The St Andrews & Stirling Graduate Programme (SASP)

2017/18
Handbook for MLitt Students

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

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UNIVERSITY OF STIRLING

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University of St Andrews FOUNDED 1413

Contents

1. Welcome Letters

1.1 Welcome from Directors of the Programme

We would like to welcome you to the MLitt programme of the St Andrews/Stirling Graduate Programme (SASP). 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

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. The Postgraduate Course Administration Team will be happy to help you and welcome you to the Department.

We wish you a successful MLitt year at St Andrews and Stirling!

Dr Alexander Douglas   *Dr Philip Ebert (S1), Dr Sonia Roca Royes (S2)*

Director of the MLitt Programme   *Stirling MLitt Co-ordinator*

St Andrews   *Stirling*

1.2 Welcome from School President

Hi! I'm Rachel and I'm your Philosophy School President for the coming year. I'm here to represent the student voice – that is, your voice - in the philosophy department.

I'd first like to say welcome back to all our returning students, and if you're a new student here - welcome to St Andrews! Whether you're joining us in person or virtually, you are sure to find that the philosophy department is a big part of your time here. This means that it's really important that the way that the department works also works well for *you*. Student representatives and department staff alike always work hard to make sure this is the case, but, of course, this year the way teaching is delivered is going to be a little different to usual. This presents us with a lot of new challenges. In my time as School President, I will be especially focused on making sure that your student experience remains as vibrant and engaging as ever – both academically and socially – despite the new learning environment we are navigating.

I'm here to represent your interests – any time that you have feedback, suggestions, concerns, or any queries at all, you can get in contact with me. You can find me via email, on social media, or at my weekly 'office hours'. Links to social media pages will be included in an email in the first week of term, as will the exact day and time of my office hours. My office hours will, for the time being, be taking place virtually – but I'll keep you all updated if and when it becomes possible to move to a physical location.

I'll keep in touch with you all regularly throughout the year via the much-loved Weekly Email about general department affairs and any upcoming events or opportunities. I'm very much looking forward to meeting and working with you all, and representing your voices as best as I can.

Finally, I hope everyone has a fantastic year! Please get in contact with me any time, about anything at all – I really am here to help!

Rachel Neighbour

Philosophy School President: 2020-2021 (philosophypresident@st-andrews.ac.uk)

1.3 Welcome from Minorities and Philosophy

Welcome to St Andrews!

We are the Minorities and Philosophy (MAP) chapter at the Universities of St Andrews and Stirling and our goal is to make philosophy a more inclusive place.

The chapter offers support, resources and networks for underrepresented and disadvantaged groups in philosophy, engages in discussions with the faculty to make philosophy at both universities more inclusive, and explores ways to make philosophical discussions and debates more accessible.

We represent minorities in both the postgraduate community as well as undergraduate philosophers in St Andrews and Stirling.

We aim to provide support to all who feel alienated and isolated in philosophy, and specifically speak out on behalf of women, people of colour, members of the LGBT+ community, working-class students, students from non-academic backgrounds and students with mental health problems. Ultimately, we hope our efforts help in removing the barriers that might be impeding students from these backgrounds to thrive in Philosophy.

We organize various activities like discussion groups, workshops, informal gatherings such as fortnightly lunches for postgraduates and walks on the beach, or a mentoring programme for honours-level students.

Please get in touch with us by messaging us at mapuk.sasp@st-andrews.ac.uk. You can also find us on Facebook @mapsasp (Minorities and Philosophy SASP) or twitter @mapsasp. We also have a website that you can visit http://stirlingbus.com/map/.

We look forward to meeting you!

The Minorities and Philosophy chapter at the Universities of St Andrews and 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 fully merged into the St Andrews/Stirling Philosophy Graduate Programme (SASP). All philosophy graduate students are students at both the University of St Andrews and the University of Stirling and students at the 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 2020-21, 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 Patrick Greenough** (pmg2@st-andrews.ac.uk).

The Deputy Director of Graduate Studies and PhD Admissions Officer is **Dr Aaron Cotnoir** (ac117@st-andrews.ac.uk).

The Stirling PGR Representative is **Professor Peter Milne** (peter.milne@stir.ac.uk).

