conventions is prescribed but good models may be found in respected journals such as Classical Quarterly, or the American Journal of Archaeology. Style-guides and further information on referencing may be found at: http://www.st-andrews.ac.uk/library/information/furtherhelp/citingreferences/

Word Limit for Coursework Assignments
All coursework assignments have a word limit and this is clearly indicated in the Module Booklets. Some assignments also specify a minimum acceptable length. Those limits are intended as indicative guidelines rather than absolute requirements that are enforced by penalties. Nevertheless, it is highly recommended that students adhere to them. They allow material to be presented and discussed to an appropriate standard for the purposes of the assessment. Longer essays will not necessarily translate into higher marks. A verbose and over-long answer may well be of poorer quality than a more tightly-focused response, and this will be reflected in the mark. It is perfectly possible to produce outstanding work and achieve a mark of 17 or above while remaining within the recommended maximum length. Bibliographies and any appended material are excluded from the word limit.

Time Limit for Presentations
Similar principles, including the possibility of penalisation, apply to time-limits for assessed presentations as to word-limits for coursework assignments. If a presentation overruns its allocated time, it may be stopped by the marker(s).

Extensions to Coursework Deadlines
Extensions for assessed coursework are given only where there is appropriate evidence of acute or chronic ill health or serious personal issues. Please note, extra-curricular activities and the pressure of work due to other modules are not valid reasons for requesting an extension.

Students with exceptional circumstances who would like to request an extension should submit a request for extension form to the Taught Courses Secretary. Extensions must be requested in advance of the deadline.

The request for extension form is found on the Current Students section of the School of Classics website - https://www.st-andrews.ac.uk/classics/current/

School of Classics Extensions Policy
1. The School of Classics recognises that students may from time to time be affected by illness (physical or mental) or by personal or family problems that affect their ability to complete coursework on time. Under such circumstances, and if appropriate supporting evidence has been presented, the School may offer extensions to coursework deadlines to mitigate the impact on a student’s studies.
2. Requests for extensions must always be submitted ahead of the deadline for which the extension is sought. Only in the most exceptional circumstances, such as an accident or
medical or other emergency in which it is not possible to contact the School in advance, will
requests for extensions be accepted after the deadline has passed. It is the student’s
responsibility to communicate with the School.
3. To request an extension, a student must complete a Request for Extension form and submit it
to the Taught Courses Secretary on classug@st-andrews.ac.uk. Request for Extension forms
may be downloaded from the School website - https://www.st-
andrews.ac.uk/classics/current/. Supporting evidence must be provided. In most cases a self-
certificate will suffice.
4. The Taught Courses Secretary will log the request, evaluate it according to the criteria set out
below, and forward it to the relevant member of academic staff for approval (in straightforward cases) or a decision (in complex or unusual cases). The relevant member of academic staff is the Sub-Honours Co-ordinator for Sub-Honours modules, the Honours Adviser for Honours modules, or the PGT Convener for all matters involving taught postgraduate students, whatever the level of the module.
5. The Taught Courses Secretary will log the decision and communicate it to the student and the
module co-ordinator (and tutor, if applicable), and make any adjustments to the deadline on
MMS.
6. Standard extensions. If the request is approved, a standard extension of four days (including
weekends, public holidays and days in University vacations) will normally be given. The School
expects that this extension will be enough to mitigate the vast majority of student problems.
7. Exceptional extensions. Students who anticipate that they will need a longer extension may
use the Request for Extension form to make a case for a longer extension (for example, for
tavel to family funeral, or for a short period of hospital treatment, etc.). All such requests will
be decided by the relevant member of academic staff (as above), and additional supporting
evidence may be required.
8. Renewal of extension and serious and ongoing problems. If the initial extension proves
insufficient (e.g. a minor illness turns out to be more severe than expected, or the student is
experiencing a serious and ongoing problem), students may apply for a further extension.
Normally this will not exceed seven days beyond the original deadline. The request should be
made to the Taught Courses Secretary, who will log the request. All such requests will be
passed to the Sub-Honours Co-ordinator, Honours Adviser or PGT Convener as appropriate,
who will make the decision. Further evidence will often be required at this stage (e.g. Student
Services note, medical letter, or interview with the student). If it becomes apparent that a
student is suffering from a serious and ongoing problem, the Sub-Honours Co-ordinator,
Honours Adviser or PGT Convener may authorise a longer extension, including an extension
to the Final Submission Deadline of the semester. Supporting evidence, typically a note from
Student Services or a doctor’s letter, will be required at this stage, and the student is also
expected to engage with whatever support the University can offer.
9. If a student is uncomfortable disclosing details of a condition or situation to the Taught
Courses Secretary, they may disclose them instead to Student Services and ask them to
contact the School on their behalf.
10. Extensions are not an automatic right, and the School reserves the right to refuse any request
for an extension, even if the request appears to match one of the criteria below, particularly
if the request is unconvincing, appears to be spurious, or the student appears to be attempting
to exploit the system. Students are reminded that dishonest use of self-certificates is a serious
disciplinary offence. In all cases, the School reserves the right to use its discretion to
determine the appropriate length of an extension, and may decide to give less than four days
if this is appropriate.
11. Decisions on extensions are subject to appeal using the procedures set out in the Undergraduate and Taught Postgraduate Handbooks.

