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**The St Andrews & Stirling Graduate Programme (SASP)
Handbook for MLitt Students 2018/19**



**UNIVERSITY OF
STIRLING**

Copies of this Handbook are available electronically via our webpage at:
<http://www.st-andrews.ac.uk/philosophy/current/pgrad/>

M-Skills – University Development Programme for MLitt students

M-Skills welcome sessions: Monday 10 September 2017, Parliament Hall, South Street

11.00–12.00, 12.15–13.15, 13.30–14.30 and 14.45–15.45

M-Skills comprises a number of workshops, lectures, online resources, mentoring schemes and networking events. The programme is a great way for you to get ahead of the competition and develop your skills whilst you study. M-Skills concentrates on four different areas, and some particular events and resources have been highlighted below:

1. Making the most of St Andrews

2. Getting through your course

3. What comes next?

4. Getting set for the workplace

There are 3 ways to keep in touch with what's happening every week:

1. Via this webpage: <http://www.st-andrews.ac.uk/pgstudents/academic/advice/mskills/>
2. Via the M-Skills facebook page: www.facebook.com/MSkills
3. Via e-newsletters which you should automatically receive.

There's a special M-Skills Moodle page which you'll need to enrol on using your student ID. Here you'll find online skills workshops on topics like Professional Conduct, Leadership and Presentation Skills; useful links and resources to help you develop your IT skills.

Contents

1. Welcome from the Directors of the Programme	5
2. About the SASP Programme	6
3. About the MLitt Programme.....	6
4. Initial Meeting and Reception for New Postgraduate Students	7
5. MLitt Advisers	7
6. Reading Party.....	7
7. Contact Information	8
7.1 Philosophy School President.....	8
7.2 Key Contacts at the University of St Andrews.....	8
7.3 Key SASP Contacts.....	8
8. Semester Dates 2018/19	10
9. Useful Information.....	11
9.1 Departmental Websites	11
9.2 Matriculation	11
9.3 Student Support and Guidance.....	11
9.4 Disability Support.....	11
9.5 Harassment and Bullying Support.....	12
9.6 Support for Caregivers	12
9.7 Relations between Staff and Students	12
9.8 The Careers Centre	13
9.9 CAPOD (Centre for Academic, Professional & Organisational Development).....	13
9.10 In-session English Language Support Service.....	13
9.11 Communication/Use of Email	13
9.12 Recording Devices in Lectures	14
9.13 Personal Details	14
9.14 Tuition Fees/Student Fees.....	14
9.15 Purchase of Course Materials	15
9.16 First Aid/Safety.....	15
9.17 Ethical Approval	15
9.18 Academic Flexibility for Students with Recognised Sporting Talent	16
9.19 Printing and Binding.....	16
10. MLitt Programme – Structure and Module Choices	16
10.1 Programme Structure	16
10.2 Teaching in Stirling.....	17
10.3 Failure to Complete Academic Advising.....	17
10.4 Re-Advising/Changing Modules.....	17
10.5 Module Confirmation	18
10.6 Withdrawal from a Module	18
10.7 Withdrawal from Studies	18
10.8 Location of Studies.....	19
10.9 Leave of Absence	20
10.10 MLitt Modules 2017/18	22

11. The MLitt Dissertation	24
11.1 Dissertation proposal	24
11.2 Supervision for the Dissertation	24
11.3 Submission of the Dissertation	25
11.4 Marking of the Dissertation	25
12. Progression to Research Degrees	25
12.1 PhD in Philosophy	25
12.2 MPhil in Philosophy	26
13. Teaching and Assessment	26
13.1 Module Structure.....	26
13.2 Module Information.....	26
13.3 Absence from Classes	27
13.4 Medical/Personal Difficulties Affecting Academic Work.....	27
13.5 Academic Alerts & Termination of Studies	28
13.6 Assessment of PY5101 & PY5102 Current Issues.....	28
13.7 Assessment of PY5103 Research Methods	29
13.8 Assessment of Option Modules	29
13.9 Setting of Individual Essay Questions.....	29
13.10 Repetition of Coursework Material and Multiple Submission	29
13.11 Word Counts & Penalties for Exceeding Word Counts.....	30
13.12 Formatting of Essays	30
13.13 Submission of Essays & Submission Deadlines	31
13.14 Extensions to Submission Deadlines.....	32
13.15 Penalties for Submission of Late Essays	32
13.16 Return of Marks and Feedback	32
13.17 Deferred Assessment	33
13.18 Reassessment	34
13.19 How to Write a Philosophy Essay.....	34
14. Credits, Grades and Awards.....	34
14.1 University Common Reporting Scale for 5000-level modules.....	34
14.2 Module Results Reporting Codes.....	35
14.3 Criteria for Marking Bands.....	36
14.4 Award of MLitt Degree.....	38
15. Good Academic Practice (avoiding academic misconduct)	38
16. Academic Appeals and Complaints.....	39
17. Staff–Student Consultation and Contact	41
18. Dean’s List.....	41
19. Philosophy Seminars and Events	42

1. Welcome from the Directors of the Programme

We would like to welcome you to the MLitt programme of the St Andrews/Stirling Graduate Programme (SASP). Our welcome event for all incoming MLitt students that you are required to attend will take place at 3:30pm on Tuesday 11 September 2018 in Room 104 of Edgecliffe, the St Andrews philosophy building. Teaching starts on Monday 17 September 2018 at the University of Stirling.

