University of St Andrews

School of Classics

Undergraduate Handbook

2017-2018
This booklet is new for 2017-18. It replaces the General School Booklet as a source of information and regulations for students taking undergraduate modules in the School of Classics.

The booklet has a new layout which we hope will make it easier to use. If you have studied in the School before, much of the content will be familiar. However, some changes have been introduced for 2017-18:

Late Submission of Coursework – section 17.5, p. 23
Extensions to Coursework Deadlines – section 17.6, p. 23
(A new policy on extensions has been introduced.)

Honours Module Prerequisites – section 7.4, p. 15
(By agreement with the Deans, certain Honours module prerequisites are now defined in this booklet.)
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1. **Welcome from Head of School and Director of Teaching**

   We are very happy to welcome you (back) to the School of Classics. The School is an exciting place to study the Greeks and Romans and their legacy to the modern world. St Andrews has a proud tradition in teaching and research on the classical world, stretching back to the foundation of the University in 1413. The subject has moved on since then, and we work hard to maintain St Andrews’ reputation for excellence. The School was ranked second equal in the UK for its research in the most recent national-level research assessment (REF 2014). We were delighted to learn this summer that the School came top among UK Classics departments for overall student satisfaction in the 2017 National Student Survey. This success reflects not only the commitment of staff in the School to giving you the best educational experience we can, but also the commitment of the many undergraduate and graduate students who each year devote much of their time and energy to making the School a fun and exciting place in which to work. The School of Classics has traditionally been a friendly as well as a productive community, and we hope that sense of community will continue in the future.

   This booklet contains essential information about the rules, regulations and procedures of the School. You can keep up with events in the School via our website, Facebook page, blog and Twitter account.

   - **Website:** [https://www.st-andrews.ac.uk/classics/](https://www.st-andrews.ac.uk/classics/)
   - **Facebook:** [https://www.facebook.com/StA.Classics](https://www.facebook.com/StA.Classics)
   - **Blog:** [https://standrewsclassics.wordpress.com/](https://standrewsclassics.wordpress.com/)
   - **Twitter:** [https://twitter.com/StA_Classics](https://twitter.com/StA_Classics)

   We hope that you will work hard this year and enjoy your time in the School of Classics. Best wishes for a successful year!

        
        Professor Jason König
        Head of School

        Dr Ralph Anderson
        Director of Teaching

2. **Welcome from School President**

   Welcome! As your School president I hope to your first point of contact for all things Classics. This handbook is a reference for the policies, procedures and key dates that will be important to your studies, but it is also a resource to help you connect with the people and programs that will enrich your time here. For any question this handbook cannot answer, remember that you can always reach me at the address classicspresident@st-andrews.ac.uk or see me in person at my weekly office hour (Mondays 1-2pm in Swallowgate room 11). Please do not hesitate to write or drop in; I am here to help.

   Alongside academic matters I also oversee School events. We are a vibrant school with regular academic, social, and careers-oriented events on offer. To get a better picture, check out our student page: [https://www.facebook.com/groups/classics.standrews/](https://www.facebook.com/groups/classics.standrews/) and stay updated with my weekly email newsletters. I am happy to promote events that offer something to our Classics community and would be excited to talk to you about an event you are organising.

   All the best for the year ahead,

   Julian Frink, Classics President 2017-18
3. **About this Booklet**

This booklet is designed to provide undergraduate students in the School, whether new or returning, with essential information about the School, its courses, and its policies and procedures. It contains important information on all 1000- to 4000-level modules in Ancient History, Ancient History & Archaeology, Classical Studies, Greek and Latin (module prefixes AN, AA, CL, GK and LT). Whether you take just one module, or stay with us to gain an MA or even higher degree, we hope that this handbook will give you information that will enable you to get the most out of your time in the School. Please take a few moments to read through it, and either retain a copy or bookmark it online as a source of reference through the year.

Every effort has been made to ensure that the information in this Handbook is correct at the time of publication. However, errors can occur and both the School and the University may make amendments throughout the year. Any amendments the School makes will be communicated to students in good time.

Students should also consult the University student webpages which contains important information about academic regulations and codes of practice, sources of advice and support, finances, the Library, IT Services, careers and many other areas of University life. They can be found online at: [http://www.st-andrews.ac.uk/studenthandbook/](http://www.st-andrews.ac.uk/studenthandbook/)
SECTION A: THE SCHOOL OF CLASSICS

4. CONTACT INFORMATION

4.1 Key School Contacts

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 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

Director of Postgraduate Studies: Dr Alex Long
Tel No: (01334) (46)1607
Email: classicsdopg@st-andrews.ac.uk

Sub-Honours Advisor: Dr Jon Coulston
Tel No: (01334) (46)2612
Email: jcnc@st-andrews.ac.uk

Sub-Honours Advisor: Dr Kleanthis Mantzouranis
Tel No: (01334) (46)2616
Email: km254@st-andrews.ac.uk

Sub-Honours Co-ordinator: Dr Ralph Anderson
Tel No: (01334) (46)2619
Email: classicsdot@st-andrews.ac.uk

Honours Advisor: Dr Carlos Machado
Tel No: (01334) (46)2603
Email: carm3@st-andrews.ac.uk

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

Study Abroad Co-ordinator: Dr Carlos Machado
Tel No: (01334) (46)2603
Email: carm3@st-andrews.ac.uk
Disability Co-ordinator: Jo McGinley
Tel No: (01334) (46)2608
Email: classug@st-andrews.ac.uk

Health & Safety Co-ordinator:
Tel No: (01334) (46)2602
Email: classics@st-andrews.ac.uk

School Librarian:
Tel No: (01334) (46)2602
Email: clslib@st-andrews.ac.uk

4.2 Programme Conveners

AN Modules: Dr Ralph Anderson
Tel: (01334) (46)2619
Email: rta1@st-andrews.ac.uk

CL Modules: Dr Ralph Anderson
Tel: (01334) (46)2619
Email: rta1@st-andrews.ac.uk

GK Modules: Dr Nicolas Wiater
Tel: (01334) (46)2625
Email: nw23@st-andrews.ac.uk

LT Modules: Dr Alice König
Tel: (01334) (46)2607
Email: arw6@st-andrews.ac.uk

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

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

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

The office is normally open to students Monday to Friday from 9am-1pm and 2pm-5pm.
4.4 School President
The role of the School President is to make representations on behalf of the students within their School both to the School and 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 act as a fundamental link between the student sabbatical officers of the Students’ Association and the class representatives in the Schools. In Classics, the School President chairs the Student Staff Consultative Committee, sits on the School’s Teaching Committee and regularly communicates with the Director of Teaching on specific issues. The School President for 2017-18 is Julian Frink (classicspresident@st-andrews.ac.uk).

4.5 Contacting Staff Members
The Professional Services Team can be contacted via the School Office. Students can contact academic staff either by visiting them in their offices or by email. Academic staff are generally available during semester and are willing to meet students at any time when they are not teaching or in another meeting. They do not generally have fixed ‘office hours’ but will see students whenever it is mutually convenient. Meetings can also be arranged out of semester, though it may take longer as academic staff are often away from St Andrews.

If a meeting is needed urgently but the relevant member of staff cannot be found the Professional Services Team will often know how to contact them. For non-urgent meetings please email the member of staff concerned to fix up a meeting: advance notice of a day or two is usually helpful. Please try to avoid calling on staff during the lunch hour: they need the break too. Monday is designated a research day in the School. Please avoid calling on academic staff on Mondays if at all possible.

4.6 Staff Contact Details
Contact details for all staff in the School can be found on the School website at https://www.st-andrews.ac.uk/classics/staff/. The research interests and teaching areas of academic staff can also be found there.