3. About the MLitt Programme

The SASP MLitt Programme is administered and taught at St Andrews, in **Edgecliffe** on **The Scores**, the home of St Andrews Philosophy. *This year the university will run a Dual Delivery model, combining in-person with online teaching (more information: https://www.st-andrews.ac.uk/offer-holders/dual-delivery/). Be prepared for teaching arrangements to change as the Covid-19 situation develops.*

The Director of the MLitt programme is **Dr Alexander Douglas** (philmlitt@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 for Semester One is **Dr Philip Ebert** (p.a.ebert@stir.ac.uk) and for Semester Two is **Dr Sonia Roca Royes** (sonia.rocaroyes@stir.ac.uk). The MLitt Co-ordinator is there to offer extra support and to be a point of contact in case the MLitt Director is unavailable.

The Taught Postgraduate Team (pgpafs@st-andrews.ac.uk) are the Postgraduate Course Administrators for the SASP programme. They will help you with practical inquiries and arrange meetings with teaching staff when necessary.

The main Philosophy Departmental Office is in Room G09, Edgecliffe. *Access to Edgecliffe is currently very restricted and administrators will be working remotely until further notice.*

4. Initial Meeting and Reception for New Postgraduate Students

All Philosophy MLitt students should attend an initial virtual meeting, to be held via Microsoft Teams. This will take place at **4pm BST on Tuesday, 8 September**. An invitation to the meeting will be sent out to all Philosophy MLitt students.

5. Academic Mentors

Every MLitt student will be assigned an *Academic Mentor* at the beginning of Semester 1. You should contact your assigned Academic Mentor – 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 or online meeting. You should consult your Academic Mentor for general guidance on essay planning, essay writing, academic conduct, and for advice on how best to apply for a PhD place. Your Academic Mentor will also be able to guide your choice of dissertation supervisor. In some cases, your Academic Mentor will turn out to be your dissertation supervisor. Finally, your Academic Mentor is also your first point of contact to discuss any personal or health issues which may be affecting your academic performance. (Note: your Academic Mentor 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.

Due to Covid-19, the Reading Party will not take place during Semester One as usual. We hope there will be a replacement event during Semester Two, depending on how the situation develops. Full details will be provided at a later time.

7. Contact Information

7.1. Philosophy School President

The School President 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, Rachel Neighbour, 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.

7.2. Minorities and Philosophy

The student-run Minorities and Philosophy chapter are available to discuss issues of diversity and inclusion and can be contacted at:

mapuk.sasp@st-andrews.ac.uk

7.3. 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

7.4. Key SASP Contacts

Postgraduate Course Administrators

pgpafs@st-andrews.ac.uk

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

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

Telephone extensions are for on-campus offices and will not reach staff working remotely during the Covid-19 crisis.

Position	Name	Telephone	Email
Head of School	Prof. Mark Harris	ext. 2981	philhos
Head of Department	Dr. Simon Prosser	ext. 2473	sjp7
Director of Teaching	Dr Walter Pedriali	ext. 2403	phildot
Director of Research	Prof. James Harris	ext. 2469	phildor
Health & Safety Officer	Ms Audrey Horsburgh	ext. 2206	ach30
School Manager	Ms Rachel Cumberland	ext. 3737	rc87

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

Position	Name	Telephone	Email
Head of Department	Dr Adrian Haddock	7557	adrian.haddock
Dep. Director of Graduate Studies	Prof. Peter Milne	7562	peter.milne

Semester 1 Module Co-ordinators

PY5101 Current Issues 1	Dr Simon Hope	simonjames.hope@stir.ac.uk
PY5103 Research Methods	Dr Philip Ebert	p.a.ebert@stir.ac.uk
PY5319 Topics in Recent Moral Theory	Dr Adam Etinson	ae45@st-andrews.ac.uk
PY5207 Action and Intention	Dr Adrian Haddock	adrian.haddock@stir.ac.uk
PY5404 Conceptual Engineering	Dr Patrick Greenough	pmg2@st-andrews.ac.uk