This handbook is designed to provide all of our MLitt students with essential information about the Departments and their joint MLitt programme. Please make sure 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:

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

The Department of Philosophy in St Andrews is based in Edgecliffe on The Scores. The majority of your teaching will take place in St Andrews and most of this within Edgecliffe. This is also where you will find the Departmental Office: Diane MacLachlan is the Postgraduate Course Administrator and will be happy to help you in person and welcome you to the Department.

We look forward meeting you on 11 September!

Professor Jens Timmermann

Director of the MLitt Programme

St Andrews

Dr Philip Ebert

Stirling MLitt Co-ordinator

Stirling

2. About the SASP Programme

The graduate programmes of the departments of philosophy at the University of St Andrews and the University of Stirling are now fully merged into the St Andrews/Stirling Philosophy Graduate Programme (SASP). All philosophy graduate students at either St Andrews or Stirling are now students in this combined graduate programme.

The joint graduate programme is overseen by a Joint Committee – made up of three academics from each of the two participating departments – which meets at least once in each semester.

For 2018/19, the SASP programme is administered at St Andrews, in Edgecliffe on The Scores, the home of St Andrews Philosophy.

The Director of Graduate Studies is **Dr Justin Snedegar** (extension 2411, room B11, js280@st-andrews.ac.uk).

The Deputy Directors of Graduate Studies are **Dr Derek Ball** (extension 1795, room 110, db71@st-andrews.ac.uk) and **Prof. Peter Sullivan** (p.m.sullivan@stir.ac.uk).

3. About the MLitt Programme

The SASP MLitt Programme is administered and mainly taught at St Andrews, in **Edgecliffe** on **The Scores**, the home of St Andrews Philosophy. Note, however, that in semester 1, two modules will be taught at the **Department of Philosophy at Stirling**.

The Director of the MLitt programme is **Professor Jens Timmermann** (extension 2468, room 205, jt28@st-andrews.ac.uk). He is your point of contact as regards any issues that may be affecting your academic progress.

The MLitt Co-ordinator in Stirling is **Dr Philip Ebert** (p.a.ebert@stir.ac.uk). He is there to hear about questions or concerns about the Stirling day.

Ms Diane MacLachlan (extension 2487, room G07, sasp@st-andrews.ac.uk) is the Post-graduate Course Administrator for the SASP programme. She will help you with practical inquiries and arrange meetings with teaching staff when necessary. Diane is your first point of contact if you have any queries about the Programme.

The main Philosophy Departmental Office is in Room G09, Edgecliffe.

4. Initial Meeting and Reception for New Postgraduate Students

All Philosophy MLitt students should attend an initial meeting at **3:30pm on Tuesday 11 September in Room 104, Edgecliffe**. This will be followed at **5.30pm** by a party for all Philosophy graduate students, which will be held in Edgecliffe. This is an opportunity for you to get to know one another, and also to meet returning graduate students and members of staff.

5. MLitt Advisers

Every MLitt student will be assigned an *Adviser* at the beginning of Semester 1. You should contact your assigned Adviser – either by email or in person – as soon as the assignment is circulated to introduce yourself and, if needs be, arrange to have a brief face-to-face meeting. You should consult your Adviser for general guidance on essay planning, essay writing, academic conduct, and for advice on how best to apply for a PhD place. Your Adviser will also be able to guide your choice of dissertation supervisor. In some cases, your Adviser will turn out to be your dissertation supervisor. Finally, your Adviser is also your first point of contact to discuss any personal or health issues which may be affecting your academic performance. (Note: your Adviser is not expected to read and comment on drafts of your coursework essays.)

6. Reading Party

Every year, there is a reading party for postgraduate students and staff. The Reading Party bases itself on one or another country retreat in beautiful surroundings: a fine opportunity for seeing Scotland, hiking, and sampling Scottish food and drink, with the give and take of philosophy in the evenings.

This year, the reading party will take place on the weekend of 19-22 October 2018 at the Old Inn, Carbost, Isle of Skye (<http://www.theoldinnskye.co.uk>). Full details of the Reading Party will be circulated at the start of the session.

7. Contact Information

7.1. Philosophy School President

The School President (Sophia Rommel) is your representative and his or 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 the School President 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/>

7.2. Key Contacts at the University of St Andrews

University Switchboard	(01334) 476161
Student Advice & Support Centre	(01334) (46)2020
Academic Registry – transcripts, graduation, fees	(01334) (46)3097/2119
Academic Registry – Postgraduate – Arts/Divinity	(01334) (46) 2136

7.3. Key SASP Contacts

Postgraduate Course Administrator

Ms. Diane MacLachlan ext. 2487, sasp@st-andrews.ac.uk School Office, room G07 Edgecliffe

Opening hours: 9.00 – 13.00 and 14.00 – 17.00

Please contact the Postgraduate Course Administrator for assistance in the absence of academic members of staff.

