University of St Andrews
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PHILOSOPHY

2016/17

Handbook for Undergraduates

Copies of this Handbook are available electronically via our webpage at:

http://www.st-andrews.ac.uk/philosophy/current/ugrad/

Please note that some changes have been introduced for session 2016/17.

Please refer to the following sections of this handbook for the latest information:

Section 13 (pg 32) Attendance requirements (at Honours level, attendance will be recorded in *all* scheduled classes, not simply seminars)

Section 16.4 (pg 36) Marking criteria (clarifications have been made in the marking criteria table)

CONTENTS

Section B: Managing Your Studies

1.   Welcome

We are happy to welcome you to the Department of Philosophy.

The University of St Andrews has historically been home to two departments for the study of philosophy, namely the Department of Moral Philosophy and the Department of Logic and Metaphysics. You'll see this historical fact reflected in the two separate entrances to Edgecliffe, the building on the Scores in which we are housed. Nowadays, Philosophy is one unit within the School of Philosophical, Anthropological, and Film Studies, offering a set of degree programmes, and we now refer to the unit simply as 'the Department of Philosophy'.

This handbook is designed to provide all of our undergraduate students, whether new or returning, with essential information about the Department and the undergraduate programmes. Please take a few moments to read it carefully and retain it as a source of reference through the year.

You should also refer to the University Student Handbook. This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Financial Information, Health, Library and Information Services, Student Organisations, Student Services and Student Support and Guidance. The handbook also offers straightforward advice on issues relating to the codes which represent University policy. It can be found on-line at:
<div align="center">

http://www.st-andrews.ac.uk/studenthandbook
</div>

The Department of Philosophy is a thriving academic community committed to providing excellence in teaching and research in the field of philosophical enquiry. In the latest UK-wide assessment of the research of UK universities (REF 2014) the philosophy department was ranked 1st in Scotland and 5th in the UK (by grade point average). 83% of research was assessed as either 4* or 3*. Our undergraduate programme is research-led and closely informed by the research of the staff in the department. In the most recent National Student Survey (NSS 2016) the Department of Philosophy received a 100% score for student satisfaction, placing us 1st out of 57 philosophy departments in the UK.

The Department has excellent facilities. A significant amount of your teaching will take place within Edgecliffe and this is where you will find the Departmental Office. Rhona Paterson and Lucie Wight are the Undergraduate Course Administrators and will be pleased to help you in person and welcome you to the Department.

We hope that you will work hard this year and enjoy your time in the Department of Philosophy. Best Wishes for a successful year!

Professor James Harris   *Dr Lisa Jones*
Head of Department   *Director of Teaching*

2.   Welcome from the Philosophy Society

Welcome to St Andrews, and congratulations! You are now part of one of the best philosophy communities in the world. Over the coming years, you will have the chance to benefit from the truly impressive quality of teaching offered by our dedicated staff, and you will be encouraged to make the most of your academic experience. However, we all know that philosophy isn't just about lectures, essays and exams. It's also about having fun! Join the Philosophy Society and get to know philosophy in a whole new way.

We're a friendly group of undergraduates who organize philosophical events for other undergraduates every week. You don't have to study philosophy to be a member – an interest in life's big questions and a willingness to have fun are the only requirements! That said, a taste for good wine wouldn't be entirely misplaced, either.

Drop by for an exciting debate, a fascinating lecture by one of our guest speakers or just a laid-back social. Our events are usually held on Monday evenings in The Arts Lecture Theatre, on the Scores. After a talk or debate, our speaker often joins us at the pub, giving members a chance to have an informal discussion with them.

Membership is valid all year, but that doesn't mean that you have to attend every event – just pick the ones that sound exciting! The Philosophy Society is a wonderful opportunity to learn about areas not always covered in your lectures, to meet other people who share your philosophical interests and to pick the brains of some of today's most renowned philosophers. The Society also offers great opportunities to be directly involved with Philosophy within the university.

We publish an internationally known journal, *Aporia*, every year. It's available at all our events, and our journal editors are always looking for new contributors, so if you have any good ideas for articles, we'll be delighted to hear from you! If you want to know more about the Philosophy Society, check out our website at http://www.st-andrews.ac.uk/~philsoc/, join our group on Facebook or drop us a line at philsocmail@st-andrews.ac.uk. We look forward to philosophizing with you soon!

Your Philosophy Society Committee

3.   Welcome from the Philosophy School President

Hello new philosophers! I am Anna and I will be your Philosophy School President for this academic year. I will act as the main link between the school staff, our students and the Union to ensure that our lovely little department runs smoothly. I am here to listen to any concerns or suggestions you may have that can benefit the department - this is your department and your voice should be heard! I can be contacted at any time through email and I am more than happy to arrange meetings in person.

I would also like to welcome back our returning students for another great year of philosophical pondering. I am thoroughly looking forward to meeting you all and hearing your wonderful ideas. Best of luck for the year ahead!

Anna McAlpine (philosophypresident@st-andrews.ac.uk)
Philosophy School President 2016-2017

Section A : Planning Your Studies

4.   Contact Information

4.1   Philosophy School President

The Philosophy School President for 2016/17 is Anna McAlpine. The School President is your representative and his/her role is to make representations on behalf of the students within their School to the University. The broad aim of the School president system is to improve communications and cooperation between students and staff, for the mutual benefit of both. You can contact Anna directly at philosophypresident@st-andrews.ac.uk.

The School President will act as a link between the student sabbatical officers of the Students' Association and the class representatives. The School President is the chair of the Philosophy Staff-Student Consultative Committee, will attend all President Forums, and regularly communicate issues to the Director of Teaching on behalf of students. For more information on the Staff-Student Consultative Committee and the Class Rep system, see Section C, 18 below. Further information about school president can be found at:
http://www.st-andrews.ac.uk/staff/teaching/engagement/presidents/

4.2   Key University Contacts

University Switchboard	(01334) 476161
Student Advice & Support Centre	(01334) (46)2020
Academic Registry – transcripts, graduation, fees	(01334) (46)3097/2119
Academic Registry – Pro Deans, advising - Arts - UG	(01334) (46) 2125
Academic Registry – Pro Deans, advising - Science - UG	(01334) (46) 2137
Academic Registry – Postgraduate – Arts/Divinity	(01334) (46) 2136
Academic Registry – Pro Deans - Science/Medicine	(01334) (46) 2140

4.3   Key School Contacts

Position	Name	Telephone	Email
Head of School	Professor Nigel Rapport	ext. 2978	philhos
Deputy Head of School	Professor Berys Gaut	ext. 2490	bng
Head of Department	Dr James Harris	ext. 2472	jah15
Director of Teaching	Dr Lisa Jones	ext. 2489	phildot
Director of Research	Dr Ephraim Glick	ext. 2415	phildor
Disability Coordinator	Mrs Katie Allan	ext. 2493	ka22
Examinations Officer	Dr Aaron Cotnoir	ext. 4438	ac117
Health & Safety Officer	Mrs Katie Allan	ext. 2493	ka22
Honours Adviser	Dr Elizabeth Ashford	ext. 2470	ea10
Sub honours Coordinator	Dr Simon Prosser	ext.2473	sjp7
Senior Administrator	Mrs Katie Allan	ext. 2493	ka22

Departmental Secretary/Undergraduate Course Administrators
Mrs Rhona Paterson and Mrs Lucie Wight
ext. 2486, philosophy@st-andrews.ac.uk

School Office, room G09 Edgecliffe
Opening hours: 9.00 – 13.00 and 14.00 – 17.00

Please contact the Departmental Secretary/Undergraduate Course Administrators for assistance in the absence of academic members of staff.