4.7 Communications, Use of Email, Noticeboards
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 should therefore read your emails daily. You can arrange to have your University email account automatically forwarded to your personal non-University account. However, you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working. Please check with the University IT Services Helpdesk (helpdesk@st-andrews.ac.uk).

Students should normally expect a response within 2 working days during the teaching term. When mailing staff members please include your name and the number of the module about which you are writing, and remember to use the subject line to indicate what your email is about. Courtesy is
appreciated, and an email that begins with ‘Dear Dr so-and-so’ is likely to create a better impression than one that starts with ‘Hey!’

The noticeboards in Swallowgate and Craigard will also be a useful source of information about events in the School and University, summer courses, careers and society events.

4.8 Seeking References
Members of staff are usually willing to provide academic or employment references for their students, but please:

(a) ask the member of staff **by letter or e-mail** whether or not (s)he is willing to be a referee (this gives the referee your written permission to give information that would otherwise be confidential under Data Protection laws);
(b) give the referee as much warning as possible when you need a reference;
(c) send the referee information about the job or course you are applying for;
(d) check that your referee has actually sent the reference.

5. **Swallowgate and Craigard**

5.1 School Location and Opening Hours
The School of Classics is located in two adjoining buildings, Swallowgate and Craigard, at the northern (seaward) 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, ground floor access to Craigard and the Archaeology Room (S4) are situated. There is also a PC classroom which is controlled by the University’s IT Services Unit on the ground floor. The First Floor, accessed via the main staircase, is where you can find the School Admin Office and the School Library. Level 2 of Swallowgate is where you will find another of the School’s three lecture/seminar rooms, S11. The third seminar room, C26, can be found on the first floor of Craigard. Craigard can also be accessed directly from The Scores. All members of our academic staff have offices in either Swallowgate or Craigard.

The School is open from 9am to 5pm, Monday to Friday. It is closed at weekends, on Bank Holidays and other public holidays which the University observes, and during the Christmas Vacation.

5.2 The 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 books and periodicals and is particularly geared up to the School’s undergraduate courses. There is also a small amount of work space in the Class Library, which all students in the School are welcome to use. Information on the Class Library, including borrowing rules, can be found at [https://www.st-andrews.ac.uk/classics/handbooks/class-library/](https://www.st-andrews.ac.uk/classics/handbooks/class-library/).

5.3 Disabled Access to Swallowgate and Craigard
Wheelchair access to the School is by the Craigard entrance on The Scores. An entryphone has been installed there. Dial 2600 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). Visitors with disabilities are invited to call the School on (46)2600 if they require assistance.
5.4 IT Facilities and Printing
Wireless access (Wi-Fi) is provided in the Swallowgate and Craigard for St Andrews students with their own devices. 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. One of these is on the ground floor of Swallowgate. It can be accessed from inside Swallowgate and via an external door at the base of the round tower. 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/

Two Uniprint devices are available in the School. One is in the Class Library. The other is in the PC classroom on the ground floor of Swallowgate.

5.5 Mobile Phones
Mobile phones should only be used in the public areas of Swallowgate and Craigard, and only with consideration to others.

5.6 Smoking and Vaping
By law, both Swallowgate and Craigard are no smoking areas. Please ensure that cigarettes are extinguish and disposed of in the litter bins provide at the main door to Swallowgate. Vaping and the use of e-cigarettes inside the School are also prohibited.

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

5.8 First Aid
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 Co-ordinator or the Professional Services Team immediately.

5.9 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.
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

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.

The fire alarm in Classics is a siren that will sound continuously in Swallowgate and Craigard. It is tested weekly. If it sounds for more than a few seconds, you must evacuate the building as above.

Actions by Persons Requiring Assistance:
If you will require assistance to evacuate the building, you should:
• Familiarise yourself 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.

6. 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 undergraduate 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.

The Ethics Committee for the School of Classics is the School Management Committee. Please contact the Head of School or Director of Teaching if you need further advice.
SECTION B: PLANNING YOUR STUDIES

7. Advising
Advising is the process by which students are formally assigned to the modules which make up their degree programme.

Prior to matriculation in the University, undergraduate students must see, in person, their Adviser of Studies, who will approve their module choices and provide guidance on matters relating to academic progress. For more information on this as well as how to re-advertise and change modules, see: http://www.st-andrews.ac.uk/students/academic/advising/.

Advisers provide expert advice and approve module choices. However, it is also 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.

Students must complete the Advising process by a set deadline. Reminders and warnings will be sent before the deadline passes. See the University’s policy on Failure to Complete Academic Advising for details: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/FailuretoCompleteAcademicAdvising.pdf

7.1 Choosing Your Modules
Your choice of modules each year should balance what you must do in order to satisfy the requirements of your degree course and your personal interests.

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

Within the broad framework set out in the Undergraduate Senate Regulations, each degree programme has a set of requirements that students must satisfy in order to enter Honours and eventually graduate in that subject. These are referred to as Programme Requirements. They can be accessed here: https://e-vision.st-andrews.ac.uk/cview/reqs/2017-18/list.html?v=dp

The School of Classics offers six main undergraduate degrees, which may be combined with other subjects (including other subjects in the School) to form joint Honours degrees. The degrees are:

- Ancient History
- Ancient History & Archaeology
- Classical Studies
- Classics
- Greek
- Latin

All of these degrees have compulsory modules, but all of them are flexible in one way or another – some more than others. You are encouraged to explore the options available within your programme to pursue your own interests, particularly in Honours. However, because of this flexibility, the Programme Requirements of the School’s degrees can be quite complex. Guidance is available online in the ‘Further Requirements’ section of each set of Programme Requirements and also in the Advising Portal. If you are in any doubt about which modules to choose, you should consult your Adviser.
7.2 Pre-advising – Sub-honours
Towards the end of semester 2, students who will be continuing in sub-honours in the following year will be asked to submit their module choices online as part of the Pre-Advising process. You should submit your module choices through the normal Advising system, available from your student homepage. Your Adviser will check your choices and either provisionally validate them or, if there are problems, amend them or contact you.

7.3 Pre-advising – Honours
The Honours Adviser in Classics handles Pre-Advising of students who will be entering or continuing in Honours in the School in the following year. (Students in joint Honours will have an Honours Adviser from each School.)

The Honours Adviser will produce an Honours booklet in semester 2 each year which will contain information about the Honours modules available in the following year, and a provisional list of the modules available the year after. There will also be a briefing session for Honours students at which you will be able to ask questions about the courses. The School offers a very wide range of Honours modules that reflect the research interests of the staff teaching them. Most modules run every other year, so there will be a different set of modules to choose from in your junior and senior Honours years. In addition, it is often possible to take modules from other programmes in the School, so your choice is not restricted to modules that belong directly to the degree programme in which you are enrolled. Students should check their programme requirements to see what choices are available to them, and consult the Honours Adviser if in doubt.

Students who will be entering or continuing in Honours in the following year will be contacted by the Honours Adviser in semester 2 and asked to submit their module choices via an online form on the School website. Students should not enter their module choices directly into the University Advising system at this stage. Towards the end of semester 2, students will have individual meetings with the Honours Adviser at which their module choices will be agreed and entered on the University system.

7.4 Honours Module Prerequisites
All Honours modules in the School of Classics have prerequisites which set out the modules that must be passed before a student can take the module. They reflect the level of knowledge that the School assumes students will have. Prerequisites may be checked in the module catalogue, which may be found here: https://portal.st-andrews.ac.uk/catalogue/.