St Andrews (Note: telephone prefix 01334 46 and email address @st-andrews.ac.uk)

<i>Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Head of School	Prof. Mark Harris	ext. 2981	philhos
Deputy Head of School	Prof. Katherine Hawley	ext. 2469	kjh5
Head of Department	Prof. James Harris	ext. 2472	jah15
Director of Teaching	Dr Lisa Jones	ext. 2489	phildot
Director of Research	Prof. Katherine Hawley	ext. 2469	kjh5
Disability Coordinator	Ms Claudia Cisneros-Foster	ext. 2817	ccf2
Examinations Officer	Dr Simon Prosser	ext. 2473	sjp7
Health & Safety Officer	Ms Claudia Cisneros-Foster	ext. 2817	ccf2
Honours Adviser	Dr Aaron Cotnoir	ext. 4438	ac117
Sub-honours Coordinator	Dr Alex Douglas	ext. 4437	axd
School Manager	Ms Claudia Cisneros-Foster	ext. 2817	ccf2

Stirling (Note: telephone prefix 01786 46 and email address @stir.ac.uk)

<i>Position</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>
Head of Department	Prof. Mike Wheeler	ext. 7555	m.wheeler
Dep. Director of Graduate Studies	Prof. Peter Sullivan	ext. 7551	p.m.sullivan

Semester 1 Module Co-ordinators

PY5101 Current Issues 1	Prof. Rowan Cruft	ext. 6230	rowan.cruft
PY5103 Research Methods	Dr Kent Hurtig	ext. 7560	kent.hurtig
PY5203 Kant	Prof. Jens Timmermann	ext. 2468	jt28
PY5205 Origins of Analytical Phil.	Prof. Peter Sullivan	ext. 7558	p.m.sullivan
PY5315 Philosophy of Law	Dr Ben Sachs	ext. 4439	bas7
PY5324 Philosophy of Logic	Dr Aaron Cotnoir	ext. 4438	ac117
PY5319 Topics in Recent Mor. Theory	Dr Justin Snedegar	ext. 2411	js280

Semester 2 Module Co-ordinators

PY5102 Current Issues II	Dr Derek Ball	ext. 1795	db71
PY5204 c19 Mor. & Pol. Philosophy	Dr Antonino Falduto		af247
PY5213 Texts in the Hist. of Pol. Phil.	Prof. James Harris	ext. 2472	jah15
PY5212 Formal Epistemology	Dr Philip Ebert	ext. 7551	p.a.ebert
PY5214 Wittgenstein	Prof. Peter Sullivan	ext. 7551	p.m.sullivan
PY5310 Philosophy of Mind	Prof. Michael Wheeler	ext. 6243	m.w.wheeler
PY5312 Aesthetics	Prof. Berys Gaut	ext. 2490	bng
PY5318 Political Philosophy	Dr. Elizabeth Ashford	ext. 2470	ea10
PY5325 Texts in Contemp. Metaph.	Prof. Katherine Hawley	ext. 2469	kjh5
PY5403 Intuitions & Phil. Method.	Prof. Jessica Brown	ext. 2477	jab30

8. Semester Dates 2018/19

Full information can be found at <https://www.st-andrews.ac.uk/semesterdates/2018-2019/>

Orientation Week:	Week commencing Monday 10 September 2018
Martinmas Semester:	Monday 17 September – Friday 21 December 2018
Independent Learning Week:	Monday 22 October – Friday 26 October 2018
Graduation:	Thursday 6 & Friday 7 December 2018
Revision Period:	Monday 3 December – Friday 9 December 2018
Examinations:	Monday 10 December – Thursday 20 December 2018
Christmas Vacation:	Saturday 22 December 2018 – Friday 4 January 2019
Candlemas Semester:	Monday 28 January – Friday 31 May 2019
Spring Vacation:	Saturday 16 March – Sunday 31 March 2019
May Day Holiday:	Monday 6 May 2019
Revision Period:	Saturday 27 April – Sunday 12 May 2019
Examinations:	Monday 13 May – Friday 24 May 2019
Graduation:	Monday 24 June – Friday 28 June 2019

9. 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.

9.1. Departmental Websites

The Department of Philosophy website for postgraduate students at St Andrews can be found at: <http://www.st-andrews.ac.uk/philosophy/current/pgrad/>

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

The Department of Philosophy website at Stirling can be found at:

<http://www.stir.ac.uk/arts-humanities/about/law-philosophy/>

9.2. Matriculation

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

Taught Postgraduate 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 Wednesday 13 September.

9.3. Student Support and Guidance

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.

You may wish to obtain advice and guidance from within your School in the first instance. If so you should contact your MLitt Adviser who will identify the most appropriate person to assist you.

9.4. 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. See <https://www.st-andrews.ac.uk/students/advice/disabilities/> for more information.

9.5. 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/>

9.6. 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.

9.7. 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/or exclusive. For more information please see

<https://www.st-andrews.ac.uk/staff/policy/hr/relationsbetweenstaffandstudents/>

9.8. 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/>

9.9. 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/>

9.10. 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:

<https://www.st-andrews.ac.uk/elt/>

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

9.11. 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 (partic-

ularly 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.

9.12. 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-policy.pdf>

Guidance for Students: <https://www.st-andrews.ac.uk/media/proctor/documents/lecture-capture-studentguide.pdf>.

9.13. 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.

9.14. 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.

9.15. 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 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.

9.16. First Aid/Safety

A first-aid box is located in Edgecliffe in room 101. The nominated First Aider in the building is 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 Ms Claudia Cisneros-Foster, School Manager (ccf2@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.