Semester 1 Module Coordinators:

PY1010 Mind & World	Dr Simon Prosser	ext. 2473	sjp7
PY1011 Moral & Political Controversies	Dr Lisa Jones	ext. 2489	lj14
PY2010 Intermediate Logic	Dr Aaron Cotnoir	ext.4438	ac117
PY2011 Foundations of Western Philosophy	Dr Barbara Sattler	ext. 2474	bs21
PY3100 Reading Philosophy 1	Dr Patrick Greenough	ext. 2481	pmg2
PY4615 Metaphysics	Dr Ephraim Glick	ext.2415	eg35
PY4624 Philosophy of Art	Dr Lisa Jones	ext. 2489	lj14
PY4639 Philosophy of Creativity	Professor Berys Gaut	ext. 2490	bng
PY4644 Rousseau on Human Nature, Society & Freedom	Professor James Harris	ext. 2432	jah15
PY4646 Reasons for Action & Belief	Dr Justin Snedegar	ext. 2411	js280
PY4648 Conceptual Engineering	Dr Patrick Greenough	ext. 2481	pmg2
PY4651 Effective Altruism	Dr Theron Pummer	ext. 2432	tgp4
PY4652 Philosophy of Human Rights	Dr Elizabeth Ashford	ext. 2470	ea10

Semester 2 Module Coordinators:

PY1012 Reasoning	Dr Ephraim Glick	ext.2415	eg35
PY1013 The Enlightenment	Dr James Harris	ext. 2432	jah15
PY2012 Meaning & Knowledge	Professor Jessica Brown	ext. 2477	jab30
PY2013 Moral & Aesthetic Value	Dr Justin Snedegar	ext. 2411	js280
PY3200 Reading Philosophy 2	Dr Lisa Jones	ext. 2489	lj14
PY4607 Continental Philosophy from Descartes to Leibniz	Dr Alex Douglas	ext. 4437	axd
PY4614 Philosophy of Mind	Dr Simon Prosser	ext. 2473	sjp7
PY4626 Life & Death	Dr Theron Pummer	ext. 2432	tgp4
PY4634 Philosophy of Logic	Dr Aaron Cotnoir	ext. 4438	ac117
PY4643 Philosophy of Law	Prof Jens Timmermann	ext. 2468	jt28
PY4647 Humans, Animals, Nature	Dr Ben Schs	ext.4439	bas7
PY4650 Philosophy, Feminism and Gender	Dr Alison Duncan Kerr	ext. 2428	adk10

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

Contact for reporting Special Circumstances and/or advice on S coding:
Examinations Officer
Dr Aaron Cotnoir, ext. 4438, ac117

Student support and guidance advice:
Director of Teaching, Dr Lisa Jones, ext. 2489, phildot
Examinations Officer, Dr Aaron Cotnoir, ext. 4438, ac117
Disability Coordinator, Mrs Katie Allan, ext. 2493, ka22

Contact for reporting absence from classes or examinations:
Departmental Secretary/Undergraduate Course Administrators
Mrs Rhona Paterson and Mrs Lucie Wight
ext. 2486, philosophy@st-andrews.ac.uk

5.   Semester Dates 2016/17

Full information can be found at
http://www.st-andrews.ac.uk/semesterdates/2016-2017/

Orientation Week:	Week commencing Monday 5 September 2016
Martinmas Semester:	Monday 12 September 2016 – Friday 16 December 2016
Independent Learning Week:	Monday 17 October 2016 – Friday 21 October 2016
Graduation:	Wednesday 30 November 2016
Revision Period:	Monday 28 November 2016 – Sunday 4 December 2016
Examinations:	Monday 5 December 2016 – Thursday 15 December 2016
Christmas Vacation:	Saturday 17 December 2016 – Wednesday 4 January 2017
Candlemas Semester:	Monday 23 January 2017 – Friday 26 May 2017
Spring Vacation:	Saturday 11 March 2017 – Sunday 26 March 2017
May Day Holiday:	Monday 1 May 2017
Revision Period:	Saturday 22 April 2017 – Sunday 7 May 2017
Examinations:	Monday 8 May 2017 – Friday 26 May 2017
Graduation:	Monday 19 June 2017 – Friday 23 June 2017

6.   Useful Information

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

6.1   The Departmental Website

The webpages of the Departments of Philosophy can be found at:

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

The website contains full details regarding the Departments and the staff, research, teaching programmes, study resources, events and activities. You should refer to it regularly.

6.2   Matriculation

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

Undergraduate students are expected to matriculate during Orientation Week before Semester commences. Students should ensure that they have completed the on-line matriculation process by the end of Friday 9 September.

6.3   Orientation Week and Independent Learning Week

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

Similarly, Independent Learning Week (week 6 of semester 1) is a week for academic study, although no classes are held. Students should make the most of this 'breathing space' to consolidate their learning from the first 5 weeks of semester 1, and prepare for the second half of the semester. Module coordinators will provide guidance as to what academic work you should be completing during this week.

6.4   Student Advice and Support

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

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

6.5   Disability Support

If for disability reasons you require support 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.

6.6   Harassment and Bullying Support

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

If you are being harassed or bullied, the University will offer you support and facilitate the process to ensure resolution of the problem. Please talk to someone for help and support rather than leaving your job or studies. For more information please see
http://www.st-andrews.ac.uk/staff/policy/hr/harassmentandbullyingatworkandstudy/

6.7 Support for Caregivers

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

6.8 Relations between Staff and Students

The University promotes itself as a community where people work and/or study together. It seeks to promote harmonious relations between all members of that community, including between members of staff and students. At the same time the University regards relationships between members of staff and a student – for whom they have, or are likely to have some specific academic, professional, management or pastoral responsibility – as an important professional issue, particularly where relationships are close, intimate and/or exclusive. For more information please see https://www.st-andrews.ac.uk/staff/policy/hr/relationsbetweenstaffandstudents/

6.9 The Careers Centre

The Careers Centre exists to enable current students and graduates of St Andrews to make and successfully implement decisions about what they will do next in their lives. The Centre strives to communicate the entire range of available options and to encourage and enable individuals to identify the options which would suit them best. The Careers Centre website can be found at: http://www.st-andrews.ac.uk/careers/

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

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

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

CAPOD's website is: http://www.st-andrews.ac.uk/capod/

6.11 In-sessional English Language Support Service

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

If you would like further information, please contact Jane Brooks, In-sessional English Language Support Coordinator, ajb31@st-andrews.ac.uk.

6.12   Communication/Use of Email

Your University email account is the official means of communication for the University and you are therefore reminded that you should read your emails at least every 48 hours (particularly during the academic year). You can arrange to have your University email account automatically forwarded to your personal non-University account. However you should be aware that there may be problems with this and you should check regularly to make sure the forwarding is working.

6.13   Recording Devices in Lectures

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

6.14   Personal Details

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

6.15   Tuition Fees/Student Fees

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

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

6.16   Purchase of Course Materials

You will be required to purchase module textbooks and coursepacks as part of your studies in Philosophy. Further details will be provided by your Module Coordinator at the start of the semester.