3000-level modules (AA3020, AN3034, GK3021, GK3022, LT3017 and LT3018) have specific prerequisites which reflect their place and role in their respective programmes. Consult the module catalogue for details.

4000-level GK and LT modules are available only to students with the necessary level in Greek or Latin, whether acquired at St Andrews or elsewhere, as in the case of exchange students. Module prerequisites are stated in the module catalogue and reflect this requirement.

4000-level AA, AN and CL modules are designed with the Ancient History & Archaeology, Ancient History, and Classical Studies programmes respectively in mind, but are also available to students in all three of those programmes and to students in the Latin, Greek and Classics programmes. Modules with these three prefixes follow on particularly closely from their corresponding Sub-honours programmes, but any student who has completed Sub-honours in any of the programmes in the School of Classics should have sufficient knowledge and understanding of the ancient Greek
and Roman world to undertake them successfully. With the exception of CL4990 and the
dissertation modules listed below, the prerequisites of all 4000-level AA, AN and CL modules are as
follows:

- **AA 4000-level modules**: entry to Honours in any programme in the School of Classics, or entry to
  Honours in History, Mediaeval History, or Mediaeval History & Archaeology.
- **AN 4000-level modules**: entry to Honours in any programme in the School of Classics, or entry to
  Honours in History, Mediaeval History, or Mediaeval History & Archaeology.
- **CL 4000-level modules**: entry to Honours in any programme in the School of Classics.
  - CL4500-CL4599: entry to Honours in any programme in the School of Classics, or entry to
    single or joint Honours in Philosophy.
  - CL4600-CL4699: entry to Honours in any programme in the School of Classics, or entry to
    Honours in Mediaeval History & Archaeology.

In addition, students in the third and fourth years of the BA (International Honours) Classical Studies
degree, and students on exchange schemes who can demonstrate equivalent attainment at their
home institution are also eligible to take these modules.

**CL4990 (Special Topic in Classical Studies)** is available only to final-year students in Honours
programmes in the School of Classics who are also taking module ID4002 (Communication and
Teaching in Arts and Humanities). Admission to ID4002 is by application and interview in semester
2 of the student’s junior Honours year.

**Dissertation modules** are available only in the fourth year (Senior Honours year) of Honours
programmes in the School of Classics. A dissertation is compulsory in single Honours (except single
Honours Classics) but optional in joint Honours. The programme requirements of the overall degree
dictate which module is appropriate. Their prerequisites are as follows:

- **CL4999**: entry to Honours in any programme in the School of Classics or the final year of the
  History degree.
- **GK4998, GK4999**: as stated in the module catalogue.
- **LT4999**: as stated in the module catalogue.

### 7.5 Entry to Honours

In order to enter Honours, students must complete the Sub-honours requirements for their degree
programme. Normally, these involve passing 240 credits of Sub-honours modules, including at least
80 in 2000-level modules, and passing a number of specified modules in key subjects, including
passes in particular 2000-level modules with overall module grades of 11.0 or better. The precise
requirements vary from programme to programme and are listed under 'Programme Requirements'
in the Course Catalogue - [https://www.st-andrews.ac.uk/coursecatalogue/ug/](https://www.st-andrews.ac.uk/coursecatalogue/ug/).

If you are still unsure about Honours Progression after reading the Course Catalogue, contact your
Adviser. For further information, including guidance on what to do if you are denied entry to
Honours, consult the University policy on Entry to Honours ([https://www.st-
andrews.ac.uk/media/teaching-and-learning/policies/honsentry.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/honsentry.pdf)). Please note that the School of Classics requires a grade of 11.0 or better in each required module, not an average of 11.0
across all required modules. These grades must be achieved at the first attempt: reassessment
grades will not be accepted.

### 7.6 Changing Modules and Re-advising
Students may change their module choices within the first week of each semester. This is known as re-advising. If you wish to change a module, you must contact your Adviser to arrange it. Please note that it may not be possible to change Honours modules, as the module to which you wish to switch may already be fully subscribed.

Under no circumstances must you simply stop attending one module and begin attending another. Advising is one of the means by which your academic record is maintained and, if you change modules without formally re-advising, you may find that you receive no credit for the module you have been attending. You will also receive a 0X for any module you have been advised into but have not attended. This will result in your receiving no credits for that module, with no possibility of re-assessment.

If you wish to withdraw from a module or change to a new module after the re-advising period has ended, you should discuss the matter with your Adviser of Studies, who will contact the Pro Dean (Advising) to seek the appropriate approval.

8. **Workload**

Students are often unsure how much time they should spend on their studies. Your workload will naturally vary a little from week to week, but the School considers that for each 20-credit Sub-honours module you should expect to spend 13-14 hours per week (including classes, lectures and independent study) while for each 30-credit Honours module an average of 20 hours per week is recommended. This will give you a 40-hour working week, which is similar to the hours you would expect to work in a full-time job.

9. **Disability and Your Studies**

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 conditions and much more.

[http://www.st-andrews.ac.uk/students/advice/disabilities/](http://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.

Please note that if you have a disability agreement with Student Services that recommends flexibility on coursework deadlines, you must still contact the School using the Extensions Policy set out in this booklet in order to have an extension applied to a particular piece of coursework.

10. **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 within the Policy on Use of Recording Devices - [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/recording-lectures.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/recording-lectures.pdf).
11. 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/recording-lectures.pdf.

12. Interruption of Studies

12.1 Leave of Absence
A few students each year encounter personal, medical or financial problems that are serious enough that they may wish to withdraw temporarily from their studies. This is known as Leave of Absence. Leave of Absence should not be taken lightly, as there may be financial and regulatory implications (for example, connected to funding body requirements, visa regulations or council tax liability). There may also be other ways of addressing problems that do not require Leave of Absence.

If you are considering taking Leave of Absence, you should discuss the matter with your Adviser of Studies in the first instance. Student Services will also be able to advise you, particularly on the financial and regulatory aspects. Applications for Leave of Absence should be directed to the Registry Officer (Student Support), who can also advise on all aspects of Leave.

Full details on Leave and how to apply for it are available in the University policy on Leave of Absence, which can be found at: https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/leave-of-absence.pdf.

12.2 Withdrawal from Studies
If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance. 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. Student Services can also offer help and advice.

If you do decide you wish to withdraw from your studies you must contact the appropriate Pro Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly. You should be aware that there are fee implications, as well as implications to your leave to remain in the UK if you are an overseas student, when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Money Adviser and the International Adviser in Student Services to obtain early advice on the final implications of your decision before you complete your withdrawal.

13. Student Fees
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.
14. CAPOD and Skills Support

CAPOD is the University’s Centre for Academic, Professional and Organisational Development. CAPOD provides support and training to help students develop academic and study skills, such as essay-writing, referencing and note-taking techniques and IT skills. CAPOD also offers help with the maths and stats skills required by courses in some Schools. Through the Professional Skills Curriculum, it offers training in 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 CAPOD’s experienced postgraduate tutors or attend a drop-in session every Thursday afternoon in the Main Library.

More information about CAPOD, including how to book an appointment or sign up for the Professional Skills Curriculum, can be found at: https://www.st-andrews.ac.uk/capod/students/studentdevelopment/

As part of CAPOD’s Academic Skills Project, a series of workshops on study-skills directly relevant to Classics modules will be offered each year by postgraduates in the School. Information will be made available when the programme is finalised early in semester 1.
SECTION C: MANAGING YOUR STUDIES

15. WHERE TO FIND INFORMATION ABOUT YOUR MODULES

15.1 Module Booklets, Course Materials and MMS
The University has two online learning systems, MMS (Module Management System) and Moodle. Classics generally uses MMS for its modules, though some modules also have a Moodle page. Every module has a module booklet, which will be posted on MMS. The module booklet contains details of class-times and coursework assignments. In most cases, the module booklet also contains reading lists and details of class preparation, though in some modules this information is posted on MMS separately.