9.17. Ethical Approval

All research in all Schools of the University that involves data collection from questionnaires, 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.

9.18. Academic Flexibility for Students with Recognised Sporting Talent

There is a policy which allows eligible students (with the permission of the School and Sports Performance Manager) to have time off from their studies in order to participate in key sporting tournaments and competitions. Further information is available from Debby Sargent, Department of Sport and Exercise (email dls4) or see the policy

<http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/sports%20flexibility.pdf>

9.19. 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/>

10. MLitt Programme – Structure and Module Choices

10.1. Programme Structure

In Semester 1 you will take two core modules (PY5101 Current Issues I and PY5103 Research Methods) and one optional module.

There will also be a Basic Logic seminar open to all. This will not be subject to formal assessment. This seminar will begin in week two. If you would like to sign up, please contact the Postgraduate Course Administrator. In Semester 2 you will take one core module (PY5102 Current Issues II), and two optional modules.

The full details of all modules available in 2017/18 are listed below. Please note that under-subscribed optional modules may be withdrawn, so it may not always be possible to accommodate late changes in your chosen modules.

10.2. Teaching in Stirling

In Semester 1 the two core modules (PY5101 Current Issues I and PY5103 Research Methods) will be taught in Stirling on Mondays. A coach will take you to and from Stirling.

If you have a health or a personal disability which may make travel by coach difficult for you please let either the Director of the MLitt programme or the Postgraduate Course Administrator know as soon as possible.

The coach will leave from North Street, outside College Gate. For the first day of classes, please be ready to leave by 9am on Monday 18 September. (We will be assembling outside Edgecliffe a few minutes earlier, and walking over to the bus at 8:50am.)

Apart from the Stirling day, modules are usually taught in St Andrews. Occasionally other modules taken by a small group of students might be held at Stirling; if that is the case your travel expenses will be met by the SASP Programme.

10.3. Failure to Complete Academic Advising

All students must complete the academic advising process, in each academic year in which they are actively engaged in their programme of studies. This requires meeting their Adviser of Studies in person.

Students are fully expected to complete the academic advising process by the advertised advising deadline of Wednesday of Orientation Week or the semester two equivalent. Students failing to do so are at risk of serious detriment to their studies, and may be denied access to some modules.

Entrant students who have not completed academic advising by Monday of the third week of semester will be required to re-apply through the normal Admissions route.

Returning students who have not completed academic advising by Monday of the third week of semester will be placed on compulsory Leave of Absence for at least one semester. Further information available at <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/FailuretoCompleteAcademicAdvising.pdf>

10.4. 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.

10.5. 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.

10.6. 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 the Director of the MLitt who will then contact the Pro-Dean (Advising) to seek the appropriate approval.

10.7. Withdrawal from Studies

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

<https://www.st-andrews.ac.uk/students/academic/academic-advising/glossary/withdrawal/>

10.8. Location of Studies

All students are expected to reside at a term address within a commutable distance from St Andrews during their study unless they have formal permission from the University of St Andrews for their study location to be outside St Andrews. This permission can be granted for academic purposes: for example, to conduct essential research. This permission can also exceptionally be granted for non-academic purposes at Undergraduate or at Taught Postgraduate level with the support of the School and with agreed mechanisms in place for continued academic support. The relevant Pro-Dean can be involved when the request is complex or when the School refers a case to the Registry Officer.

The University has a duty of care to all students and therefore must be able to contact all students at any point during their programme of study. In addition, the University must hold the current address for all students as well as an historic trail of previous addresses. It is also expected that students can readily access academic advice throughout academic study and that agreed mechanisms are in place to support this.

For students requiring a visa to study in the UK, the Home Office has introduced regulations also requiring Tier 4 Sponsors to hold the latest address of study for students as well as an historic trail of previous addresses¹. The University must be able to show that the address we hold for a student, who has leave to remain in the UK on a Tier 4 licence, is accurate and that where students are not resident in St Andrews in term-time, they have permission to be outwith St Andrews. We must also demonstrate that students can engage appropriately with their studies at this location.

The University defines “commutable distance from St Andrews” as a distance from St Andrews permitting students to attend the University during core working hours on a daily basis if required to do so.

All students who require their term address to be outwith the commutable distance from St Andrews for any reason must seek formal approval prior to the commencement of their programme of study, or prior to changing address. All students who require to be away from their term address; for example, to engage in fieldwork or research away from St Andrews, for a period must have the permission of the relevant Pro-Dean.

Taught Postgraduate students who wish their term address to be outwith the commutable distance from St Andrews or plan to be away from their term address for a period of more than 10 consecutive days must first seek approval unless they are participating in an approved Study Abroad, External Placement or Collaborative Degree Programme which requires them to study away from St Andrews, for which the university has established a written agreement that specifies the alternative location(s) of study.

Permission can be granted by the Head of School (or delegate) for academic purposes such as research in another laboratory, access to libraries, field work etc. For non-academic purposes, the request must be forwarded to the relevant Registry Officer who may refer complex cases to the Pro-Dean (Taught Postgraduate) or the Pro-Dean (Undergraduate).