All coursepacks, where used, will be sold via the online shop which is available at: https://onlineshop.st-andrews.ac.uk/ and you will collect your coursepack on presentation of your receipt from the online shop at either the Departmental Office or during your first lecture.

6.17   First Aid/Safety

A first-aid box is located in Edgecliffe in room G09, Philosophy Departmental Office. The nominated First Aiders in the building are Katie Allan (room B01, ext. 2493) and Moira Gilruth (room G04, ext. 2484).

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

The School Safety Officer is Mrs Katie Allan, Senior Administrator (ka22@st-andrews.ac.uk). Any hazards or safety-related incidents should be reported to the School Safety Officer or the Departmental Office (room G09, Edgecliffe) immediately.

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

6.18   Ethical Approval

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

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

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

6.19   Academic Flexibility for Students with Recognised Sporting Talent

There is a policy which allows allow eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from Debby Sargent, Department of Sport and Exercise (email dls4) or see the policy
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf

6.20   Printing and Binding

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

7.   Aims and Objectives of Study in Philosophy

The sub-Honours modules are primarily designed to lay the foundations for further study at Honours level in philosophy. The sub-Honours programme gives students the opportunity to develop and explore their interests in philosophy, through historical study as well as discussion and evaluation of particular philosophical issues and problems. While the grades earned at sub-Honours level are not factored into your overall degree classification, they do appear on your official University transcript, which will be seen by any future employers or institutions to which you apply.

The Honours modules are designed to build on the foundations laid by sub-Honours modules in philosophy. The Honours programme gives students the opportunity to develop and broaden their understanding of philosophy. In addition, Honours modules are designed to equip students with a broad range of personal and intellectual skills which will not only enable students to successfully complete their degree but will provide a foundation for further training and prepare them fully for their future careers.

Amongst the broad range of personal and intellectual skills the Philosophy Departments recognise and develop are:

- interpretative and critical skills
- independent learning and research
- oral and written communication skills
- constructive discussion skills
- information management
- time and task management.

The study of Philosophy is particularly geared to foster the following skills and abilities:

Analytical and Critical Thinking Abilities:
- The ability to identify and clarify assumptions and conceptual relationships.
- The ability to construct, evaluate and criticise arguments on a reasoned basis.
- The ability to recognise and employ a variety of argumentative strategies.
- The ability to diagnose where a view has gone wrong and where to put it right.

Communication Skills:
- The ability to speak and write with clarity, precision, and rigour.
- The ability to communicate a complex point of view succinctly.

Interpretative and Comprehension Skills:
- The ability to master difficult texts and follows complex arguments.
- The ability to appreciate different points of view and values.
- The ability to recognise and evaluate one's own presuppositions.

## 8.	Choosing and Changing Modules

### 8.1	Advising

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

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

Sub-Honours students are assigned an Adviser when they enter the University. The Honours Adviser in Philosophy takes over as students begin the process of entering Honours; if you take Joint Honours, you will have an adviser from each subject. Information about Honours modules for the following year will be announced during the Spring semester.

### 8.2	Pre-Advising

Towards the end of each academic year, returning students are asked to submit their modules choices for the following year online as part of the Pre-Advising process. Students are required to pre-advise through the web at http://www.st-andrews.ac.uk/students and will then be formally advised at the beginning of the next academic year.

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

### 8.3	Re-advising/Changing Modules

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

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

8.4   Module Confirmation

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

8.5   Withdrawal from a Module

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

8.6   Withdrawal from Studies

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

8.7   Leave of Absence

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

Leave of Absence can be applied for by a student but is not a guaranteed right, and falls within the scope of Senate regulations.

The granting of Leave of Absence may also alter the student's circumstances in such a way that non-University legislation and policy are affected (such as funding body requirements, visa regulations and council tax liability). It is the student's responsibility to ensure that they make themselves aware of the implications, and meet any additional requirements that a change of circumstances may impose upon them.

While the University cannot guarantee that the same programme of study will still be available following a Leave of Absence period, the University keeps a note of students on leave and will ensure when making such changes that there are acceptable pathways available for completion.

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

9. Proceeding into Honours, and Obtaining a Degree

> Authoritative guidance about programme requirements can be found in the University Course Catalogue and you should also refer to University's Policy on Entry to Honours at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/HonsEntry.pdf These notes are intended to help you understand that guidance. For further guidance about Honours entry and programme requirements, and about which Honours modules are currently available, you should also consult the Pre-Advising Handbook for Honours Philosophy 2016/17, which is on the Philosophy website under "Information for Current Students".

9.1 Degree Regulations

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/

9.2 Admissions to Junior Honours

For All Arts Students:

- 240 credits at sub-Honours, of which at least 80 should be at 2000-level.

If you fall short of 240 credits, then provided you have at least 40 at second level you may be permitted to 'trail' the missing modules, i.e., take them in your Junior Honours year (speak to the Honours Adviser about this at Pre-Advising in June if you are unsure.) You will not be permitted to trail more than one module (or 30 sub-Honours credits) into Honours.

For MA Single Honours Philosophy or Joint Honours Philosophy:

- At least 80 credits from PY1001 – PY2103, to include PY1006 or PY1012; **AND**
  - ○ Grades of at least 11 in each module for 40 credits from PY2001 – PY2103 gained at first sitting; **OR**
  - ○ Grades of at least 10 in each module for 40 credits from PY2001 – PY2103 with a mean of 12 or above across these modules, at first sitting.

For BSc Joint Honours in Philosophy:

- At least 60 credits from PY1001 – PY2103, to include PY1006 or PY1012; **AND**

For those who are Second Years in 2015-16 or later
- o Grades of at least 11 from at least one of PY2010 *Intermediate Logic* and PY2012 *Meaning and Knowing* at first sitting;

AND
- o 20 credits from any other 1000-level or 2000-level PY modules.

For those who were Second Years in 2014-15
- o Grades of at least 11 in each of PY2001 *Formal and Philosophical Logic* and PY2002 *Metaphysics and Science* (these are 10 credits each) at first sitting; **OR**
- o Grades of at least 10 in each of PY2001 *Formal and Philosophical Logic* and PY2002 *Metaphysics and Science* (these are 10 credits each), with a mean of 12 or above across these modules, at first sitting;

AND
- o 20 credits from PY1005 OR PY1105 OR PY1106 OR PY2003 – PY2103.

For those taking a Philosophy Honours module as part of a General Degree or another Honours programme:

- At least 80 credits from PY1001 – PY2103, to include PY1006; **AND**
  - o Grades of at least 11 in each module for 40 credits from PY2001 – PY2103 gained at first sitting; **OR**
  - o Grades of at least 10 in each module for 40 credits from PY2001 – PY2103 with a mean of 12 or above across these modules, at first sitting.

9.3   Requests for Review of Decision for Entry to Honours

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

9.4   Programme Requirements

General Explanation of Honours requirements:

There are two categories of Honours module in philosophy:

Core: PY3100 (*Reading Philosophy 1*) and PY3200 (*Reading Philosophy 2*)

Selected: (prefix PY4- plus any cross-listed, e.g. some CL4- and ID4- courses).

You must take 3000-level modules in your Junior Honours year (either PY3100 or PY3200 for Single or Joint Honours MA; PY3100 for BSc Joint Honours.