15.2 MySaint Personal Timetable
Students are able to view their Personal Timetable, including all of their core and option module lectures, through MySaint only once they have completed matriculation and are fully registered.

16. PASSING A MODULE: COMPULSORY MODULE REQUIREMENTS
In order to pass a module in the School of Classics and be awarded credit for it, students must fulfil certain requirements. Failure to fulfil these requirements will result either in a Fail grade being awarded, with or without the right to reassessment, or a grade of 0X being awarded. A grade of 0X indicates that the student has failed to complete the compulsory elements of the module, will not receive the credits for the module and cannot take reassessment in it.

16.1 Attendance
Attendance is required at all compulsory teaching. A total of three absences from compulsory teaching without adequate explanation will lead to 0X being awarded for that module. In addition, any student who misses 50% or more of the compulsory teaching in a module with or without justification will also be awarded 0X.

Compulsory teaching is defined as follows in the School of Classics:

- In all Honours modules in all programmes, attendance at all classes, seminars and lectures is compulsory.
- In sub-honours AN and CL, all tutorials, seminars and workshops are compulsory.
- In sub-honours LT and GK, attendance at all teaching (classes, lectures and tutorials) is compulsory.

In addition to these requirements, in LT1001, LT1002, GK1001 and GK1002, which have classes almost every day, the maximum number of absences permitted with or without justification is 10, rather than the 50% that applies in other modules.

Compulsory classes continue until Friday of week 11 in both semesters.

16.2 Assessment
Students must complete all elements of assessment in a module to be awarded the credits for it. This includes all elements of continuous assessment specified in the module booklet (such as essays, commentaries, class-tests, online posts and assessed presentations) and the end-of-module exam (where there is one). Failure to complete and submit the continuous assessment by the Final Submission Deadline (see below) of the semester in which the module is taught will lead to the
award of 0X. Failure to attend the module exam will also lead to the award of 0X. In both cases, mitigating circumstances, including physical and mental health problems and family and personal circumstances may be taken into consideration by the School. It is the student’s responsibility to bring such circumstances to the School’s attention. Guidance on how to do this is included below.

16.3 Passmark
All modules in the School of Classics require students to pass both the coursework component and the module exam. To pass the coursework component, students must achieve a weighted average mark of 7.0 or above across all elements of continuous assessment. To pass the exam, students must achieve an overall exam mark of 7.0 or above. If a student scores below 7.0 in either of these components, the module as a whole will be failed and the module grade capped at 6.0. Students in this position will be eligible to take reassessment.

In modules which do not have an exam, students must pass the coursework with a weighted average of 7.0 or above.

16.4 Absence from Class
If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self-Certificate of Absence form (through MySaint) as soon as possible. Be sure to mark the self-certificate for all the sessions you have missed in all the modules affected: staff in one module may not be able to see self-certificates submitted in another, even within the same School.

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.

16.5 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

16.6 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/.

17. Assessment: Coursework

17.1 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 - https://www.st-andrews.ac.uk/classics/current/.
- Please do not include your name on any part of your assessment.
- An electronic copy must be uploaded to MMS by 4pm 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/

17.2 Word limits for Coursework Assignment
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.

No penalties will be applied for work that is under the word limit. However not making full use of the word count is likely to mean that you have not fully addressed the requirements of the coursework and the mark received may reflect this. This is particularly the case in those assignments that do specify a minimum length: work that is shorter than the suggested minimum is unlikely to deal adequately with the task or question set.

17.3 Word limits for Dissertations
Dissertations have many features not found in standard essays, such as an abstract, table of contents and list of illustrations. Consult the dissertations module booklet for specific guidance on dissertation word-limits.

17.4 Time-limits for Presentations
The principles that apply to word-limits on written assignments apply to time-limits for assessed presentations. Students should bear in mind that sticking to time is an important part of delivering an effective presentation, and may be reflected in marking criteria. Long, rambling presentations may attract lower marks than shorter, more focused presentations. In addition, if a presentation overruns its allocated time, it may be stopped by the marker(s), and the mark will be given on the basis of the portion of the presentation that had been delivered.

17.5 Late Submission of Coursework and Final Submission Deadline
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. However, the work must still be submitted in order to avoid the automatic award of 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](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf)

All late work must be submitted by the Final Submission Deadline for the semester. Any student whose coursework is not complete by that deadline will be deemed not to have fulfilled the compulsory requirements of the module and will be given 0X.

For session 2017-18, the Final Submission Deadlines are:
- Semester 1: 4pm on Friday 8th December 2017
- Semester 2: 4pm on Friday 4th May 2018

17.6 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 travel 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.

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<tr>
<th>Criteria for Extensions</th>
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<tr>
<td>Reason</td>
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<tr>
<td>Illness / injury</td>
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<tr>
<td>(Includes mental health conditions)</td>
</tr>
<tr>
<td>Disability</td>
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<tr>
<td>Illness of dependents</td>
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<tr>
<td>Bereavement</td>
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<td>Unexpected family problem</td>
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<tr>
<td>Other</td>
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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.)

17.7 Feedback and Marking of Work

Students will 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 printed copy of your assignment. Where this is the case, feedback will normally be returned during tutorials. If tutorials have finished or you were unable to attend, written feedback can be collected from the
School Office (S8). Uncollected work will be kept there until the end of week 3 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.

18. ASSESSMENT: CLASS TESTS
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 also apply to student conduct during class tests - https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/ExamRules.pdf

19. ASSESSMENT: EXAMS
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 Examinations - 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/

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).
19.1 Examination Timetables

The University Examinations Office (https://www.st-andrews.ac.uk/students/academic/examinations/) 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.

19.2 Absence from Module Examinations

Absence from Examinations due to illness or any other significant, unexpected and unavoidable reason should be reported by submitting a Self-Certificate of Absence form (through MySaint) as soon as you are able to do so and in any case no later than 3 days after the examination. You must contact the Director Teaching, Dr Ralph Anderson, in order to request alternative arrangements, which are at the discretion of the School. You can apply to the School for a deferred examination. Please read the University Policy on Deferred Assessment very carefully - https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf.

Failure to offer an adequate and timely explanation for an absence from an examination will result in your receiving no credit for the module (you will be awarded 0X) and will also mean you are not eligible for reassessment in the module. Please refer to the Examinations Rules document which details the absence policy - https://www.st-andrews.ac.uk/students/academic/examinations/absencepolicy/.

You are required to notify the University Examinations Officer only if there is a problem submitting the self-certificate.

19.3 Legibility of 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.
19.4 **Special Requirements in Examinations: Disabilities, Use of Dictionaries, etc.**
Candidates who have a disability and/or medical condition and who may require special examination arrangements must ensure that they have registered with the Student Services Disability Team by the end of October for the December diet and by the end of March for the May diet. Failure to register with the Disability Team prior to these deadlines may result in the Examinations Officer being unable to provide the candidate with special examination arrangements.

A student whose native language is not English may use a non-technical, bilingual dictionary between English and the student’s native language. The use of electronic dictionaries is not permitted. Prior to each examination diet the School will request approval from the Examinations Office for all non-native English speakers to use a dictionary.

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

19.6 **Feedback to Students 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.