The Registry Officer, acting on behalf of the Pro-Deans, can grant approval only in exceptional circumstances for a student to be resident outside the commutable distance from St Andrews for non-academic purposes. Postgraduate taught students are expected to reside at their term address for the duration of their programme, including the dissertation period. If permission to reside outside the permitted distance is granted, on academic or non-academic grounds, an agreed mechanism for continued academic support must be in place. Once approved, the consent and new address must be placed on the student record maintained in Registry.

For more detailed information please read the University policy on Location of Studies which can be found at

<http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf>

10.9. 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>

10.10. MLitt Modules 2017/18

Semester 1 **PY5101 Current Issues 1** (core)

Ethics: Professor Rowan Cruft (Stirling)

Epistemology: Dr Sonia Roca Royes (Stirling)

PY5103 Research Methods (core)

MPL: Dr Kent Hurtig (Stirling)

History : Dr Alex Douglas (St Andrews)

EML: Dr Giacomo Melis (Stirling)

LM: Dr Colin Johnston (Stirling)

PY5203 Kant (H) (MPL)

Professor Jens Timmermann (St Andrews)

PY5205 Origins and History of Analytic Philosophy (H) (LM) (EML)

Professor Peter Sullivan (Stirling)

PY5315 Philosophy of Law (MPL)

Dr Ben Sachs (St Andrews)

PY5324 Philosophy of Logic (LM) (EML)

Professor Franz Berto and Dr Aaron Cotnoir (both St Andrews)

PY5319 Topics in Recent Moral Theory (MPL)

Dr Justin Snedegar (St Andrews)

Semester 2 **PY5102 Current Issues II (core)**

Dr Derek Ball and Professor Herman Cappelen (both St Andrews)

PY5204 Moral and Political Philosophy in the 19th Century (H) (MPL)

Dr Antonino Falduto (St Andrews)

PY5213 Texts in the History of Political Philosophy (H) (MPL)

Professor James Harris (St Andrews)

PY5212 Formal Epistemology (EML)

Professor Peter Milne and Dr Philip Ebert (both Stirling)

PY5214 Wittgenstein (H) (LM) (EML)

Professor Peter Sullivan (Stirling)

PY5310 Philosophy of Mind (EML)

Professor Michael Wheeler (Stirling)

PY5312 Aesthetics (MPL)

Professor Berys Gaut (St Andrews)

PY5318 Political Philosophy (MPL)

Dr Elizabeth Ashford (St Andrews)

PY5325 Texts in Contemporary Metaphysics (LM)

Professor Katherine Hawley (St Andrews)

PY5403 Intuitions and Philosophical Methodology (EML)

Professor Jessica Brown (St Andrews)

Note: All option modules can be taken on the MLitt in Philosophy and as noted for the specialist programmes. If you would like to take a module outwith a specialist programme for credit (to count towards your specialist programme), please contact the MLitt Director.

Key:

(EML) – option module on MLitt in Epistemology, Mind and Language

(H) – option module on MLitt in History of Philosophy

(LM) – option module on MLitt in Logic & Metaphysics

(MPL) – option module on MLitt in Moral, Political & Legal Philosophy

11. The MLitt Dissertation

11.1. Dissertation proposal

From at least the beginning of semester 2 you should be thinking of a topic for your dissertation, and discussing possibilities with your Adviser. A dissertation proposal, specifying the topic of the dissertation and briefly outlining the manner in which you propose to address it, and including a short list of the most relevant literature, must be submitted to the Director of the MLitt programme (in email to sasp@st-andrews.ac.uk) by Friday 30 March 2018. The dissertation proposal must be approved by the Director of the MLitt programme.

11.2. Supervision for the Dissertation

The dissertation is a record of your own research on a topic of your choice. The supervisor's responsibility is to advise and guide you in this research, not to provide its impetus or direction. You should aim to meet with your supervisor regularly during the early stages, to ensure that your work is proceeding in a fruitful direction, and to have a full draft of the dissertation completed in plenty of time to allow you to revise it thoroughly in the light of the supervisor's comments. (As a guide to what you should expect from your supervisor, the official workload for an MLitt dissertation supervisor is the equivalent of 3 contact hours per student.)

11.3. Submission of the Dissertation

The completed dissertation, which must be no longer than 15,000 words including all notes and quotations but excluding the bibliography, must be submitted on or before 12 noon on Friday 16 August 2018. The dissertation should be submitted electronically via MMS.

The regulations require that “The dissertation shall be prefaced with a declaration that it has been composed by the candidate, that the work of which it is a record has been done by the candidate alone, and that it has not been accepted in any previous application for any degree.”

The policy on lateness penalties applies to the submission of the dissertation (refer to section 13.13 below).

11.4. Marking of the Dissertation

The dissertation will be double-marked internally, and also sent to an external examiner.

The grade for the dissertation will be finally determined at an Examiners’ meeting in September, and students will be notified of the results thereafter via MMS. The final grade and feedback for the Dissertation will not be released to students prior to the final meeting of the Examiners.

12. Progression to Research Degrees

We strongly encourage you to consider staying in the SASP programme beyond 2017/18. The SASP programme offers two research degrees: PhD and MPhil.

12.1. PhD in Philosophy

The PhD normally requires three years of research after completion of the MLitt. Please feel free to approach members of staff directly if you think they would be a suitable supervisor. (Information about staff research interests is available on the websites of each department.) You should feel free to discuss possible research topics – and possible supervisors – with the Director of the MLitt programme, with the Director of Graduate Studies or the Deputy Director of Graduate Studies or with other staff at the two departments.