(1) Single Honours Philosophy

Over your two Honours years, you must accumulate:

- At least 180 credits in Honours Philosophy (modules labelled PY3-, PY4-, CL4444, CL4452, ID4002, ID4859).

You may take up to 30 credits from outside Philosophy Honours (i.e. dip-down to sub-Honours, or dip-across to a different Honours subject) if you are granted permission by the relevant department, but you must accumulate at least 210 Honours credits in total. Across your two years, you must take a total of 240 credits (so up to 30 credits can be from sub-Honours modules). Moreover, you must take at least 90 credits of 4000-level modules. Your degree classification is calculated on the basis of all your Honours modules, and does not include any sub-Honours credits.

In your Junior Honours year you must pass:

- PY3100 *Reading Philosophy 1* AND/OR PY3200 *Reading Philosophy 2* (i.e. at least 30 credits of 3000-level modules).

In your Junior Honours year you should also take up to 60-90 credits of 4000-level modules in Honours philosophy (depending on how many 3000-level are taken, and unless you are taking a dip-across or dip-down).

In your Senior Honours year you must:

- Take enough 4000-level modules to ensure that you have across your two Honours years a total of at least 90 4000-level credits, and a total of at least 210 Honours credits.

A *typical* Single Honours student with no dip-down or dip-across will take:

Junior Honours: EITHER 60 credits 3000-level modules, and 60 credits 4000-level modules OR 30 credits 3000-level modules, and 90 credits 4000-level modules.

Senior Honours: 120 credits 4000-level modules.

(2) Joint Honours Philosophy in the Arts Faculty

Over your two Honours years, you must accumulate:

- At least 90 credits in Honours Philosophy (modules labelled PY3-, PY4-, CL4444, CL4452, ID4002, ID4859).

You may take up to a total of 150 credits from outside Philosophy Honours (e.g. credits from your other Honours subject, credits from dip-down to sub-Honours, or credits from dip-across to a third Honours subject if you are granted permission by the relevant department), but you must accumulate at least 210 Honours credits in total. Across your two years, you must take a total of 240 credits (so up to 30 credits can be from sub-Honours modules). Moreover, you must take at least 90 credits of 4000-level modules. Your degree classification is calculated on the basis of all your Honours modules, and does not include any sub-Honours credits.

In your Junior Honours year you must pass:

- At least one of PY3100 *Reading Philosophy 1* or PY3200 *Reading Philosophy 2* (i.e. at least 30 credits of 3000-level modules).

In your Junior Honours year you may also choose to take the other 3000-level module, or to take some of the 4000-level modules in Honours philosophy.

In your Senior Honours year you must:

- Take enough 4000-level modules to ensure that you have across your two Honours years a total of at least 90 Honours philosophy credits, at least 90 4000-level credits, and a total of at least 210 Honours credits.

A *typical* Joint Honours student with no dip-across or dip-down will take:

Junior Honours year: 60 credits in the other Honours subject, plus 30 credits of a Philosophy 3000-level module, plus 30 credits of either the other 3000-level Philosophy module or a 4000-level Philosophy module.

Senior Honours year: 60 credits in the other Honours subject, plus 60 credits of 4000-level Philosophy modules.

(3) Joint Honours Philosophy (BSc) in the Science Faculty (with Science or Maths subjects)

[NB: this degree programme was formerly named 'BSc Logic and Philosophy of Science' but has, since 2015-16, been renamed 'BSc Philosophy']

Over your two Honours years, you must accumulate:

- At least 90 credits in Honours Philosophy (modules labelled PY3-, PY4-, CL4444, CL4452, ID4002, ID4859).

You may take up to a total of 150 credits from outside Philosophy Honours (e.g. credits from your other Honours subject, credits from dip-down to sub-Honours, or credits from dip-across to a third Honours subject if you are granted permission by the relevant department), but you must accumulate at least 210 Honours credits in total. Across your two years, you must take a total of 240 credits (so up to 30 credits can be from sub-Honours modules). Moreover, you must take at least 90 credits of 4000-level modules. Your degree classification is calculated on the basis of all your Honours modules, and does not include any sub-Honours credits.

In your Junior Honours year you must pass:

- PY3100: *Reading Philosophy 1*.

In your Junior Honours year you may also choose to take the other 3000-level module, PY3200: *Reading Philosophy 2*, or to take one of the 4000-level modules in Honours philosophy.

In your Senior Honours year you must:

- Take enough 4000-level modules to ensure that you have across your two Honours years a total of at least 90 Honours philosophy credits, at least 90 4000-level credits, and a total of at least 210 Honours credits.

A *typical* BSc Philosophy student with no dip-across or dip-down will take:

Junior Honours year: 60 credits in the other Honours subject, plus 30 credits of PY3100, plus 30 credits of either the other 3000-level Philosophy module or a 4000-level Philosophy module.

Senior Honours year: 60 credits in the other Honours subject, plus 60 credits of 4000-level Philosophy modules.

Section B : Managing Your Studies

10. Assessment and Reassessment

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

Furthermore, *at sub-Honours level* students must gain passes in *both* elements (coursework and exam) in order to pass the module overall.

At Honours level there is no requirement for a student to pass both elements of assessment in order to pass the module overall.

10.1 Coursework

Details of topics, length requirements and due dates for assessed coursework will be provided by staff teaching the modules. All coursework is to be submitted electronically, via the Module Management System (MMS). Full instructions for how to submit your work via MMS can be found on the Philosophy webpages – look under "Study Resources".

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

Coursework should be word-processed, double-spaced (exceptions may apply to logic exercises requiring use of symbols).

Coursework is marked anonymously, and so submitted work should be identified only by your matriculation number. Do **not** put your name anywhere on your coursework. On the first page of your coursework, you should include: your matriculation number, the module name and number, your tutor's name, the title of the essay/exercise, and the following statement:

> **'I hereby declare that the attached piece of written work is my own work and that I have not reproduced, without acknowledgement, the work of another'.**

You must attach a *bibliography* of all your sources to each essay; all quotations from and paraphrase of other work must be clearly acknowledged. (See section 12, below, regarding academic misconduct, and section 11.6, below, regarding referencing).

10.1.1 Penalties for Work of Incorrect Length

The word-lengths specified for each essay include everything *except* the bibliography (i.e., the word-count includes footnotes, quotes, etc.) This goes for dissertations and essays, at all levels. **Do not exceed the word limit**. Where the word limit is exceeded, the following penalty will be applied: 1 mark for work that is 10% over-length, then a further 1 mark per additional 10% over. For more details please refer to the University policy at https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf

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

Avoid repetition or substantial overlap between coursework (essay-based or otherwise) and examination answers, whether within a single module or between different modules.

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

Students can receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you in improving your learning and future performance. Feedback opportunities may vary but can include individual face-to-face discussion, written commentaries on work or electronic feedback, for example through MMS. See section 10.3.4 below for information on exam feedback.

10.2   *Late Work and Extensions to Deadlines*

Philosophy will generally apply *lateness penalty A*, any exceptions to this will be clearly noted in module guides. *Lateness penalty A* will deduct 1 mark per day, or part thereof. For more details please refer to the University policy at https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf

These penalties are *automatically* applied by the MMS system, and heavy penalties can reduce a pass mark all the way down to a fail, or even zero. Note also that if your work is not submitted by 4pm on the Friday before the examination period for the relevant semester, you will fail the module.[1]

NB: In the context of electronic submission of assessed work, every day of the week will be considered as counting towards a late penalty. This rule will apply to all holidays (public and University) and includes weekends, with Saturday and Sunday each counting as one day.