20. **Assessment: Good Academic Practice**
The University of St Andrews expects, requires and promotes a culture of good academic practice. Academic integrity is fundamental to the values of the University and – we hope – of its students and graduates too. It is important that all students be judged on their own performance, and no student will be allowed unfairly to gain an advantage over others, or to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

The University recognises that not all poor academic practice is academic misconduct. Academic misconduct includes the presentation of material as one’s own when it is not (commonly known as ‘plagiarism’); 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 formal feedback and evaluation is liable for consideration under the University’s Good Academic Practice policy irrespective of whether it carries credit towards your degree. All work submitted by students is expected to represent good academic practice. Students give an undertaking to this effect in the Honour Code to which they agree at Matriculation.

Cases of academic misconduct have been very few in the School of Classics, and the School recognises that almost all students enrolled in Classics modules work very hard indeed and with complete honesty to achieve their grades. You should be aware that the School and the University
take academic misconduct offences extremely seriously and any student found guilty of serious, repeat offences may be expelled from the University.

The most frequent cases where allegations of academic misconduct have been upheld involve unacknowledged verbatim copying and/or unacknowledged close paraphrasing of secondary sources (books, articles and internet sites) or others’ essays (including web-based ‘model essays’). But students have also had allegations upheld when they have directly copied a source without using quotation marks, despite the fact that the source has been acknowledged via references and bibliography.

Even where poor academic practice is not judged to amount to academic misconduct, or where an allegation is made but not upheld, it is still likely to result in a weaker piece of work and a lower mark. For example, essays that have been the subject of academic misconduct allegations have often been over-dependent on the opinions of others and lack the essential critical analysis. You should aim to engage with and build upon the work of your predecessors in scholarship, but not to follow them slavishly.

When you are summarizing or paraphrasing the information, arguments or ideas of others, always make it clear that you are doing so and provide an accurate and precise reference to the source of them at the relevant points in the essay (author, date of publication, page numbers, URL etc.). Also provide full details of the cited publication in an end bibliography. When you are directly copying the statements of others, always use quotation marks and accurately and precisely reference the source of those statements at relevant points in the essay (author, date, page numbers, URL etc.). Also provide full details of the referenced publication in an end bibliography.

Whatever referencing system you use, make sure that full details of publications are in a bibliography at the end of the piece of work. It is inappropriate to use and cite Wikipedia and similar sites as sources for factual information, unless your tutor specifically sanctions such use for specific reasons. These sites are often unreliable, inaccurate and may themselves contain plagiarized material. They are also usually too elementary for university-level study. You can do better.

The University’s Good Academic Practice policy covers the behaviour of both undergraduate and postgraduate students. All students must familiarise themselves with the policy and its principles and complete the online training course. The policy can be accessed from the summary page - https://www.st-andrews.ac.uk/students/rules/academicpractice/. The University has also produced a guide for students: Good Academic Practice - Guide for Students: https://www.st-andrews.ac.uk/media/teaching-and-learning/documents/GAP%20Guide%20for%20Students.pdf

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

21. MARKING
21.1 Anonymous Marking
The School anonymously marks continuous assessment where practicable. All submitted continuous assessment and class tests will be anonymously marked. Presentations will not be marked anonymously.
The examination script books are designed so that all your personal details are completed along a strip on the right hand side of the script book, which you should seal before leaving the Examination Hall. You should ensure your matriculation number is completed on the front of the script book and that it remains clearly visible.

Your personal information will remain sealed while the internal marker(s) mark your script. Once a mark has been agreed by the internal marker(s) and recorded on the front of your script book, the flap will be opened to reveal your personal details to ensure that the information is recorded on the correct student record.

21.2 The Common Reporting Scale
The University uses a 20-point Common Reporting Scale for grades (i.e. a 20-point basic scale reported to one decimal point for final module grades).

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). The tables on the marking guidelines give you an indication of what the marking system means in relation to assessments. Details of the Common Reporting Scale can be found at: https://www.st-andrews.ac.uk/staff/teaching/examinations/scale/
### 21.3 Marking Criteria

#### 1000 and 2000 Level Modules (Sub-Honours)

<table>
<thead>
<tr>
<th>Mark Band</th>
<th>Criteria for essays and other non-language elements</th>
<th>Criteria for language elements (^1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distinction</strong> 16.5-20</td>
<td>Outstanding work which displays wide knowledge(^2), awareness of the current state of thinking on the subject, critical analysis, independence of mind, initiative, and intellectual rigour. Clearly prepared, with a well-structured argument, avoiding irrelevance. Originality is rewarded, but is not a necessary requirement.</td>
<td>Work showing: a very high level of grammatical knowledge; command of a wide range of vocabulary, and awareness of differences of register and idiom; ability to translate unseen passages with very few misunderstandings.</td>
</tr>
<tr>
<td><strong>High Merit</strong> 13.5-16.4</td>
<td>Well-organised, detailed and logical work, showing a thorough understanding of the subject as taught, with evidence of additional study(^2). There should be no significant deficiencies in competence in the subject.</td>
<td>Work showing: no recurrent basic grammatical errors; knowledge of a wide range of vocabulary, with some awareness of differences of register and idiom; ability to translate most of an unseen passage correctly, but only a few significant errors.</td>
</tr>
<tr>
<td><strong>Low Merit (minimum for Honours entry)</strong> 10.5-13.4</td>
<td>Work which displays overall competence and an understanding of the basics of the subject. The answer contains reasonably good information(^2), but there may be only limited evidence of additional, independent study. There may be insufficient discussion, and conclusions may not always be adequately supported.</td>
<td>Work showing: a broadly adequate grasp of basic grammar and vocabulary; ability to understand the general sense of an unseen passage, but a number of errors.</td>
</tr>
<tr>
<td><strong>Pass (below standard for Honours entry)</strong> 7.0-10.4</td>
<td>Work which displays poor and barely adequate comprehension of basic facts and principles, with significant gaps or errors of detail, some irrelevance, and poorly constructed argument; it may be largely descriptive, rather than arguing a case; or it may fail to focus properly on the question set.</td>
<td>Work showing: weak and patchy knowledge of basic grammar and vocabulary; parts of an unseen passage are translated correctly, but there are significant misunderstandings and errors.</td>
</tr>
<tr>
<td><strong>Fail (with right to resit)</strong> 4.0-6.9</td>
<td>Work which displays largely inadequate understanding of basic facts and principles, with significant errors, omissions or irrelevance, and which shows a lack of grasp of the essentials of the subject. Or a plan has been submitted in place of an essay, commentary or other extended answer.</td>
<td>Work showing major, persistent shortcomings in grammar and vocabulary; very little of an unseen passage is translated correctly, or the translation is very fragmentary and full of errors. But there is some evidence of understanding.</td>
</tr>
<tr>
<td><strong>Fail (without right to resit)</strong> 1-3.9</td>
<td>Work which displays wholly inadequate understanding of basic facts and principles, with significant errors, omissions or irrelevance, and which shows a lack of grasp of the essentials of the subject. Or a rudimentary plan has been submitted in place of an essay, commentary or other extended answer.</td>
<td>Wholly inadequate grasp of grammar and vocabulary; or only the smallest fragments or isolated phrases of an unseen or set text passage have been translated.</td>
</tr>
<tr>
<td><strong>Fail (without right to resit)</strong> 0</td>
<td>Exams and class-tests: No attempt has been made to answer the question. A mark of zero will be given for this question or sub-question. Coursework: Non-submission of coursework will lead to a grade of 0X being given for the whole module.</td>
<td>Exams and class-tests: No attempt has been made to translate the passage or answer the question. A mark of zero will be given for this passage, question or sub-question. Coursework: Non-submission of coursework will lead to a grade of 0X being given for the whole module.</td>
</tr>
</tbody>
</table>
### 3000 and 4000 Level Modules (Honours)