Admission to the PhD requires (i) that the applicant should have an overall average of 16.0 in the MLitt and (ii) that a PhD supervisor should be available. Information about the applica-

tion process for the PhD will be made available in due course and you should refer to the SASP admissions webpage at: <http://www.st-andrews.ac.uk/~sasp/>

12.2. MPhil in Philosophy

The decision as to whether a student can transfer to the MPhil is taken at the September Board of Examiners meeting after the submission and marking of the MLitt dissertations. Prior to that meeting, students wishing to transfer to the MPhil must advise the Director of the MLitt programme of this intention in writing (email is acceptable). They should also supply an MPhil thesis proposal.

Transfer to the MPhil requires (i) that the MLitt dissertation should gain a mark of 15.0 or above (ii) that the applicant should have an overall average of 15.0 in the MLitt from combined marks gained on the taught component of the programme and on the MLitt dissertation and (iii) that an MPhil supervisor should be available.

Students transferring into the MPhil will be permitted, but not required, to reproduce material from the 15,000 word MLitt dissertation as part of the 40,000 word MPhil dissertation. (Students will not, of course, be allowed to reproduce material from essays submitted for their earlier modules.)

13. Teaching and Assessment

13.1. Module Structure

Each module involves 20–22 hours of classes: normally, one weekly two-hour class throughout the 10 or 11 weeks of the teaching semester. A normal pattern for teaching and assessment of modules is described in this section; written information for specific modules will highlight any departure from this pattern.

13.2. Module Information

At the start of each module you will be given written information about the requirements of the module, including: class times; topics to be covered; required and recommended reading; essay topics and submission deadlines and any departure from the standard assessment pattern described below.

13.3. Absence from Classes

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

<http://mysaint.st-andrews.ac.uk/>

The relevant section can be found under 'My Details'.

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

13.4. Medical/Personal Difficulties Affecting 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 Director of the MLitt and the Postgraduate Course Administrator to explain the problem.

13.5. Academic Alerts & Termination of Studies

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 the MLitt, Module Co-ordinator or Postgraduate Course 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:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Academic%20Alerts.pdf>

Guidance for students is available at:

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

In the context of the SASP programme, students should note that the compulsory module elements are: Full attendance at all scheduled classes, including all lectures and tutorials; submission of all coursework. Failure to satisfy these compulsory elements will lead to failure of the module (OX).

As specified in Senate Regulations, a student may have their studies at the University terminated, and be required to leave the University, if their academic performance is unsatisfactory over an extended period. Termination of studies is considered a last resort, and is normally only applied in cases where it is no longer possible for a student to complete their programme within that programme's specified time limits, or where a student's performance has not improved sufficiently following an earlier intervention. For full details see:

<https://www.st-andrews.ac.uk/media/proctor/documents/early-intervention.pdf>

13.6. Assessment of PY5101 & PY5102 Current Issues

The standard pattern of assessment for both PY5101 Current Issues 1 and PY5102 Current Issues II is two 2,500 word essays. The preliminary deadline for submission are given below (see section 13.13) and will be confirmed at the start of the semester.

13.7. Assessment of PY5103 Research Methods

This module is run as a book seminar. The standard pattern of assessment for PY5103 Research Methods is one assessed research plan of 1,000 words and one essay of 3,500 words.

13.8. Assessment of Option Modules

The standard pattern of assessment for each option module normally involves 5,000 words of assessed work. This will either take the form of one 5,000 word essay or two shorter essays totalling 5,000 words. Full details of the assessment pattern for each option module will be confirmed at the start of the semester. This pattern will be followed unless the nature of the material (e.g. in formal logic modules or parts of modules) calls for a different form of assessment.

Option modules will also require students to submit a research plan of up to 1,000 words. This research plan is not assessed and must be submitted at any time up to three weeks before the essay submission deadline. Students will receive feedback on their research plan within 10 days of submission.

13.9. Setting of Individual Essay Questions

On some modules you may have the opportunity to set your own essay question. Where this happens you must have explicit written permission (via email) from the Module Coordinator.

13.10. Repetition of Coursework Material and Multiple Submission

Work prepared for assessment should be submitted once and once only. Submitting the same material for more than one assessment task is academic misconduct. This applies whether the duplication is within a module, between modules, or between a module and the MLitt dissertation. It applies to substantial portions of previously submitted work as well

as to whole assignments. If at any stage you are not sure about what is allowable, please ask your Module Co-ordinator for advice.

13.11. Word Counts & Penalties for Exceeding Word Counts

The word count for all essays or for the dissertation should include all footnotes, endnotes, and quotations but should exclude the bibliography. **Do not exceed the word limit.**

The exception to this requirement is the essay plan for PY5103 Research Methods which consists of four sections, including a literature section. The literature section must be included within the word count.

Where the word limit is exceeded, the following penalty will be applied: 1 mark for work that is over-length to any extent, then a further 1 mark per additional 5% over. For more details please refer to the University policy at:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/penalties.pdf>

Please include the word count on the title page of your coursework.