If you have a VERY good reason for not meeting the set deadline, an extension may be granted in advance. At sub-Honours, extensions of up to 3 working days may be granted by your tutors; longer extensions can be obtained only from the Sub-Honours Coordinator. At Honours, extensions of up to one week (seven days) may be granted by the Module Coordinator; any longer extensions must be approved by the Director of Teaching. All students requiring extensions must complete an 'Essay Extension Form', available from the Departmental Secretary/Undergraduate Course Administrator, and attach any appropriate documentation. This form must then be submitted to the Departmental Secretary/Undergraduate Course Administrator – if not, the extension may not be logged into the MMS system, resulting in penalties still being automatically applied. Note that no extension may be given beyond the first day of the examination period. In any such case, students should apply for Deferred Assessment. See point 10.4 below.

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[1] This does not apply to 'exam-less' modules such as some Honours modules, Evening Degree and Distance-Learning modules. Such modules will, however, also have an absolute deadline set, after which coursework will not be accepted. See individual module details.

10.3   *Examinations – Timetables, Rules, Resits*

> Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations. Information on the University's examination processes may be found at:
>
> http://www.st-andrews.ac.uk/students/academic/Examinations/

Students are required to make themselves available in St Andrews for the full duration of the December and May Examination Diets, dates of which are detailed at www.st-andrews.ac.uk/semesterdates/2016-2017/.

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.

10.3.1   *Registration for Degree Examinations*
All matriculated students are entered automatically for the December and May degree examination diets.

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

Where the examination is a reassessment, there is a fee payable at the time of registration. Similarly, those students who are out of time or whose studies have been terminated but who have been given permission by the relevant Faculty to sit only the examination in a particular semester must also register individually for the diet in question and pay the appropriate fee. Students sitting deferred examinations must also register in advance, but will not be liable for a fee.

10.3.3   *Examination Timetables*
The *confirmed* degree Examination Timetable is published for each examination diet no later than Week 6 of Semester 1 and Week 7 of Semester 2. You are reminded of the importance of checking the timetable carefully. Whilst every effort is made by Schools and Registry to prevent timetable clashes, they can on occasion occur. Where such a clash is identified, students should in the first instance alert the University Examinations Office (examoff@st-andrews.ac.uk) as a matter of urgency.

Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the timetable has been published. The Degree Examination Timetable for the August Reassessment diet is published in July of each year and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All Examination Timetables are published via the web only at
http://www.st-andrews.ac.uk/students/academic/Examinations/

Individual Personal Student Examination Timetables for the December and May diets only can also be downloaded from this webpage.

10.3.4   Feedback to Students on Examinations
An informal drop-in session will be held in Edgecliffe during the first three weeks of the semester to allow students to view their examination scripts from the previous diet. Further details of this session will be advertised to students at the start of each semester.

If you wish to receive detailed feedback from a member of academic staff on an examination script, you should contact the appropriate module coordinator to arrange a suitable time. No fee is charged for this type of feedback, but you should request this within the first three weeks of the semester following the exam diet.

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 Undergraduate Departmental Secretary/Course Administrator (philosophy@st-andrews.ac.uk) and on payment of a fee of £10 per examination script a photocopy will be provided to you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

10.3.5   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

10.4   Deferred Assessment

Deferred assessment must be clearly distinguished from Reassessment (see 10.5 below). Where a student has provided good reasons to justify their failure to complete the work of the module (whether the continuous assessment or the examination, or both), they can be offered deferred assessment. This will be decided by the Special Circumstances Sub-Committee of the Philosophy Undergraduate Board of Examiners which meets at the end of the semester after the examinations.

Requests for deferred assessment must be made to the Departmental Examinations Officer in advance of or as soon as practically possible after the published completion or examination date.

The deferral of assessments is not appropriate for minor ailments or permanent or long-term conditions that are under medical control. Students with prolonged chronic illness or disabilities should instead contact Student Services for advice in advance of any assessment submission date or published examination diet.

All requests for deferred assessments must be submitted to the School and supported by appropriate written evidence such as a letter from Student Services, letter from the police or evidence from a member of staff who was alerted to the circumstances at the time. Self-certificates alone for examinations and class tests will not be accepted. Schools can choose to accept the reasons given by the student for missing the examination or class test, or can refer the student to Advice and Support Centre who will in turn advise the School accordingly. The primary reason for granting deferrals are medical conditions that affect students for a substantial proportion of the time that would be expected to be expended on complete of the assessment. Deferred assessment on non-medical grounds will be approved only for serious personal reasons such as bereavement of a close relative or illness of dependents. Attendance at interviews or assessment centres and travel arrangements are not sufficient grounds for deferral of an examination or test.

Students who have not requested a deferred assessment in advance of the published completion date or examination date without good reason will not have the request approved.

Students will be informed of the decision to grant deferred assessment by email from the Departmental Secretary/Undergraduate Course Administrator following the sub-committee meeting.

NB: In a change to previous policy, deferred assessment will now normally be of the same type as the original assessment. Thus, deferred assessment for an item of coursework, such as an essay, will consist of a requirement to write one or more essays; deferred assessment for an exam will consist of a separate exam paper, to be sat either during the same exam diet as the missed exam, or during the next diet.

The policy on deferred assessments can be found at
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Assess Policies Procedures.pdf

10.5   Reassessment

10.5.1   Sub-Honours
Reassessment for sub-Honours modules takes the form of a resit examination during the Resit Diet (usually held in mid-August). A resit examination covers the whole work of the module (unlike the original examination): for 20-credit modules, it is a 3-hour examination. Students may repeat work from their continuous assessment work or earlier examination (though, if this work was of fail standard, it is advisable to improve on it), but they should not repeat material between questions on the resit.

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

Reassessment for Honours modules takes the form of a requirement to submit one or more essays covering the entire work of the module. The guidelines presently used by the Module Board are:

Fail grades: **one or more essays of a total of 7,000 words per module** (or a suitable equivalent in the case of formal logic), questions to be set by module co-ordinators, to be submitted by 1 August 2017 via email to philosophy@st-andrews.ac.uk.

For all semester 1 modules, final-year students given reassessment will be informed that they must submit by the day before the start of the May examination diet if they wish to be able to graduate in the summer degree ceremony (they may choose to submit by 1 August 2017 if they do not mind delaying graduation).

10.6   *Special Circumstances – 'S' Code*

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

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

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

Further information on the University's Policy and Procedures on Special Circumstances may be obtained from
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Assess Policies Procedures.pdf

11.   Advice on Writing a Philosophy Essay

11.1   What Sort of Thing is Expected?

Writing assessed essays offers you the opportunity to show your comprehension of some of the material covered in the module, and to demonstrate your own philosophical skills. We will be delighted if you can surprise us with new insights and arguments, but a student essay can be very good without being very original. Your primary aim should be to show sound understanding of the issues raised in the question, and to engage critically with the views and arguments of others who have addressed them. Such understanding and engagement is shown partly by structuring your essay clearly and by explaining the views and arguments of others (past philosophers, authors, lecturers) **in your own words**. If you make quotations, keep them short, and always acknowledge the source. It is not required that you commit yourself unreservedly to one point of view. If your exposition is accurate, you should get at least a second class grade (between 11 and 16). But you may do better if you go on to "chance your arm" a bit, and say where and why you disagree with certain views or arguments, or offer suggestions of your own. We encourage you to think for yourself; you do not have to agree with the views of your lecturer, your tutor, or current orthodoxy – we mark your work more for clarity of understanding and cogency of argument than for the views expressed in it.