Semester 2 Module Co-ordinators

PY5102 Current Issues II	Dr Simon Prosser	sjp7@st-andrews.ac.uk
PY5205 Origins of Analytic Philosophy	Professor Peter Sullivan	p.m.sullivan@stir.ac.uk
PY5212 Formal Epistemology	Dr Philip Ebert	p.a.ebert@stir.ac.uk
PY5312 Aesthetics	Prof. Berys Gaut	bng@st-andrews.ac.uk
PY5318 Political Philosophy	Dr Benjamin Sachs	bas7@st-andrews.ac.uk
PY5310 Philosophy of Mind	Professor Michael Wheeler	m.w.wheeler@stir.ac.uk
PY5214 Wittgenstein	Dr Colin Johnston	colin.johnston@stir.ac.uk
PY5402 - Advanced Epistemology	Professor Katherine Hawley	kjh5@st-andrews.ac.uk

8. Semester Dates 2020-21

Full information can be found at https://www.st-andrews.ac.uk/semester-dates/2020-2021/

Orientation Week:	Week commencing Monday 7 September 2020
Martinmas Semester:	Monday 14 September – Friday 18 December 2020
Independent Learning Week:	Monday 19 October – Friday 23 October 2020
Graduation:	Tuesday 1 & Wednesday 2 December 2020
Revision Period:	Monday 30 November – Friday 4 December 2020
Examinations:	Saturday 5 December – Friday 18 December 2020
Christmas Vacation:	Monday 21 December 2020 – Friday 22 January 2021
Candlemas Semester:	Monday 25 January – Friday 28 May 2021
Spring Vacation:	Monday 22 March – Sunday 4 April 2021
May Day Holiday:	Monday 3 May 2021
Revision Period:	Monday 26 April – Sunday 9 May 2021
Examinations:	Monday 10 May – Friday 21 May 2021
Graduation (class of 2021):	Monday 21 June – Friday 25 June 2021
Graduation (class of 2020):	Monday 28 June – Friday 2 July 2021

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:

https://www.stir.ac.uk/courses/pg-taught/law-and-philosophy/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 9 September.

9.3. Wellbeing, Advice, and Support for Students

Particularly during the Covid-19 crisis, it is very important to look after your wellbeing and to make sure you don't feel isolated during your degree. Advice and information about available support can be found here: https://www.st-andrews.ac.uk/coronavirus/wellbeing/students/ .

As a University of St Andrews student you are on a journey of learning. The person you arrived as will be different from the one who leaves. This change will reflect the knowledge and skills you will gain, and the experiences you will have throughout your time here. It is unlikely that your journey will always be smooth, but dealing with the unexpected challenges you encounter along the way will help you develop the skills you need to make you a better scholar and better able to cope with life beyond university.

Key areas to focus on during your St Andrews journey include:

1.   Developing independence. This means that you actively seek out information, take charge of finding the right balance between your study and personal life and take responsibility for your behaviour, wellbeing and health.

2.   Facing challenges. It's perfectly normal to find things challenging in your academic studies and general student life. Some challenges may lead to disappointment or even failure. The important thing to remember is that you will be strengthened by these challenges, developing important life-skills such as problem-solving and resilience.

3.   Being involved. As a student at St Andrews you are part of several communities, and you have the opportunity to become involved with them. You are part of the community within your academic school, part of the broader University community and part of the wider

community of the St Andrews town. You are encouraged to make the most of the academic, social, societies and sports opportunities on offer as a way to positively build knowledge, skills, support networks, and physical and mental wellbeing. As a member of the community with full rights to participation, you should never be made to feel excluded or marginal (see below for support on Harassment and Bullying).

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

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

https://www.st-andrews.ac.uk/students/advice/personal/beingbulliedorharassed/

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/studentadmin/

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. Centre for Educational Enhancement and Development (CEED)

The University's Centre for Educational Enhancement and Development (CEED) can provide additional input to help students develop the skills they need for their academic studies and beyond. There are three main ways:

1.   Academic skills: You can book a 1:1 appointment with one of the CEED PhD tutors to help you improve your study skills (e.g. note-taking, time management, essay writing) or mathematics and statistics skills. Over 300 students make use of this service each year. There is also a drop-in pod for study skills in the Library every Thursday afternoon and drop-in afternoons for maths and stats appointments, but please check the CEED website for those.