13.12. Formatting of Essays

Essays should be word-processed, double-spaced with margins of 3cm or 4cm (exceptions may apply to logic exercises requiring use of symbols). All essays are marked (and moderated) 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 word count, 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."

Please note that essays must be submitted in pdf format. This is to ensure that diagrams and symbols come out correctly. You can download a converter to pdf from a number of websites, but try:

<http://www.primopdf.com/> or <http://www.expresspdf.com/>

13.13. Submission of Essays & Submission Deadlines

All essays must be submitted electronically (**in pdf format**) via the Module Management System (MMS). For full guidance on how to submit essays via MMS, please read the Student Guide to MMS which is available on-line at:

http://www.st-andrews.ac.uk/philosophy/docs/mms_student_guide.pdf

Please note that it is your responsibility to upload the correct essay to meet the correct submission deadlines. If you submit the wrong piece of work for a particular module or if you submit an earlier draft of your work rather than the final version, then you will be allowed to re-load the correct essay to MMS but lateness penalties will be applied.

The deadlines for the submission of essays (or other submitted work) for 2017/18 are provided below. You must meet these deadlines to complete the module. Please note that the deadline for all submission of essays is 12 noon on the relevant submission date.

Semester 1 2017/18

PY5101 Current Issues I (core)

Essay 1: Friday 26 October (wk 6)

Essay 2: Monday 3 December (wk 12)

PY5103 Research Methods (core)

Plan: Friday 2 November (wk 7)

Essay: Monday 11 December

Option Modules

Essay: Monday 10 December

Semester 2 2017/18

PY5102 Current Issues II (core)

Essay 1: Friday 8 March (wk 6)

Essay 2: Monday 6 May

Option Modules

Essay: Monday 6 May

13.14. Extensions to Submission Deadlines

Extensions to the deadline for submission of essays can only be granted by the Director of the MLitt programme. Extensions must be requested and granted in writing (email counts as 'in writing') before the deadline is reached. If, because of illness or other good cause, you anticipate difficulties in meeting deadlines, you should raise this with the Director at the earliest opportunity.

Extensions will normally be granted only in cases of ill health (medical certification is required where possible) or in exceptional personal circumstances, and not, for example, because of pressure of work or of extra-curricular commitments. Extensions are granted rarely and are used to deal only with genuinely exceptional circumstances.

13.15. Penalties for Submission of Late Essays

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. These penalties also apply to the submission of the dissertation.

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.

13.16. Return of Marks and Feedback

Feedback on essays and the mark awarded for both PY5101 Current Issues 1 and PY5102 Current Issues II will normally be returned to students via MMS within three weeks of their submission.

For PY5103 Research Methods the feedback and mark for the assessed research plan will normally be returned to students via MMS within 10 days of their submission. The feedback and mark for the essay will normally be returned via MMS within two weeks of their submission.

The feedback and marks for all option modules will normally be returned to students within two weeks of their submission for the essay(s). Feedback on the research plan will normally be returned within 10 days of their submission.

Please note that all marks assigned at this stage are provisional as they are subject to ratification by the Board of Examiners which will meet at the end of each semester to confirm the awards (i.e. the semester 1 module marks are confirmed by the Board in January and the semester 2 module marks are confirmed by the Board in early June).

13.17. Deferred Assessment

Where a student has provided good reasons to justify his or her failure to complete the work of the module, he or she can be offered deferred assessment. This will be decided by the Board of Examiners which meets at the end of the semester after the examinations. Deferred assessment normally takes the form of a requirement to submit one or more essays in place of the incomplete work.

Requests for deferred assessment must be made to the Director of the MLitt programme 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 date.

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 Postgraduate Course Administrator following the Board of Examiners meeting.

The policy on deferred assessments can be found at:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/APP.pdf>

13.18. Reassessment

Reassessment of 5000-level modules is permitted for taught postgraduate students who have failed 5000 level modules with grades between 4.0 – 6.9, and taught postgraduate students who have successfully completed module reassessments and met all other programme requirements will be able to graduate with a taught postgraduate Masters.

A pass in these reassessed modules will be capped at a 7.0, which will be included when calculating the credit-weighted mean for classification.

Reassessment is not available for the dissertation component of PGT programmes.

13.19. How to Write a Philosophy Essay

You may find the following link useful in giving guidance as to how to write a philosophy essay (even at MLitt level):

<http://www.jimpryor.net/teaching/guidelines/writing.html>

14. Credits, Grades and Awards

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 credits, grades and awards at:

<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/PGT%20Credit%20Grades%20Awards.pdf>

14.1. University Common Reporting Scale for 5000-level modules

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/>

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

14.2. 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)
OX	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.
OD	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.
OZ	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.

14.3. Criteria for Marking Bands

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.