11.2   Preparation

Read the material suggested by your lecturers and tutors, as well as your lecture notes on the topic, if any. If you are not sure what to read, ask for advice. Don't try to read too much; it is much more effective to read a few items carefully (assuming that they are the right ones!) than it is to skim over many. If the question is about a particular philosophical text, concentrate on reading that text, rather than secondary literature. Remember that the reading should be a stimulus to your own thought; don't produce an essay that merely summarises what you have read. Allow yourself *time* to think about the topic you have been asked to write on and the reading you have done, and to *plan* your essay.

11.3   Writing

Make sure that you address the question set. If you are asked to discuss a particular one of Kant's formulations of the "Categorical Imperative", for example, don't waste time and space summarising all the other formulations. *Clarity* is of the first importance. Make sure that you understand what you are writing, and that your reader can do so too. Explain all technical terms (use some of the many dictionaries and encyclopaedias of philosophy to check on their meaning, if you're unsure). It greatly helps to give concrete examples of the application of abstract concepts and theories – and preferably to give your own examples, rather than merely repeating those given in lectures and/or books. If you do not understand what you are saying, and are unable to explain it or illustrate it with examples, you will run into trouble. (It is sometimes legitimate to say that you do not understand a particular philosophical theory or argument, provided that you can give a reason – such as "He seems to ignore the possibility that ..." or "I cannot see how this theory can avoid the objection that ...". This involves not blank incomprehension, but the comprehension of difficulties.)

11.4   Structure

You must have a plan. Make one before you start writing your main draft, but be prepared to change it – second thoughts are often better. Begin by saying what you are going to do – the Introduction; do it – the Middle Bit; summarise what you have done – the Conclusion. Of course, it's the Middle Bit that matters. Make the structure clear: divide your essay into sections, perhaps giving them headings and sub-heading; use paragraphs appropriately; consider numbering your points; use "signpost" phrases such as "First, I shall consider ..." and "I shall now go on to discuss..." to make clear to the reader what you are doing and where you are going. Show a sense of proportion – for example, in giving your objections to a particular view, it will usually be best to deal with the least important objections first, to clear them out of the way quickly, and then to discuss the main objections in more detail.

11.5   Content

Argument is of prime importance. In this context, "argument" means any form of rational persuasion, including formally set out deductions as in logic, but also the pointing out of inconsistencies, vagueness, ambiguities, concealed presuppositions, false or dubious factual claims, and so on. There is limited scope for non-rational forms of persuasion in a philosophy essay – rhetorical flourishes or quotations from poetry may be ornaments to style, but your main concern in the essay must be with the giving of reasons. Mere statement of opinion, or of the views and arguments of others, is not enough: opinions, views and arguments must be *discussed*. In short: substantiate your opinions; give arguments for your views. It is sometimes said that one should always define one's terms, but this is not always possible. Sometimes it is: for example, if the question is "Is functionalism correct?", you would do well to begin by defining the term "functionalism" as it is used in the relevant context. But often in philosophy there are no very technical terms involved, and the focus is on the puzzling nature of very familiar concepts. Here attempts at definition may be unhelpful if not impossible: for example, if the question is "Does the past still exist?", it will almost certainly be hopeless to begin by trying to define what "past" and "exist" mean. However, it *will* be relevant to examine what we mean when we say that certain sorts of things exist, or are now past. An uncontroversial initial definition is often impossible, but what you can seek is conceptual clarification or elucidation – a clear overview of the basic concepts involved and how they relate to one another.

When you put forward a view for discussion, it will often help to contrast it with something else: for example, in saying what determinism is, give some account of the alternative: indeterminism, randomness, or whatever it is in the relevant context. Avoid the following like the plague: irrelevance (especially answering a question different from the one set); waffle (don't think that, just because a philosophical question is posed in ordinary language, you can deal with it adequately "off the top of your head" without having learnt from the module and relevant reading); plagiarism (always acknowledge your sources, in footnotes and, in a bibliography listing all the works you have consulted in writing it).

11.6   Referencing

11.6.1 What to reference
In writing an essay, you will often appeal to ideas, arguments, and criticisms from source materials you have read. Whenever you do so, you MUST cite the source text. This does not only apply to direct quotations, but also to any idea or claim taken from another source that you paraphrase into your own words. Basically, if reading a source text has in any way contributed to the ideas you express in your essay, then you must give credit to the authors of that text.

References to source materials are important. They allow your reader to locate and explore the sources you consulted, and they also demonstrate the range of your reading, provide evidence for your claims and add credibility to your work. But remember that in writing an essay your own voice should come through: you should avoid long quotations, and summarise in your own words where you can (but still with a clear acknowledgement). Also, always try to show what you think of the source author's view – you do not have to agree with what the "expert" source says, or leave its author with the last word.

Any use of a source MUST ALWAYS be acknowledged in order to avoid any suggestion of plagiarism (see the advice on Good Academic Practice in section 12, below). It is NOT enough merely to acknowledge in your final bibliography the sources used. Whether you are quoting extracts from texts verbatim or paraphrasing the claims or arguments of the writer, you must acknowledge this in the body of the essay through the use of footnotes or endnotes. Some advice on referencing conventions is provided below, and the library also holds different reference style guides available for consultation. You should take care to use one style consistently throughout your essay. If in doubt, check with your tutor.

When planning and drafting your essay, please remember that in taking notes from a secondary source you should always take care to distinguish clearly between your own commentary and any text that you copy, so that you do not later mix these up. It is a good idea to head the piece of paper that you are writing on when you begin your reading and note-taking with the full details of the book (author, title, place of publication, publisher, date of publication), and then note the page numbers of each quotation or paraphrase from the book.

11.6.2 Referencing conventions
There are a number of different referencing styles used by academics (MLA style, Chicago style, Harvard style, and so on), and you are free to adopt any of these, provided you use one style consistently in any given piece of work. In the brief guidelines given below, the examples follow MHRA style (a 'footnote' style). You can find a full copy of the MHRA style guide, which can be downloaded, online at:

http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html

The first time you quote or paraphrase from a source, give its full reference in a footnote or endnote. Subsequent references to the same text can be given in a shortened form.

For books:

Philippa Foot, *Virtues and Vices* (Oxford: Blackwell, 1978), p 156.
Tim Crane and Katalin Farkas (eds.), *Metaphysics: A Guide and Anthology* (Oxford University Press, 2004), pp. 65-67.

i.e. author (or editor) name; title of book; place of publication & publisher and date of publication, in parentheses; page number(s) for particular reference. A subsequent reference to the same text could be shortened, for example: Crane and Farkas, *Metaphysics*, p. 146.

For chapters or articles within books:

Jonathan Dancy, 'An Ethic of Prima Facie Duties', in *A Companion to Ethics*, ed. by Peter Singer (Oxford: Blackwell, 1991), pp. 219-229 (p. 221).

i.e. author name; title of chapter/article in inverted commas; title of book; editor name; place of publication & publisher and date of publication, in parentheses; first and last page numbers of the chapter/article; page number, in parentheses, of the particular reference. Subsequent references can take a shorter form, for example: Dancy, 'Prima Facie Duties', p. 227.