2.   Professional skills: CEED runs the Professional Skills Curriculum (PSC) which is a development programme open to all students. It is based around 11 key graduate skills which employers value. The skills are delivered via online workshops, lunchtime and evening lectures, and practical skills sessions. There is everything from leadership to resilience; influencing skills to public speaking; project management to networking. You are welcome to dip in and out of the programme as you wish, but if you complete a skills analysis, engage with 8 or more topics over an academic year and submit a reflective essay, you receive a certificate and your achievement is listed on your degree transcript. The PSC is endorsed by the Institute of Leadership and Management. Once you have achieved your PSC Award, you can opt to specialise in a PSC Plus award, and choose from a range of options including enterprise, IT Skills, communication, negotiation, teaching and consultancy. More details on the PSC website.

3.   IT skills: as part of the PSC, CEED runs a programme of IT workshops for undergraduate students, including sessions on digital wellbeing, using apps to help you learn, and curating digital content. You also have access to the Microsoft IT Academy which offers a range of online courses, from a suite of IT programmes, which you can access and work on flexibly. You also have the opportunity to self-study and sit exams for a Microsoft Office Specialist (MOS) certificate which is a globally recognised IT qualification. Taking part in MOS is free of charge for students at St Andrews.

There is more information on the CEED webpages https://www.st-andrews.ac.uk/ceed/ or in the CEED office (Hebdomadar's Block, St Salvator's Quad).

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/international-education/

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 (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.

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/staff/policy/copyright/copyrightandlecturecapture/

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

Note also that during Semester 1, according to the university's Dual Teaching model, in-person teaching activities will be accessible online via Microsoft Teams and recorded, **as far as is practical.** Unfortunately we cannot make firm guarantees about online accessibility, since it is contingent on technical conditions which cannot be precisely foreseen.

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 Main Office, room G07. The nominated First Aiders in the building are Moira Gilruth (room G04, ext. 2484) and Audrey Horsburgh (room G09, ext. 2206). 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 Audrey Horsburgh, Departmental Secretary (ach30@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 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 flexibility.pdf

9.19. Printing and Binding

The University's Print & Design Unit is ideally set up to print and/or bind your dissertation or thesis. Please send your material in PDF format to printanddesign@st-andrews.ac.uk with a note of any pages to be printed in colour (printing is normally single-sided unless double-sided is specifically requested).

Please allow two days for printing and soft-binding or four days for printing and hard binding (soft-binding from your own prints can often be done while you wait) and make sure the version you submit is your final version.

Price lists and further information: www.st-andrews.ac.uk/printanddesign/dissertation.

N.B.: Dissertation submission is now fully electronic, i.e. you do not need to get your dissertation printed.

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 2020-21 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) are usually taught at Stirling. However, due to the Covid-19 situation, the SASP management committee decided to cancel any in person teaching in Stirling, to avoid students travelling in large groups. As a result, both Current Issues and Research Methods will be taught exclusively online. Members of staff from Stirling will of course be available for individual meetings (online, or when possible in-person). We plan to organise MLitt related events in the second semester at Stirling as far as possible.

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/students/academic/academic-advising/glossary/failure-to-complete-academic-advising/

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

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 addresses. 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. This is usually understood to be within 75 miles of St Andrews.

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

https://www.st-andrews.ac.uk/policy/academic-policies-learning-and-teaching-location-of-studies/location-of-studies.pdf

To request a Change of Location: https://www.st-andrews.ac.uk/students/advice/academic/changelocation/

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/students/advice/academic/loa/

10.10. Failure to Matriculate

Monday of week 4 by 9:00am is established as the hard deadline for being present in St Andrews and completing matriculation. The policy can be found at:

https://www.st-andrews.ac.uk/students/rules/matriculation/failuretoregisterpolicy/

10.11. MLitt Modules 2020-21

Semester 1 Modules:

PY5101	Current Issues 1 (core)	
	Moral Philosophy: Dr Simon Hope (Stirling)	
	Epistemology: Dr Sonia Roca Royes (Stirling)	
PY5103	Research Methods (core)	
	MPL: Dr Fay Niker (Stirling)	
	EML: Dr Philip Ebert (Stirling)	
	LM: Professor Peter Milne (Stirling)	
PY5319	Topics in Recent Moral Theory	
	Drs Adam Etinson and Justin Snedegar (both St Andrews)	
PY5207	Action and Intention	
	Dr Adrian Haddock (Stirling)	
PY5404	Conceptual Engineering	
	Dr Patrick Greenough (St Andrews)	