Mark descriptor	0 – 3.9 Fail without right to reassessment	4 – 6.9 Fail with right to reassessment	7.0 – 10.4 Marginal Pass at 5000 level	10.5 – 13.4 Pass at 5000 level	13.5 – 16.4 Merit at 5000 level	16.5 – 20.0 Distinction at 5000 level
Understanding/ Core Knowledge	Fails to demonstrate adequate knowledge of the topic	Very limited knowledge and understanding of the topic	Limited knowledge and understanding of the topic	Evidence of a basic to decent understanding of the topic	Satisfactory to very good understanding of the topic	Excellent understanding of the topic & deep understanding of the subject. Demonstrates originality & the potential for higher research.
Critical Evaluation	No evidence of analytical ability & critical thinking	Very limited evidence of analytical ability & critical thinking	Limited evidence of analytical ability & critical thinking	Some evidence of analytical ability & critical thinking but limited independent engagement	Evidence of good analytical ability & critical thinking	Evidence of a superior ability of critical analysis & intellectual rigour
Argumentative Reasoning	No indication of any ability to present or follow argument or to organise written work	Very limited ability to present or follow argument or to organise written work	Limited ability to argue logically & to organise work coherently	Some ability to argue logically & to organise work coherently	Ability to argue & to organise work coherently	Ability to argue both cogently & independently
Use of Sources & Literature	Fails to demonstrate adequate knowledge of the primary sources & secondary literature	Very limited knowledge of primary sources & secondary literature	Limited knowledge of primary sources & secondary literature	Adequate knowledge of primary sources & secondary literature	Satisfactory to very good knowledge of the primary sources & secondary literature	Authoritative engagement with primary sources & secondary literature
Citation & Bibliography	No evidence of ability to use citation & bibliography adequately	Generally limited to no evidence of ability to use citation & bibliography adequately.	Some acceptable, but generally limited, use of citation & bibliography but overall is inconsistent incomplete or inappropriate.	Acceptable use of citation & bibliography but may be inconsistent, incomplete or inappropriate	Appropriate use of citation & bibliography	Appropriate use of citation & bibliography
Clarity of Presentation	Unacceptably poor presentation of work	Generally limited to poor presentation of work	Some acceptable, but generally limited standard of presentation of work.	An acceptable standard of presentation of work	An acceptable to good standard of presentation of work	Exemplary presentation of work

Please note that all mark descriptors will be taken into consideration when awarding a mark for a piece of work.

14.4. Award of MLitt Degree

The MLitt requires, in addition to coursework, a dissertation of not more than 15,000 words, written over the summer (see section 11 above).

The PGT classification algorithm uses the St Andrews GPA in order to determine a PGT final degree classification. The St Andrews GPA is the credit-weighted mean of all grades including both the taught component and the dissertation. Only one decimal point is used in all calculations.

A St Andrews GPA of 16.5 or above constitutes the threshold for a recommendation of distinction. St Andrews GPA of 13.5 or above constitutes the threshold for a recommendation of merit.

Outcomes for PGT Masters classification

St Andrews GPA	Classification outcome
16.5 or more	Distinction
13.5 or more	Merit
7.0 or more	Pass
6.9 or less	Fail

A regulatory structure determined by Senate and Court governs the award of all Postgraduate Resolutions and Regulations are available at

<https://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/>.

15. 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. They may also contact CAPOD for training (email learning@st-andrews.ac.uk).

16. Academic Appeals and Complaints

Note that coursework will be double-marked only if, at the end of the module, the disputed mark is out of line with your other marks for that module. In such a case the external examiner will be asked to look at the disputed work. You should note that marks can be revised downwards as well as upwards. All coursework on a module is subject to internal and external moderation processes.

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. Aca-

demical Misconduct is dealt with under the Good Academic Practice Policy; Non-Academical 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

17. Staff–Student Consultation and Contact

Feedback about our courses and programme is always encouraged:

- (a) informally and individually to lecturers and tutors, to the MLitt Director or Deputy Director;
- (b) through the Philosophy School President and student representatives at meetings of the Staff–Student Consultative Committee (see below); (c) by module questionnaires.

The Philosophy Staff-Student Consultative Committee exists to consider matters concerning the academic welfare of philosophy students. 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 postgraduate students 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 should also attend the SSCC.

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

Semester 1: Wednesday 10 October, 2.00pm

Semester 2: Wednesday 20 February, 2.00pm

All meetings will take place in room G03 in Edgecliffe.

18. Dean’s 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/PGTCreditGradesAwards.pdf>.

19. Philosophy Seminars and Events

The St Andrews Philosophy Club meets several times each semester, usually on Wednesday afternoons, for papers by visiting speakers. The full programme for 2017/18 can be found on-line at:

<http://www.st-andrews.ac.uk/philosophy/dept/phclub/>

The Department of Philosophy at Stirling holds its visiting speaker seminars on Thursday afternoons. The full programme for 2017/18 can be found on-line at:

<http://www.stir.ac.uk/arts-humanities/news-and-events/>

St Andrews also has a weekly seminar run by and for the research students, meeting Friday afternoons, to which everyone is welcome. Full details, including a sign-up for seminars, can be found on-line at:

<https://sites.google.com/site/standrewsfridayseminar/>

Arché runs a variety of informal seminars and discussion groups. The latest Arché seminar programme can be found on-line at:

<http://www.st-andrews.ac.uk/~arche/events/upcoming.php>

The weekly Arché schedule can also be found at:

<http://www.st-andrews.ac.uk/arche/events/schedule.php>

Information about the Centre for Ethics, Philosophy and Public Affairs (CEPPA) and its conferences and workshops can be found at:

<https://ceppa.wp.st-andrews.ac.uk>

There are additional philosophy events of interest to postgraduate students, such as conferences, reading parties and special lectures featuring visiting and internal speakers. You are warmly encouraged to attend any of these events.