For articles in journals:

E. J. Lowe, 'The Truth about Counterfactuals', *The Philosophical Quarterly*, 45 (1995), 45-59 (p. 52).

i.e. author name; title of article in inverted commas; title of journal; volume number; year of publication; first and last page numbers of article, not preceeded by 'pp.'; page number, in parentheses and preceeded by 'p.' or 'pp.', of the particular reference. Subsequent references can take a shorter form.

For online sources:

In general, references to online sources should try to follow the style used for printed publications. Information should be given in the following order:

author name; title of item; title of complete work/resource; publication details (volume, issue, date); full address (Universal Resource Locator (URL)) or DOI of the resource (in angle brackets); date at which the resource was consulted (in square brackets);
location of particular reference (in parentheses).

Example from an online journal article:
John T. Roberts, 'Some Laws of Nature are Metaphysically Contingent', *Australasian Journal of Philosophy*, 88.3 (2010)
http://www.informaworld.com/10.1080/00048400903159016 [accessed 28 September 2010] (paragraph 3 of 17)

Example from an online encyclopedia:
Kent Bach, 'Performatives', in *Routledge Encyclopedia of Philosophy* http://www.rep.routledge.com [accessed 3 October 2001]

Guidance for referencing other kinds of sources (newspaper articles, films, etc.) should be sought from the style guide in question.

In addition to referencing, you must also provide a full bibliography, at the end of your essay, of all works cited. The bibliography should be arranged alphabetically by author surname, and page numbers for the particular references (given in your footnotes) should not be included here.

11.7   *Finally*

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

12.   Good Academic Practice (avoiding academic misconduct)

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

The University's Good Academic Practice Policy covers the behaviour of both undergraduate and postgraduate students and can be found at: http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/gap.pdf

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

Students are also encouraged to read the Good Academic Practice Guide for Students which can be found at

www.st-andrews.ac.uk/media/teaching-and-learning/documents/GAP%20Guide%20for%20Students.pdf

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

13.   **Attendance**

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff may result in failure to receive credit for that module. Please ensure that you are familiar with the 'Academic Alert' policy as stated elsewhere in this handbook (see section 14 below). Attendance at lectures, tutorials and seminars is required.

In sub-Honours modules, a record of attendance will be kept at each tutorial/seminar. If you have three or more unauthorised absences from tutorial/seminar meetings, you may fail that module with a grade of 0X (**i.e. only <u>two</u> unauthorised absences will be condoned**).

In Honours modules, a record of attendance will be kept at *all* scheduled classes (lectures AND seminars). If you have three or more unauthorised absences from any scheduled class, you may fail that module with a grade of 0X (**i.e. only <u>two</u> unauthorised absences will be condoned**).

Whether an absence counts as authorised or unauthorised depends upon the reason for absence, so it is important you self-certificate your absences (see below, 13.1). The self-certificate will be read by staff, who will determine whether the absence is to be authorised or not.

A grade of 0X does not permit reassessment. **At Honours, a grade of 0X for a module means that a zero grade will be factored into your degree classification**.

13.1   Absence from Classes

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

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

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

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

13.2   *Absence from Examinations*

Absence from Examinations due to illness or any other unavoidable reason should be reported by submitting a **Self Certificate of Absence form (through e-Vision)** as soon as you are able to do so, preferably before the examination is due to take place and in any case no later than 3 days after the examination. You must contact the School responsible for the module being examined in order to request alternative arrangements, which are at the discretion of the School.   You are only required to notify the University Examinations Officer if there is a problem submitting the self-certificate.
Contact
Examinations Officer
The Old Burgh School, Abbey Walk
Telephone: 01334 464100
Email: examoff@st-andrews.ac.uk

13.3   *Medical/Personal Difficulties Impacting on Academic Work*

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

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

The system is designed to help and support students in order to remedy any problems or issues before these lead to failing a module. Alerts will never appear on a student's permanent transcript. For more information on Academic Alerts and details on how the categories work, see
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Academic%20Alerts.pdf

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

- Full attendance at all tutorials/seminars (sub-Hons); or all lectures and seminars (Hons) (see section 13);
- Submission of all coursework by 4pm on the Friday before the examination period for the relevant semester (see section 10);
- Attendance at the examination

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

15. Termination of Studies on Academic Grounds

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

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

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

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

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

16. Marks, Grades and Degree Classification

Students should note the difference between *marks* and *grades*. A mark is awarded to an individual piece of work (e.g. an essay mark, or an exam mark). A grade is attached to an entire module, and represents the overall merit gained on that module.

Further details can be found on Classification, Grades and Marks at
https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/grades-definition.pdf

16.1   *Classification*

The Classification is the final result of a student's degree programme as calculated using the University's Classification Algorithm. It is normally determined by the module grades that form the input to the classification algorithm.

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). 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/

16.2 *Grades and the University 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). Details of the Common Reporting Scale can be found at:
https://www.st-andrews.ac.uk/staff/teaching/examinations/scale/

16.3   *Module Results Reporting Codes*

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

P	Grades 7.0 – 20.0
F	Grades 4.0 – 6.9 Fail (right to reassessment)
F	Grades 0 – 3.9 Fail (no right to reassessment)
0X	Denotes a failure to complete module requirements: This grade should be applied where a student has failed to complete the work of a module without good reason, and should be applied where a student does not register for, or does not attend, any examination without good reason. The student is not entitled to a re-assessment opportunity for this module.
0D	Deferred assessment: This grade should be applied if there is a good medical or personal reason for the inability to complete any part of the assessment requirements.
0Z	Result undecided: the result may be unresolved due to mitigating circumstances, or for some other valid reason. This is a temporary code and will be changed to one of the other definitive codes on the list as soon as the matter is resolved
S	Applies if a student`s module was affected by special circumstances. The grade should not be altered but reported with the annotation S (e.g. 6.0 S). Students with reported grades annotated S will be discussed at the Special Classification Board when their degree is classified. Modules with this annotation may be discounted in the calculation of the algorithm.

16.4   Marks and Criteria for Marking Bands

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

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

Students are reminded that at sub-Honours level they must pass (i.e. gain 7 or above) *both* assessment elements – coursework and exam – in order to pass the module overall.   At Honours level there is no requirement for a student to pass a certain proportion of assessment in order to pass the module overall.

Note that a *severe fail* (of 3.9 or below) in either coursework or exam element will not by itself rule out the right to reassessment. Right to reassessment will only be lost if the overall *grade* for the module is below 3.9.