<table>
<thead>
<tr>
<th>Mark Band</th>
<th>Criteria for essays, dissertations and other non-language elements</th>
<th>Criteria for language elements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Class</strong></td>
<td>Outstanding work which displays wide knowledge, awareness of the current state of thinking on the subject, critical analysis, independence of mind, initiative, and intellectual rigour. Clearly prepared, with a well-structured argument, avoiding irrelevance. Originality is rewarded, but is not a necessary requirement.</td>
<td>Work showing: a very high level of grammatical knowledge; command of a wide range of vocabulary, and awareness of differences of register and idiom; ability to translate unseen passages with very few misunderstandings.</td>
</tr>
<tr>
<td>I.1 13.5-16.4</td>
<td>Well-organised, detailed and logical work, showing a thorough understanding of the subject as taught, with evidence of additional study. There should be no significant deficiencies in competence in the subject.</td>
<td>Work showing: no recurrent basic grammatical errors; knowledge of a wide range of vocabulary, with some awareness of differences of register and idiom; ability to translate most of an unseen passage correctly, but only a few significant errors.</td>
</tr>
<tr>
<td>II.2 10.5-13.4</td>
<td>Work which displays overall competence and an understanding of the basics of the subject. The answer contains reasonably good information, but there may be only limited evidence of additional, independent study. There may be insufficient discussion, and conclusions may not always be adequately supported.</td>
<td>Work showing: a broadly adequate grasp of basic grammar and vocabulary; ability to understand the general sense of an unseen passage, but a number of errors.</td>
</tr>
<tr>
<td>III 7.5-10.4</td>
<td>Work which displays poor comprehension of basic facts and principles, with significant errors of detail, some omissions or irrelevance and badly constructed argument; it may be largely descriptive, rather than arguing a case; or it may fail to focus properly on the question set.</td>
<td>Work showing: patchy knowledge of basic grammar and vocabulary; parts of an unseen passage are translated correctly, but there are significant misunderstandings and errors.</td>
</tr>
<tr>
<td>Pass 7.0-7.4</td>
<td>Work which displays very poor comprehension of basic facts and principles, with significant errors of detail, some omissions and irrelevance, poorly constructed argument or no argument at all.</td>
<td>Work showing: very weak knowledge of basic grammar and vocabulary; parts of an unseen passage are translated correctly, but there are numerous significant misunderstandings and errors.</td>
</tr>
<tr>
<td>Fail (with right to</td>
<td>Work which displays largely inadequate understanding of basic facts and principles, with significant errors, omissions or irrelevance, and which shows a lack of grasp of the essentials of the subject. Or a plan has been submitted in place of an essay, commentary or other extended answer.</td>
<td>Work showing major, persistent shortcomings in grammar and vocabulary; very little of an unseen passage is translated correctly, or the translation is very fragmentary and full of errors. But there is some evidence of understanding.</td>
</tr>
<tr>
<td>resit) 4.0-6.9</td>
<td>Wholly inadequate grasp of grammar and vocabulary; or only the smallest fragments of an unseen or set text passage have been translated.</td>
<td></td>
</tr>
<tr>
<td>Fail (without right</td>
<td>Work which displays wholly inadequate understanding of basic facts and principles, with significant errors, omissions or irrelevance, and which shows a lack of grasp of the essentials of the subject. Or a rudimentary plan has been submitted in place of an essay, commentary or other extended answer.</td>
<td>Exams and class-tests: No attempt has been made to translate the passage or answer the question. A mark of zero will be given for this question or sub-question.</td>
</tr>
<tr>
<td>right to resit) 1-3.9</td>
<td>Exams and class-tests: No attempt has been made to answer the question. A mark of zero will be given for this question or sub-question.</td>
<td></td>
</tr>
<tr>
<td>Fail (without right</td>
<td>Exams and class-tests: No attempt has been made to translate the passage or answer the question. A mark of zero will be given for this passage, question or sub-question.</td>
<td></td>
</tr>
<tr>
<td>right to resit) 0</td>
<td>Exams and class-tests: No attempt has been made to translate the passage or answer the question. A mark of zero will be given for this passage, question or sub-question.</td>
<td></td>
</tr>
</tbody>
</table>
Notes to the Marking Criteria

1. The range of grammar and vocabulary that students are required to master will vary from one module to another.
2. In most subjects taught within the School, knowledge of the primary texts is an essential part of knowledge of the subject, and appropriate reference to primary texts is expected.
3. Honours modules usually differ from Sub-honours modules in requiring (a) knowledge of a greater quantity of more complex primary source material; (b) greater knowledge of secondary material. This should be reflected in written work that shows greater depth of analysis and argument.
4. Dissertation candidates (CL4999, LT4999 and GK4999) should be aware that in addition to these criteria they may be marked down for poor presentation. Poor presentation might include large amounts of typographical errors, incomprehensible grammar and spelling, failure to follow scholarly conventions of referencing and bibliography or to apply such conventions in a consistent manner. Further advice on dissertation presentation can be found in the School’s dissertations booklet.
5. The threshold for Honours entry differs from the threshold for a Low Merit. 10.5 equates to a Low Merit in Sub-honours or a II.2 at Honours level, but overall module grades of 11.0 or better in core modules are required for Honours entry. For core modules in each degree programme, see the Programme Requirements section of the Course Catalogue (https://www.st-andrews.ac.uk/coursecatalogue/ug/).

22. Module Results

22.1 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/.

22.2 Failing a Module: Reassessment

Sub-honours:
Details of reassessment for sub-Honours modules can be found in the module catalogue. In most modules, reassessment takes the form of a resit examination during the Resit Diet (usually held in mid-August). Resit examinations are usually three hours long and cover the whole work of the module. They carry 100% of the module reassessment grade. Previous marks in the coursework or exam are disregarded. Students who are eligible for reassessment will be contacted by the Exams Office with information about how to register for the exam.

Honours:
Details of reassessment for Honours modules can be found in the module catalogue. In most modules, reassessment takes the form of a resit examination during the Resit Diet (usually held in mid-August). Resit examinations are usually three hours long and cover the whole work of the module. They carry 100% of the module reassessment grade. Previous marks in the coursework or exam are disregarded. Students who are eligible for reassessment will be contacted by the Exams Office with information about how to register for the exam.
the exam are disregarded. Students who are eligible for reassessment will be contacted by the Exams Office with information about how to register for the exam. Modules that are assessed by coursework only are typically reassessed by further coursework exercises. Registration is not required for resits in these modules.

Honours module reassessment is governed by undergraduate Senate regulations 36-38. Honours reassessment grades are capped at 7.0 for the purpose of calculating a student’s overall degree class. If an Honours module is passed at reassessment, whatever the mark given for the reassessment, 7.0 will be factored into the degree classification. If a module is failed at reassessment, no credits will be awarded, and it is unlikely that the student will be able to gain an Honours degree.

22.3 Deferred Assessment
If a student is unable to complete all coursework in a module by the Final Submission Deadline and/or is unable to attend the module exam, he or she may be considered for deferred assessment. Deferred assessment allows a student to complete the assessment for a module outside the normal timeframe. Normally all missing elements of assessment must be completed. Deferred assessments must normally be completed by the end of the reassessment diet of that academic year, although earlier deadlines may also be set. Failure to complete a deferred assessment by the agreed deadline will result in 0X being awarded for the module.

Deferred assessment is not an automatic right and is offered only if a student is suffering from serious, ongoing medical or personal problems affecting his or her ability to complete coursework, or can demonstrate that he or she was unable to attend the module exam because of serious illness or another unavoidable cause. Any student finding him- or herself in this position must contact a relevant member of staff (e.g. module co-ordinator, Director of Teaching) before the final deadline passes, or the exam takes place, to discuss the situation and agree a plan of action. Supporting evidence will normally be required.