Criteria for Extensions

<table>
<thead>
<tr>
<th>Reason</th>
<th>Evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness / injury (Includes mental health conditions)</td>
<td>Self-certificate.</td>
</tr>
<tr>
<td>Disability</td>
<td>Self-certificate and Student Services disability agreement permitting late submission of coursework.</td>
</tr>
<tr>
<td>Illness of dependents</td>
<td>Self-certificate.</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Self-certificate.</td>
</tr>
<tr>
<td>Unexpected family problem</td>
<td>Self-certificate.</td>
</tr>
<tr>
<td>Other</td>
<td>Self-certificate; explanation on request form. (Further evidence may be requested.)</td>
</tr>
</tbody>
</table>

Invalid Reasons for an Extension

- Participation in sports event or tournament.
- Planned family event (e.g. family holidays, weddings, christenings, Bar Mitzvahs, etc. – but not funerals).
- Participation in extra-curricular activities, including music and drama.
- Accompanying friend to a scheduled or routine medical appointment (but not emergency treatment).
- Deadlines in other modules.
- Computer failure or other IT problem. (Students in such situations should contact the Taught Courses Secretary as soon as possible.)

Normally, no extensions for coursework submission are available. Extensions for assessed coursework are given only where there is appropriate evidence of acute or chronic ill health or serious personal issues. Please note, extra-curricular activities and the pressure of work due to other modules are not valid reasons for requesting an extension.

School policy distinguishes between short-term extensions (of four days) for temporary problems, and long-term extensions for more serious or sustained difficulties.

Students with exceptional circumstances who would like to request an extension should approach the Taught Courses Secretary in the first instance after having completed the request for extension form. Extensions must be requested in advance of the deadline. Requests for long-term extensions will usually be referred to the MLitt Convenor, who can offer support and advice about managing workload.

The request for extension form is found on the current student section of the School of Classics website.

*NOTE: If you are late in submitting a requested paper copy of your assignment it should be submitted directly to the School Admin Office (Rooms S8) not the submission box system.*
Penalties for Late Submission
Work shall be penalised by one mark on the 20-point scale for each day (or part thereof) that it is submitted late. The marks are automatically deducted by MMS. In the context of submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day. Work submitted more than 10 days late will not be marked and shall receive a mark of zero. The work must be submitted in order to avoid the automatic award 0X for the module. Further information on late coursework penalties (Scheme A) can be found on the University website: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf

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

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 to unfairly 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.

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

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

The University’s Good Academic Practice Policy (see link below) covers the behaviour of both undergraduate and postgraduate students.

All students are required to undertaken the Training in Good Academic Practice (TGAP) module. Further information on Academic and Study Skills can be found at the following links:

- https://www.st-andrews.ac.uk/capod/students/studyskillsandadvice/academicskills/
Students who are unsure about the correct presentation of academic material should approach their tutors, and can also contact CAPOD, which is the University’s Centre for Academic, Professional and Organisational Development.

**University Marking System**

**Common Reporting Scale for 5000-Level Modules**
The 20-point common reporting scale for 5000-level has been revised to reflect the introduction of 'Pass', 'Merit', and 'Distinction' grade boundaries, as well as introducing the right to reassessment for PGT Masters students who fail modules between grades 4.0 - 6.9. Information on the revised 20-point scale can be found at [https://www.st-andrews.ac.uk/staff/teaching/examinations/scale/](https://www.st-andrews.ac.uk/staff/teaching/examinations/scale/).

Assessments in the School of Classics are marked according to the University’s 20-point grading scale.

The marking scales are used for all elements of module assessment (marks) as well as for indicating the overall assessment achieved for modules (grades).