Mark descriptor	0 – 3 **Severe Fail**	4 – 6 **Fail**	7 – 10 **Bare Pass (7)/** **Very Low Merit** **(8-10)**	11 – 13 **Low Merit**	14 – 16 **High Merit**	17 – 20 **Distinction**
Understanding / Core Knowledge	No evidence of acquaintance with the course material	Very limited acquaintance with/understanding of the course material	Limited understanding of the course material; containing errors	Reasonably good understanding, but exhibits some errors of comprehension	Good understanding of the course material	Excellent comprehension of the course material
Articulation / Presentation of Ideas	Very poor presentation of material; insufficient or error-ridden	Poor presentation of material; weak articulation, exhibiting basic errors	Weak presentation of material, exhibiting errors or lack of clarity	Generally accurate presentation of material; some weaknesses in clarity of expression	Accurate and articulate presentation of material; good clarity of expression	Clear, accurate, and articulate presentation of material, often contributing original ideas/examples
Critical Engagement	No indication of critical engagement or ability; no indication of independent thinking	Inadequate critical engagement with material; no indication of independent thinking	Very little attempt to engage critically with the material; no indication of independent thinking	Weak attempt and/or poor ability to engage critically with the material; only weak indication of independent thinking	Decent attempt to engage critically with the material, with some indication of independent thinking	Effective critical evaluation of material, showing ability to think critically for him/herself and to follow thoughts and arguments beyond what has been taught or set
Overall Argument and Structure	No indication of any ability to present or follow argument or to organise written work	Lack of ability to present or follow argument and to organise written work	(Very) weak argument and organisation;	Some ability to argue logically and organise written work	Ability to argue logically and organise work effectively	Ability to argue logically and organise work in the most effective manner.
Resource Use	No indication of resources used	Little or no apparent use of resources	Minimal use of resources	Acceptable use of resources, from within set material	Good selection and use of resources	Intelligent and judicious use of resources, often going beyond set material

17.   Academic Appeals, Complaints and Disciplinary Issues

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty, or are dissatisfied with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly.

Such issues normally fall into one of three categories:

- *An appeal requesting a formal review of an academic decision* - where, for example, the University has made a judgement about your assessed work or progression within a course of study which you have grounds to query (see the relevant Policy on Student Academic Appeals);
- *Complaints* - where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic (see the University's Complaints Handling Procedure);
- *Disciplinary cases* - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic Misconduct is dealt with under the Good Academic Practice Policy; Non-Academic Misconduct is dealt with under separate procedures.

If there are extenuating personal circumstances that may affect your academic performance or impact on your progression you **must** bring these to the attention of an appropriate member of staff (for example your Academic Adviser, module coordinator or the appropriate Pro Dean) as soon as possible and normally prior to completing any assessment. If you base a subsequent academic appeal on such extenuating personal circumstances, you will be required to provide valid reasons to explain why you failed to notify the examiners or other relevant persons of these circumstances prior to completing the assessment.

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

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

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

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

Section C: Getting Involved

18.   Staff - Student Consultation and Contact

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

The Philosophy Department's Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of students in the departments. The Committee meets at least once a semester. Its student members are comprised of: four students elected from 1000-level Philosophy modules, four students elected from 2000-level Philosophy modules, four from Honours modules, two Postgraduates and one student elected from the Evening Degree programme. Details of elections to the committee will be announced by the committee's convenor during the first few weeks of the semester.

If you wish to be nominated for election to the committee, please contact the Philosophy School President in the first instance.

All staff teaching in each semester will also attend the SSCC.

The dates of the meeting of the Staff-Student Consultative Committee are as follows:

Semester 1

Wednesday 12 October 2.30pm

Semester 2

Wednesday 15 February 2.30pm

All meetings will take place in room G03 in Edgecliffe.

19.   Deans' List

This is an annual award for academic excellence, promoted by the Deans of the University. Undergraduate and Postgraduate Taught students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans' List, an honour which will also appear on your University transcript.

The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews. Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans'

List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in the pro-rata equivalent of 120 credits over the course of an academic year. Full details of all the criteria and conditions for the Deans' List are available at

https://www.st-andrews.ac.uk/students/academic/awards/universityprizes/deanslist/
and
http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT%20Credit%20Grades%20Awards.pdf.

20.   Departments of Philosophy Medals, Scholarships and Prizes

The Philosophy Department awards a number of prizes and medals annually for outstanding performances by students.

20.1   *Medals*

- Logic and Metaphysics at first level
- Logic and Metaphysics at second level
- Moral Philosophy at first level
- Moral Philosophy at second level
- History of Philosophy at second level

20.2   *Scholarships*

20.2.1   *The Lawrence G. Foster IV Memorial Scholarship*
The Lawrence G. Foster IV Memorial Scholarship has been established in memory of Lawrence Foster, a Philosophy student who sadly passed away at the end of his first year at St Andrews. The Scholarship is funded by his family and friends and is administered jointly by the Departments of Philosophy and the Foster family.

The Scholarship is intended to assist one student in Honours Philosophy who is in need of financial assistance in every academic session. It consists of a single payment of £1,800 made annually in September. The Scholarship is open to students in single and joint honours in Philosophy and both will be treated equally.

Applications for the 2017/18 award will be sought by the end of semester 2 and details on how to make an application will be circulated to eligible students during the second semester.

20.3   *Prizes*

- The *Grieve Prize* (£80) is awarded to the best student in Moral Philosophy at First Year (PY1011 and PY1013)
- The *James McGlashan Scott Memorial Prize* (£60) is awarded to the best student in Moral Philosophy at Second Year (PY2013).
- The *Sir Henry Jones Memorial Prize* (£60) is awarded to the best student at Honours in Moral Philosophy
- The *Bruce of Grangehill and Falkland Prize* (£100) is to the best student in Second Year Logic Classes

- The *Evening Degree Prize* (£80) is awarded to the best student on the Evening Degree.
- The *Gray Prize* is awarded annually for the best dissertation (either full year or single semester) in Philosophy.
- The *Honours Prize* (£100) is awarded to the best student in Honours Philosophy.

20.4   The Honours Prize Seminar

The Honours Prize Seminar was introduced in 2010/11. Philosophy PhD students compete to win the Prize which will award them the opportunity to run a seminar series in semester 2 for senior Honours students.

The seminar series will consist of five 2-hour seminars to be offered to senior Honours students on a voluntary basis (i.e. not for credit). Senior Honours students who sign up will be expected to prepare for each seminar and to participate actively in discussion. Those students who meet these requirements will have their participation in the seminar recorded on their Higher Education Achievement Report (HEAR).

Full details on the topic and seminar leader for the 2016/17 Honours Prize Seminar will be circulated to all eligible students before the end of semester 1.

21.   Reading Party (for Honours students)

The departments organise, if possible, a two-day trip each year to The Burn, a country house in beautiful surroundings approximately an hour's drive from St Andrews. These occasions give Honours students and staff the opportunity to meet and talk outside a formal classroom setting.

The Reading Party will take place on Friday 31 March – Sunday 2 April 2017 and full details will be posted on the webpage and on the Honours notice-boards in due course.

22.   Student Exchanges

The Philosophy Department runs a student exchange scheme with the University of Aarhus, Denmark. For details, consult Dr Elizabeth Ashford (email: ea10).

The Department is also happy to support good students who apply for the University exchange schemes with the U.S. and Canada. For details, see:
http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/

23.   Undergraduate Research Assistantship Scheme (URAS)

This programme was introduced to promote projects that emphasise the many ways in which Research and Teaching can come together and to give undergraduate students the opportunity to gain experience doing independent research. The URAS is open to any undergraduate student matriculated at the University of St Andrews. URAS funding (currently at £50 per 6 hours of work, up to £2,000 per school) cannot be used

to support research for a credit-bearing programme. The programme is administered by the Proctor's Office. For full details of the application process visit www.st-andrews.ac.uk/students/academic/internships

24.   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 will 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 website for more information at http://www.st-andrews.ac.uk/students/involve/laidlaw/

End of Handbook