Semester 2 Modules:

PY5102	Current Issues II (core)	
	Dr Simon Prosser (both St Andrews)	
PY5212	Formal Epistemology	
	Dr Philip Ebert & Professor Peter Milne (both Stirling)	
PY5205	Origins of Analytic Philosophy	
	Professor Peter Sullivan (Stirling)	
PY5312	Aesthetics	
	Professor Berys Gaut (St Andrews)	

PY5318   Political Philosophy

             Dr Benjamin Sachs (St Andrews)

PY5310   Philosophy of Mind

             Professor Michael Wheeler (Stirling)

PY5214   Wittgenstein

             Dr Colin Johnston (Stirling)

PY5402   Advanced Epistemology

             Professor Katherine Hawley (St Andrews)

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 Academic Mentor. 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 philmlitt@st-andrews.ac.uk) by Tuesday 31 March 2020. The dissertation proposal will be reviewed by the Directors 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 as well as acknowledgements, the table of contents and the abstract, if you choose to include these elements) must be submitted on or before 12 noon on Tuesday, 17 August 2021. 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 2020-21.

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 application 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

MLitt students are eligible to apply for the MPhil (a second research year) to complete a dissertation of up to 40,000 words.

If accepted and successful, you will graduate with an MPhil instead of an MLitt. As the first year is the same for both programmes you can always decide to take the MLitt instead of the MPhil in case the second year does not work out.

Entry requirements to the MPhil for MLitt students:

(i) the MLitt dissertation should gain a mark of 15.0 or above.

(ii) 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.

(iii) an MPhil supervisor is available to supervise the intended topic.

Application process:

Please submit a short application to the MLitt Director (email pgpafs@st-andrews.ac.uk) by 31st of May including:

(i) a short outline of your planned 2nd year dissertation

(ii) the name of your preferred supervisor(s)

We will be able to make conditional acceptance by mid-June, which will then enable you to apply for University accommodation. Final decisions about acceptance are made in September.

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 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 more than two weeks, you may be contacted by Student Services, the relevant Associate Dean, or by an appropriate member of staff in your School. Completion of a Self Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent. Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview). It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.

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

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/students/academic/academic-advising/glossary/academic-alert/

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 (0X).

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/policy/academic-policies-student-progression-early-academic-intervention/early-academic-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 Co-ordinator.

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.

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**. You must include a word count on the first page of your essay.

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.

This is penalty scheme C. For more details please refer to the University policy at
https://www.st-andrews.ac.uk/policy/academic-policies-assessment-examination-and-award-coursework-penalties/coursework_penalties.pdf

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 20/21 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 2020-21   PY5101 Current Issues I (core)

Essay 1: Friday 23 October (wk 6)

Essay 2: Monday 30 November (wk 12)

PY5103 Research Methods (core)

Plan: Friday 30 October (wk 7)

Essay: Monday 7 December (wk 13)

Option Modules

Essay: Monday 7 December (wk 13)

Semester 2 2020-21   PY5102 Current Issues II (core)

Essay 1: Friday 5 March (wk 6)

Essay 2: Monday 3 May (wk 13)

Option Modules

Essay: Monday 2 May (wk 13)

13.14. Extensions to Submission Deadlines

At MLitt level you are responsible for budgeting your time carefully, leaving enough space for unexpected delays. Extensions to submission deadlines will not be granted in cases where students could have reasonably foreseen delays to their work. Students with registered disabilities requiring adjusted deadlines will have these automatically applied on MMS.

Extensions can only be granted by the Director of the MLitt programme (do not contact your module convenor). You may request an extension of up to seven days, by sending the official extension request form to philmlitt@st-andrews.ac.uk . The form will be widely available on Moodle for the different modules. It is also attached at the end of this handbook. Along with the form, you must supply evidence in support of your extension request. Academics are not qualified to make diagnoses, so issues of physical and mental health must be discussed with a medical professional or Student Services.

More serious interruptions to study might require requests for Deferred Assessment or even a Leave of Absence (see below).