**16.5 or more (Distinction at 5000 Level)**
Excellent work at 5000 Level. Work in this category will meet all of the requirements for a Merit and at least one of the following:
- exceptional knowledge and understanding beyond the core issues.
- demonstrates a very high level of critical awareness.
- excellent structure and sophisticated argument.
- takes an independent or original approach appropriate to the given task.

**13.5 to 16.4 (Merit at 5000 Level)**
Strong work at 5000 Level. Work in this category will show all of the following:
- very good knowledge and understanding of the core issues.
- demonstrates a high level of critical awareness.
- clear structure and consistent argument.
- fully addresses the given task.

**10.5 to 13.4 (Pass at 5000 Level)**
Competent work at 5000 Level. Work in this category will show three or more of the following:
- reasonable knowledge and understanding of the core issues.
- demonstrates reasonable critical awareness.
- adequate structure and argument.
- mostly addresses the given task.

**7 to 10.4 (Marginal Pass at 5000 Level)**
Adequate work at 5000 Level. Work in this category will show one or more of the following:
- limited knowledge and understanding of the core issues.
- demonstrates only basic critical awareness.
- weak structure or inconsistent argument.
- does not fully address the given task.
4 to 6.9 (Fail with right to reassessment)
Inadequate work at 5000 Level. Work in this category will show one or more of the following:
• very limited knowledge and understanding of the core issues.
• seriously deficient in critical awareness.
• lacks structure and logical argument.
• does not address the given task.

0 to 3.9 (Fail without right to reassessment)
Inadequate work at 5000 Level. Work in this category shows one or more of the following:
• no serious, demonstrable, attempt to carry out the task assigned.
• no attempt at analysis and very little understanding or knowledge demonstrated.

Reporting of Results and Related Codes
At the end of each semester following School Examination Board meetings, your academic record is updated to show the grades achieved in your modules. Your academic record card may show module results reporting codes such as OD for Deferred Assessment. Further information on the various reporting codes may be found on the Registry website -
https://www.st-andrews.ac.uk/administration/academicdatateam/assessmentandawards/

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

If you feel that most or all of the work of a module has been adversely affected by personal circumstances during your 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.

Requests for S-coding will be considered by the School’s Special Circumstances Panel, which consists of the Director of Teaching, Honours Adviser, School Exams Officer, Sub-Honours Coordinator, and the Conveners/Exams Officers of Greek and Latin. Wherever possible, details of the circumstances will not be divulged to the full Board of Examiners. If your situation is exceptionally sensitive, you can ask that your request be considered by the Director of Teaching or Head of School alone.
Reassessment and Deferred Assessment
Deferred assessment can be arranged in cases where there are good reasons (illness or personal problems) why assessment for a module has not been completed before the final deadline: the MLitt Convenor can advise.

Please note you can find further information on the University’s policy on Deferred Assessment within Assessments Policies and Procedures: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf

If a module is failed but the student has the right to take reassessment, reassessment will be conducted by the means set out in the module catalogue, with a deadline to be set by the MLitt Convenor.

Classification
Classification of PGT Masters Degrees will now occur on the basis of the award of Pass, Merit, and Distinction where:

- **Pass** is awarded on the basis of acquiring 180 credits (of which 150 - 180 are 5000 level, depending on programme requirements).
- **Merit** is awarded on the basis of both fulfilling the criteria for a Pass, as well as achieving a credit weighted mean ranging 13.5 – 16.4 across all taught and dissertation credits.
- **Distinction** is awarded on the basis of fulfilling the criteria for a Pass, as well as achieving a credit weight mean ranging 16.5 – 20.0 across all taught and dissertation credits.

Programme Requirements
The programme requirements for all degrees in Classics can be found at: https://www.st-andrews.ac.uk/subjects/reqs/2017-18/list.html?v=dp

Feedback
Feedback 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. Markers will provide comments on your work that explain the grade you have received, identify the strengths and weaknesses of your coursework, and give guidance for future work. Pay attention to these comments: they will identify good points that you can build upon and weaknesses that you should try to address. You may need to think quite hard about what the marker is asking you to do. Reflection on your own work is an integral part of the learning process and time spent on it is time well spent. Do not just look at the mark!

Many markers provide comments electronically via MMS; however some may do so on a printed copy of your assignment. Where this is the case, feedback will normally be returned during tutorials. If tutorials are complete or you were unable to attend, written feedback can be collected from the School Admin Office (S8). Uncollected work will be kept there until the end of week 2 of the following semester. Any work not collected by then will be destroyed.