22.4 Special Circumstances - "S" Code
‘S’ Coding is the method the University uses to recognise that special circumstances have affected performance in the modules concerned. ‘S’ coding may only be applied to Honours modules. ‘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 taught postgraduate modules 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 Co-ordinator, 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.

### 22.5 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. You will have five working days to appeal this decision using the appropriate form. Your appeal should be supported by documentary evidence specifying the reasons for your unsatisfactory performance. If you do not submit an appeal, you will have your studies automatically terminated in accordance with Senate Regulations. Your full student record is taken into account in any review, including any instances of non-academic misconduct.

If the appeal 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 appeal 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 [https://www.st-andrews.ac.uk/students/rules/appeals/policy/](https://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.

For more information, please see: [https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/UGRegs2016-17updated%20March17.pdf](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/UGRegs2016-17updated%20March17.pdf). Termination of studies is covered by items 44 and 45. See also: [https://www.st-andrews.ac.uk/students/academic/intervention/termination-of-studies/](https://www.st-andrews.ac.uk/students/academic/intervention/termination-of-studies/)

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

### 22.6 Classification of Honours Degrees

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

There are no discretionary classification border zones and only one decimal point is used in calculations of means and medians. There is an opportunity for Schools to present cases to the relevant Dean if the final classification has been affected by S-coding of modules for personal or medical reasons.
You should be aware that the Deans have the authority to turn down any recommendation from the School. In the case of Joint Honours students, different recommendations may be made by the Schools involved.

### 23. Appeals

#### 23.1 Appeals Against Marks

If a student feels that he or she has been unfair dealt with in a piece of continuous assessment (coursework), then he or she may, after discussion with the module co-ordinator, request that a piece of work be reviewed. Students wishing to have an assessed essay or test mark reviewed should do so by consulting the module co-ordinator as soon as possible after the work is returned and, in any event, not later than three weeks after its return or at the end of the teaching session, whichever is the earlier. Where this is not possible because the marked assessment was returned after teaching had finished, the request must be made before the end of the examinations period for that semester. This process is not to be embarked upon lightly: before instituting such a procedure students should in all cases discuss the written work in question with the tutor who marked it, to explore the reasons for the mark given. If a student remains dissatisfied with a mark they should formally notify the module coordinator in writing. The module co-ordinator will then institute a review, as follows:

- In **sub-honours** modules the work will be referred to a second tutor teaching on the course, nominated by the module co-ordinator. The work will then be re-marked, and any discrepancy dealt with by the normal process of discussion and moderation. The Director of Teaching will act as moderator in the case of disagreement.
- In **Honours** modules the work will be referred to an appropriate colleague approved by the Director of Teaching.

Students should be aware that **marks can go down as well as up** as a result of a review. This review procedure cannot be used to challenge a dissertation mark or an examination mark. In these cases, students must use the appeals procedure set out below.

#### 23.2 Student Appeals and Complaint Procedures

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/](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/](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](https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/GAP.pdf)); Non-Academic Misconduct is
If there are extenuating personal circumstances that may affect your academic performance or impact on your progression you must bring these to the attention of an appropriate member of staff (for example your Academic Adviser, module coordinator or the appropriate Pro Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

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

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

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

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

24. SOURCES OF HELP AND ADVICE
If you encounter problems, whether academic or personal or both, you may approach any member of staff you feel comfortable talking to and speak to them.

24.1 Sources of Help within the School
If the problem is with a specific module, you may wish to talk to your tutor or module co-ordinator. Your tutor will also be able to give guidance on any other problems you may encounter, although he or she may consult or direct you to another member of staff or to Student Services if need be. Other members of staff who can help include:
• Your Adviser (either your Faculty Sub-honours Adviser, or the School Honours Adviser), particularly if you are concerned about your general progress, wish to change your module choices or are worried that you are taking the wrong course;

• The Sub-honours Co-ordinator, who has general oversight of all the School’s Sub-honours modules and a role in managing Sub-honours students with problems. If your problem affects several modules at once, you may find the Sub-honours Co-ordinator helpful;

• The School Exams Officer, especially if your problems are likely to affect your exams in particular;

• The School Disability Co-ordinator, particularly if you need to make School-specific arrangements about a disability;

• The Director of Teaching, particularly if any of the above sources of advice and help are unavailable, or are felt to be inappropriate, or if you have serious concerns about your teaching, learning or welfare.

24.2 Personal Tutors
All students entering either Single or Joint Honours in the School will be assigned a Personal Tutor, normally for the remainder of their degree. Your Personal Tutor will invite you to a meeting near the beginning of each semester, at which you may discuss your progress, your future plans and any aspect of your work or working methods you wish. You can talk to your Personal Tutor about problems of any kind. (Students on degrees in the School of History who are taking modules in Classics are not assigned a Personal Tutor but are welcome to talk to Classics staff about their progress in the School’s modules and their future plans.)

24.3 The Advice and Support Centre
• Short of money?
• Trouble with your flat-mates?
• Feeling upset or worried about something or someone?
• Your visa is about to expire and you don’t know what to do?

These are just some of the areas the ASC (Advice & Support Centre) can help with. Come in to the ASC, 79 North Street, where staff will be able to listen, give advice or refer you on to appropriate services. We always have time for you and can help you deal with challenges you may be facing.

The Advice & Support team will provide advice on all welfare matters including overseas student issues, flat mate problems, financial matters/problems or any matter of concern to a student. If we cannot help then we will refer you to an appropriate person either within the University or out with the University.

Contact the ASC on 01334 462020 or email: theasc@st-andrews.ac.uk
SECTION D: STUDENT VOICE
The School values the opinions of its students on its teaching and courses. Questionnaires are issued at the end of semester for each module, and sometimes individual members of staff will issue questionnaires on their own teaching. Staff also welcome oral feedback. If you have ideas or suggestions for your module, or concerns about your teaching, the first step is usually to speak to the module co-ordinator.

25. STUDENT STAFF CONSULTATIVE COMMITTEE
The Student-Staff Consultative Committee (SSCC) is for all undergraduate and taught postgraduate programmes. It is a formal meeting at which student comments on the School’s teaching are relayed to representatives from the staff (typically the Director of Teaching and the Programme Conveners). The SSCC is organised and chaired by the School President and meets at least once per semester. Every programme in the School has at least one representative on the SSCC for each Sub-Honours year and another representative for Honours. SSCC Representatives serve for a full academic session and act as points of contact for students to raise any comments on their learning experience at the SSCC meetings. They can also contact module co-ordinators at other times if students have concerns that need to be acted on quickly.

Details of each semester’s SSCC meeting(s) will be circulated by the School President.

SSCC Representatives (‘Class Reps’) are elected early in semester 1 each year. Further information about the role and Class Rep elections can be found at: https://www.yourunion.net/voice/academicreps/classrepresentatives/.

26. QUESTIONNAIRES AND INFORMAL FEEDBACK

26.1 Questionnaires
At the end of each semester, an online questionnaire will be issued for each module in the School. Please take the time to respond to these questionnaires honestly and responsibly: it will take only a few minutes to complete the multiple-choice sections, and you can add further comments if you wish. Such free-text comments are often the most valuable part, as they help staff to understand the results of the multiple-choice sections. It is very helpful to have areas that are working well and areas where performance could be improved brought to the attention of School staff. Every year, minor adjustments, and sometimes major adjustments, are made to modules in the light of student feedback. The University also uses questionnaire results to assess whether programmes and Schools are in good shape.