13.15. Penalties for Submission of Late Essays

Philosophy will generally apply *lateness penalty A*. Lateness penalty A will deduct 1 mark per day. For more details please refer to the University policy at:

https://www.st-andrews.ac.uk/students/academic/academic-advising/glossary/lateness-penalty/

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 are normally returned to students via MMS within three weeks 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 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 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 for a collection of guides to writing philosophy essays, even at MLitt level. It is worth looking at a few different sources to find the advice that best speaks to you.

http://dailynous.com/2019/01/15/write-philosophy-paper-online-guides/

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/proctor/documents/pgt-credit-grades-awards.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/policy/academic-policies-assessment-examination-and-award-common-reporting-scale/common-reporting-scale.pdf

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)

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.

14.3. Criteria for Marking Bands

The following table 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 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:

https://www.st-andrews.ac.uk/students/rules/academicpractice/

Students who remain unsure about the correct presentation of academic material should approach their lecturers. 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 – https://www.st-andrews.ac.uk/students/rules/appeals/policy/).

Complaints – where you are dissatisfied with the quality or standard of service that you have received from any part of the University, either academic or non-academic (see the University's Complaints Handling Procedure).

Disciplinary cases – where the University has grounds to believe that you have conducted yourself in an unacceptable manner in either an academic or non-academic context. Academic Misconduct is dealt with under the Good Academic Practice Policy (https://www.st-andrews.ac.uk/policy/academic-policies-assessment-examination-and-award-good-academic-practice/good-academic-practice.pdf); Non-Academic Misconduct is dealt with under separate procedures (https://www.st-andrews.ac.uk/media/student-services/documents/Non-Academic%20Misconduct%20Policy.pdf).

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 Adviser of Studies, 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 28 October, 2.00pm, online (via Teams)

Semester 2:   Wednesday 24 February, 2.00pm, Room 104 Edgecliffe (may be moved online, depending on the Covid-19 situation)

18. Dean's List

This is an award for academic excellence, promoted by the Deans of the University. Undergraduate 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. 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.

Postgraduate Taught students who achieve an outstanding overall result are eligible for the Deans' List at the point of award or graduation. Only students who successfully complete their intended award will be eligible, and all credits have to be taken within the four Faculties of St Andrews. Any student who meets these conditions and who obtains a St Andrews GPA, the

credit-weighted mean of all grades awarded from both taught and dissertation modules (where applicable), of 16.5 or above will be recorded on the Deans' List. Guidelines for Credit, Grades and Awards for Taught Postgraduate students is at https://www.st-andrews.ac.uk/media/proctor/documents/pgt-credit-grades-awards.pdf

Full details of all the criteria and conditions for the Deans' List are available at https://www.st-andrews.ac.uk/students/rules/academicpractice/

19. Philosophy Seminars and Events

The Department of Philosophy at St Andrews runs many events, including talks by visiting speakers and workshops. The calendar of events can be found at :

https://www.st-andrews.ac.uk/philevents/

The Department of Philosophy at Stirling holds its visiting speaker seminars on Thursday afternoons. The full programme for 2020-21 can be found on-line at:

https://www.stir.ac.uk/about/faculties/arts-humanities/our-research/research-seminars/

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:

https://www.st-andrews.ac.uk/arche/events-list/

The weekly Arché schedule can also be found at:

https://www.st-andrews.ac.uk/arche/weekly-calendar/

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.

20. Extension Request Form

Below is the Extension Request Form (see 13.14 above).

Extension Request Form
Department of Philosophy, University of St Andrews

Student Name:

Student ID:

Module Code:

Assignment (e.g. Essay 1, Essay 2):

Today's Date:

Current Due Date for Assignment:

Length of Extension Requested (up to 7 days):

Requested Due Date for Assignment:

What is your reason for requesting an extension?
☐ Medical – Physical Health
☐ Medical – Mental Health
☐ Medical – Other
☐ Bereavement
☐ Technical Problems
☐ Other

Please provide a detailed explanation of your reason:

Please supply evidence of your reason (certificate from a hospital/medical practice, forwarded communication from Student Services showing support, etc.) If approved, the extension will be entered onto MMS.

Return this form and the supporting evidence to philmlitt@st-andrews.ac.uk.