The School aims to return marks and feedback on coursework within two weeks of the date of submission. In some cases module booklets will provide more precise feedback dates. If you submit your work late, then you cannot expect the two-week guidance to apply and you should ask your tutor when you may expect feedback. Staff try to provide constructive feedback on all coursework; however, in the case of work submitted late this cannot always be guaranteed.
If you have not received your marks and feedback after two weeks it is often best to inquire initially with the marker or Module Coordinator. Any complaints about delayed feedback should be directed to the Director of Teaching. If the Director of Teaching is the source of your complaint, contact the Head of School.

**Feedback on Examination Scripts**
Early in each semester, a session will be arranged during which students can review their exam scripts and markers’ comments. Any student who is concerned about his or her performance in module examinations may also write to the co-ordinator of the module asking for comments on their performance and guidance for the future. Such requests may be made independently of the general session or as a follow-up, but should be made within the first three weeks of the semester following the exam. 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 the School Office and, on payment of a fee of £10 per examination script, a photocopy will be provided within five working days. Such requests should be made by the end of week 3 of the semester that follows the examination diet. Students should be aware that markers’ comments are intended to explain why a particular mark was given, rather than to give guidance for future work, and can be very brief.

**Examinations – Language Courses**
Module booklets and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations.

Information about the University’s examination processes can be found at - https://www.st-andrews.ac.uk/students/academic/examinations/

Registry has also compiled a list of Frequently Asked Questions (which may be of benefit to you in your exam preparation: https://www.st-andrews.ac.uk/students/academic/examinations/frequentlyaskedquestions-exams/#d.en.62577

Students are required to make themselves available in St Andrews for the full duration of the December and May Examination Diets, even if all their exams are over before the diet finishes. Dates of the exam diets can be checked in advance. - https://www.st-andrews.ac.uk/semesterdates/2017-2018/

Students who choose to spend Revision Week(s) away from St Andrews are responsible for making sure that they are back in St Andrews in time for exams. Travel arrangements should take into account the possibility that delays may occur with all forms of transport. Poor scheduling on a student’s part will not be acceptable as a valid excuse for missing an examination. You should be aware that you should be present up until the last day of the Semester.

Any queries in relation to exam related matters should be addressed to the University Examinations Officer (examoff@st-andrews.ac.uk).

**Examination Timetable**
The University Examinations Office has responsibility for timetabling of all examinations. You will be advised via the “Wednesday Memo” when the provisional examination timetable is available.
for checking, please ensure you check the timetable carefully. Whilst every effort is made by Schools and the Examinations Office to prevent timetable clashes, these can occasionally occur. Where such a clash is identified, students should contact the Examinations Office (examinations@st-andrews.ac.uk) as a matter of urgency while the exam timetable is still at a draft stage.

All examination timetables are published via the web only and are available via MySaint which can be accessed from the Current Students section of the University home page.

Please make special note of the Examination Periods at the end of each semester. You should remain in St Andrews until the end of each Examination Period even if your Examination Timetable (when published) indicates that your examinations finish before the end of the Examination Period – changes to the published Examination Timetable may have to be made at short notice for a variety of operational reasons.

**Past Examination Papers**
Past exam papers are available through MySaint: www.st-andrews.ac.uk/students/academic/Examinations/pastpapers/

**Academic Alerts**
Academic Alerts are a way of helping students who are having trouble coping with their studies, such as missing deadlines for handing in work, or missing compulsory tutorials. The aim of the Alert system is to help students by flagging up problems before they seriously affect students’ grades. Academic Alerts will be issued by email from a member of staff within the School and will tell students what is wrong and what they are required to do (e.g. attend classes in future). The Alerts will also tell students what support the University can offer. If students do not take the action required they will get another Alert, and eventually will automatically get a grade of zero and will fail that module. The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student’s permanent transcript. For more information on Academic Alerts and details on how the categories work, see: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/AcademicAlerts.pdf

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

Please note that the School expects students to attend all compulsory teaching. A total of three absences from compulsory teaching without adequate explanation will lead to you being awarded 0X for that module. In addition, any student who misses 50% or more of compulsory teaching in a module with or without justification will also be awarded 0X.

**Early Academic Intervention**
To complement the academic alerts process, which is applied at a module level, the University operates an Academic Intervention process at an overall degree programme level. The aim of the programme is to help students recognise when their academic progress may be at risk, at a sufficiently early stage that they have opportunities to take action to address any underlying problems. Further information on this process is available at https://www.st-andrews.ac.uk/students/academic/intervention/.
Absence

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 as soon as possible. Please go to http://mysaint.st-andrews.ac.uk/, the relevant section can be found under ‘My Details’.