26.2 Informal Feedback
The School recognises that issues and queries can arise in the course of a module that either do not need to wait for the next SSCC or cannot wait that long. Many of these can be dealt with quickly by the module co-ordinator and/or the teaching team. If you have a particular area of concern, you should contact the module co-ordinator in the first instance. You may also speak to the SSCC Rep or School President if you prefer, or to another relevant member of staff, such as the Director of Teaching. Informal comments on modules are also welcome and help staff to gauge how the semester’s teaching is going.
26.3 *Honours Feedback Sessions*

The School also holds regular honours feedback sessions, at least one per semester. These are meant as an opportunity for all honours students in the School to come together outside their module groups to hear among other things about planned developments in the School’s teaching and to give feedback on their experience. Details of date and venue will follow from the Honours Adviser at the beginning of each semester.
SECTION E: SCHOOL LIFE

The School of Classics has a rich social and intellectual life beyond its formal teaching, and there are many opportunities to get involved. Some of these are set out below.

27. SOCIETIES AND SEMINARS

27.1 Societies

The School hosts a number of societies with a classical or archaeological focus.

- **The Bacchae Society** is the main society for students with interests in all things classical. Find out more at [https://www.facebook.com/bacchaesoc/](https://www.facebook.com/bacchaesoc/) or contact them on bacsoc@st-andrews.ac.uk.

- **The Student Archaeological Society** is for students with an interest in archaeology and history. It organises Wednesday lunchtime talks, pub nights, films nights and trips to archaeological sites in Scotland, and has information about opportunities to get involved in fieldwork. Find out more at [https://www.facebook.com/studarchsoc/](https://www.facebook.com/studarchsoc/) or contact them at studarchsoc@st-andrews.ac.uk.

- **The Scottish-Hellenic Society** is a staff and student society that meets about once a month, usually on Tuesday evening. It organises events and talks about Greece, Greek history and Greek culture, ancient, mediaeval and modern, and occasional film-nights. For more information, see [http://hellenic.wp.st-andrews.ac.uk/](http://hellenic.wp.st-andrews.ac.uk/).

- **The University of St. Andrews Archaeological Society** is a student, staff and town society dedicated to all things archaeological. It organises talks by visiting archaeologists and outings to archaeological sites. For further information, visit their Facebook page at [https://www.facebook.com/University-of-St-Andrews-Archaeological-Society-842991512406806/](https://www.facebook.com/University-of-St-Andrews-Archaeological-Society-842991512406806/) or their page on the School website at [https://www.st-andrews.ac.uk/classics/archaeology/universityarcheologysociety/](https://www.st-andrews.ac.uk/classics/archaeology/universityarcheologysociety/).

27.2 The School of Classics Research Seminar

The School organises a weekly research seminar, at which invited speakers from other universities in the UK and abroad present papers drawn from their current research and take questions from the audience. The seminars are open to undergraduates as well as postgraduates and staff. The level of the papers is often pitched quite high, but undergraduates can and do attend and get a lot out of the experience. This is a chance to see the rough drafts all sorts of things that will appear on the reading lists of the future being tested in open debate. For times, venues and a list of speakers and topics, see [https://www.st-andrews.ac.uk/classics/events/seminars/](https://www.st-andrews.ac.uk/classics/events/seminars/).

28. PRIZES, BURSARIES AND AWARDS

This section lists School and University prizes for academic achievement and bursaries for specific activities such as travel or attendance at summer schools.

28.1 School Prizes

The following prizes are awarded annually to students within the School. They will be awarded by the Board of Examiners at the end of semester 2.

- **Blair Prize** - Awarded to the best student in Greek at 2000 level.
- **John Burnet Memorial Prize** - Awarded to the best finalist in Greek modules.
- **Lewis Campbell Medal** - Awarded to the winner of the John Burnet Memorial Prize.
- **James Forrester Prize** - Awarded to the best student in Greek modules in Junior Honours.
• **Bella Gray Memorial Prize** - Awarded to the best student in either of the first year second semester modules in Latin.
• **Green Prize** - Awarded to the best student in first level Greek beginners' modules (GK1001 and GK1002).
• **Lady Maxwell Prize** - Awarded preferably to a candidate in his or her third (Junior Honours) year, but otherwise (in suitable circumstances) candidates in their second or fourth years may be considered. The money is to be used for visits to sites, museums, or manuscript collections relevant to the study of the ancient civilisations of the Mediterranean, or (exceptionally) for a period of study at a foreign university.
• **H.J. Rose Memorial Prize** - Awarded for the best essay written in the year’s Greek Honours modules.
• **Hamish and Eileen Tod Prize** - Awarded to the best student completing Second Year courses in Ancient History second-year modules.
• **David Marshall Prize** - Awarded to the best student in Latin honours modules.
• **Kenneth Silver Prize** - Awarded to the best student in Classical Studies honours modules.
• **Geoffrey Rickman Prize for Ancient History** - Awarded for the best performance over two years of Honours in modules in the School of Classics by a student pursuing single or joint Honours in Ancient History or Ancient History and Archaeology.

### 28.2 Travel Bursaries

Awards may be made for travel to archaeological sites, summer schools or museums in classical lands. Preference will be given to students wishing to use them to attend summer schools at the British Schools in Athens or Rome.

Students considering applying for an award should consult the eligibility conditions at Travel Awards and Language School Awards (https://www.st-andrews.ac.uk/classics/current/ug/travel-awards/#d.en.198903) and should discuss their plans with a member of staff. Details of how to apply are available on the website. The application deadline is Monday 5 March 2018.

### 28.3 Language Summer School Awards

The School of Classics has made funds available for undergraduates to attend an approved Latin or Greek summer school. The awards are open to students intending to study Greek, Latin or both at Honours level. Preference will be given to ex-beginners at the end of their second year intending to continue into Honours.

Students considering applying for an award should consult the eligibility conditions at Travel Awards and Language School Awards (https://www.st-andrews.ac.uk/classics/current/ug/travel-awards/#d.en.198903). Details of how to apply are available on the website. The application deadline is Monday 5 March 2018.

### 28.3 The Deans' List

This is an annual award for 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.

28.4 **The 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.

29.**INTERNSHIPS AND SUMMER PROGRAMMES**

29.1 **British School at Athens Residential Internships**
The British School at Athens exists to promote and support research on all aspects of Greek history, archaeology and culture. In collaboration with the British School at Athens (http://www.bsa.ac.uk/), the School offers internships at the BSA. More information, including details of how to apply, may be found on the BSA Internships (https://www.st-andrews.ac.uk/classics/current/ug/bsa_internships/) page of the School website.

29.2 **Laidlaw Undergraduate Internship Programme**
The Laidlaw Undergraduate Internship Programme in Research and Leadership is sponsored by a generous donation from The Rt Hon Lord Laidlaw of Rothiemay, an honorary graduate of the University. This exciting summer vacation Programme, now in its second year, equips students with the skills and values to become leaders in their chosen occupations beyond University.

Interns will design, pursue and report on a research question of their own devising working on this research with an academic in their chosen School during the summer vacation. Importantly, interns will also complete two intensive, bespoke Leadership training sessions.

This programme is open to undergraduate students in their penultimate year of study. Vacation projects last between 8 and 10 weeks; interns are supported with a weekly stipend of £400. In addition those who successfully complete their internship may also be awarded a further £1000 in their final year of study as part of the Excellence Bursary. Applications for 2017 will open in October. Please see the Laidlaw Programme website for more information - https://www.st-andrews.ac.uk/students/involve/laidlaw/.

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