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Services in order to organise the appropriate documentation. If you submit more than three Self Certificates in a single semester, or if the period of absence extends to more than two weeks, you may be contacted by Student Services, the relevant 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.

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 (dls4@st-andrews.ac.uk), Department of Sport and Exercise or see the Policy on Academic Flexibility for Students: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf

Absence from Examinations – Language Courses

Absence from Examinations due to illness or any other unavoidable reason should be reported by submitting a Self Certificate of Absence form 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 three days after the examination. You must contact the Taught Courses Secretary in order to request alternative arrangements, which are at the discretion of the School. You are only required to notify the University Examinations Officer if there is a problem submitting the self-certificate.

Contact: Examinations Officer, The Old Burgh School, Abbey Walk
Telephone: 01334 464100
Email: examoff@st-andrews.ac.uk
Interrupted Study
Withdrawal from Studies
If you are considering withdrawing from your studies at the University you should discuss the matter with Student Services in the first instance. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact your Registry Support Officer who will be able to offer guidance on your options and who will ensure that the process is completed correctly. You should be aware that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal. Further information available at: https://www.st-andrews.ac.uk/students/academic/academic-advising/glossary/withdrawal/

Suspension of Studies
Temporary suspension of studies or leave of absence may be requested if your personal circumstances warrant this. For information about the procedure for seeking leave of absence, please contact your Advisor of Studies in the first instance.

For further information on University procedures concerning Suspension of Studies/Leave of Absence please refer to: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/LeaveofAbsence.pdf

Termination of Studies on Academic Grounds
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

**Personal Details**  
You are responsible for ensuring that your contact details are kept up to date. You may do this at any time during the year via MySaint. This is the on-line portal through which you can access a variety of information sources relevant to your studies with us. MySaint can be accessed from the Current Students section of the University home page.

**Recording Devices in Lectures**  
If you have a disability or some medical condition which means that you are unable to take notes in lectures, you may seek permission from Student Services to use a voice recorder or other computer-based device to record lectures and/or tutorials. If you are not authorised by Student Services to record lectures then you must request permission from the relevant academic member of staff prior to the lecture taking place. More information is available at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/recording-lectures.pdf.

**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/pgstudents/rules/pgsenateregulations/.

**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 - https://www.st-andrews.ac.uk/students/rules/appeals/policy/);

- **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 - https://www.st-andrews.ac.uk/administration/complaints/);

- **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 (https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/GAP.pdf); Non-Academic Misconduct is dealt with under separate procedures (https://www.st-andrews.ac.uk/students/rules/appeals/non-academicmisconduct/).
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 Dea) 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

**Equal Opportunities**

The School and University are committed to a comprehensive policy of equal opportunities for students, in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. No student should receive less favourable treatment on any grounds which are not relevant to academic ability and attainment. The University is committed to a programme of action to make the policy fully effective.
AWARDS, FEES AND PRIZES

Awards

British School at Athens Residential Internships
In collaboration with the British School at Athens, the School offers internships at the BSA.

More information, including details of how to apply, may be found on the BSA Internships page https://www.st-andrews.ac.uk/classics/current/ug/bsa_internships/

School Prizes
The School has recently instituted an annual prize for the best performance in the MLitt, awarded every October after final exam classifications (to be awarded for the first time in October 2017).

University Prizes

The 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 the pro rata equivalent of 120 credits over the course of an academic year. 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_Credit_Grades_Awards.pdf.

Principal’s Medal
The Principal’s Medal is awarded to students who display exceptional endeavour and achievement during their time at St Andrews. This is not restricted to any one discipline and could include sporting, musical, academic or other achievements or a combination of some or all of these. Up to three awards will be available each year. Each award carries a value of £1,000 in addition to a specially produced medal. Nominations may be made either by the individual concerned or by someone on their behalf. To be eligible for nomination, students must be either in their final year of undergraduate study or be a postgraduate student.

Student Fees
Graduating in person or in absentia marks the end of your degree or diploma course of studies at the University of St Andrews. If you have been accepted onto a new degree or diploma programme at the University, the new programme is separate and distinct from the course of studies from which you are about to graduate, and you will be liable for all fees associated with that new programme.

The School does not usually charge students over and above the standard University fees for any of its courses. However, you may occasionally be asked to pay for certain School-produced course materials, such as source-books. Where this is the case, the charge is made only to cover the costs...
of production. Certain modules may incur particular expenses, such as the costs of field-trips. Where this is the case, students will be notified in advance.

Further Information
The University is registered under the Data Protection Act and reserves the right to enter personal student data on its computer systems.