

**UNIVERSITY OF ABERDEEN
SCHOOL OF DIVINITY, HISTORY & PHILOSOPHY**

POSTGRADUATE STUDENT HANDBOOK

2011–2012

IMPORTANT INFORMATION

This Handbook is produced in addition to the guidance given by the School in its individual Course Guides (on MyAberdeen) and by the University in its 'Guidelines for Students on Attendance, Performance and Assessment' (SAPA), 'General Regulations for Postgraduate Degrees', 'Codes of Practice' for Taught Postgraduate and Postgraduate Research Students, and 'Student Charter', all of which can be accessed from the Registry website: <http://www.abdn.ac.uk/registry/>

All students have an obligation to familiarize themselves with the content of these, as well as with the contents of this Handbook.

A complete range of information covering academic study and resources, rights and responsibilities, money matters, various student support services, plus many others can be found on the InfoHub website: <http://www.abdn.ac.uk/infohub/>

You can also drop in to the InfoHub and speak to someone. The InfoHub is located on the ground floor of The Hub, Elphinstone Road.

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PART ONE: FOR ALL POSTGRADUATE STUDENTS

WELCOME FROM THE HEAD OF SCHOOL

I am pleased that you have chosen to study at the School of Divinity, History and Philosophy, and hope that you will find it a profitable and enjoyable experience.

This Handbook gives general information about our rules and requirements. Although we do our best to remind students of their obligations, we cannot always do this personally and we will assume that you have read the instructions given in the Handbook. The handbook is in three parts:

- General information for all postgraduate students.
- Specific information for taught programme students.
- Specific information for research students.

I hope you enjoy the time you spend studying in the School.

Dr Phil Ziegler

Head of School

INTRODUCTION

The School of Divinity, History and Philosophy is one of six Schools within the College of Arts and Social Sciences and is comprised of four disciplines – Divinity & Religious Studies, History (which includes Cultural History), History of Art, and Philosophy. The School includes over 50 full-time lecturing staff, several part-time teaching fellows and research fellows and a team of eight administrative staff.

The School is a major centre of Postgraduate Study. It has a vibrant research community and has fostered the development of the Northern Institute of Philosophy, the Centre for the Study of Spirituality and Health, the Centre for the History and Philosophy of Science, and is a major contributor to the Research Institute of Irish and Scottish Studies.

More information about the School can be found on the School web pages: www.abdn.ac.uk/sdhp.

The web pages of the various disciplines within the School are to be found at:

Divinity & Religious Studies (DR)	www.abdn.ac.uk/divinity
History (HI)	www.abdn.ac.uk/history
Cultural History (CU)	www.abdn.ac.uk/ch
History of Art (HA)	www.abdn.ac.uk/hoart
Philosophy (PH)	www.abdn.ac.uk/philosophy

KEY STAFF

Head of School	Dr Philip Ziegler
Deputy Head of School (DR; PH)	Dr Chris Brittain
Deputy Head of School (CU; HA; HI)	Dr Tom Nichols

School Director of Teaching & Learning	Dr Alastair J. Macdonald
School Director of Research	Dr Anthony Heywood
School Postgraduate Officer (PGR)	Dr Andrew Clarke
School Postgraduate Programmes Co-ordinator (PGT)	Dr Ralph O'Connor

Further information about all School staff, including their email addresses, room numbers and telephone extensions, can be found on the School web pages.

SCHOOL POSTGRADUATE COMMITTEE

The School Postgraduate Committee meets twice per half-session to deal with postgraduate concerns, including budgets, student numbers, taught programmes, study facilities, awards, and research funding. The Committee includes one taught postgraduate student and one research postgraduate student. A list of members and the Minutes can be accessed at:

www.abdn.ac.uk/sdhp/administration/pgcommittee

ACADEMIC STAFF OFFICES

Members of the School's academic staff have offices that are located in various buildings around the Old Aberdeen campus. Please refer to the campus map at:

<http://www.abdn.ac.uk/central/vcampus/kings/index.shtml> for further details.

Divinity & Religious Studies	King's Quadrangle, High Street
History and Cultural History	Crombie Annexe, Meston Walk
History of Art	Rear of King's Quadrangle
Philosophy	The Old Brewery, High Street

SCHOOL ADMINISTRATIVE OFFICES

The School administrative offices are located in King's Quadrangle, KCG11a, b and c (UG and PGT) and KCG12 (PGR) and are usually open from 9 a.m. to 4 p.m. Monday to Friday. The offices are closed for lunch from 12.30 to 1.30 p.m. daily.

It is at these offices that all students can leave messages for academic staff, submit essays and medical certificates, and speak to the secretaries about any queries they might have.

NOTICEBOARDS, ANNOUNCEMENTS AND CONTACT

Notice boards are located in the corridor leading to KCG11 and display important information such as timetables and tutorial sign-up sheets, as well as more general notices and posters. The postgraduate mailboxes are in KCG12. You should check the mailboxes regularly.

The first line of contact with students is through e-mail and we will write to your university e-mail account (xxx@aberdeen.ac.uk) regardless of any other email account you may inform us of. Please check it regularly.

You will have regular contact with academic staff at supervisions, lectures or tutorials but if you wish to arrange a meeting, feel free to e-mail us. In addition, some staff members list on their doors particular times when they are available to meet students. Your Lecturer, Tutor or Supervisor will give you his/her contact details at your first meeting; you will meet your Programme Co-ordinator at the first lecture, and will find his/her contact details on the relevant notice board.

Should you need to contact the School because you are sick, or for any other reason, you should telephone or email the relevant secretary and your Postgraduate Co-ordinator or Supervisor.

STUDENT PORTAL

Course, timetabling and examination information, along with other important information, is available on the web through your Student Portal and you should make a habit of accessing this regularly:

http://studportal.abdn.ac.uk/portal/page?_pageid=36.1&_dad=portal&_schema=PORTAL

SUPPORT AVAILABLE TO STUDENTS

The University is keen to help you successfully complete your studies. If at any time you feel you need assistance, there is a range of support services available to help you. These include support to assist with unexpected and/or exceptional financial difficulty, support for disabled students and academic learning support through the Student Learning Service. Further details about all these services are available at: <http://www.abdn.ac.uk/undergraduate/support.php> and <http://www.abdn.ac.uk/student-support/> or at the InfoHub <http://www.abdn.ac.uk/infohub/>.

If you have a personal problem which affects or is likely to affect your academic performance, it is important that you let someone know.

DISABILITIES (INCLUDING DYSLEXIA)

We try to make our courses and programmes accessible to all students. If you have or develop an impairment of any kind which may impede your ability to fulfil any course or programme requirements, you should contact the University Disabilities Advisor (student.disability@abdn.ac.uk). Such contact should be made as near the beginning of the course or programme as possible and must be made well in advance of exams. Any non-academic obstacle to progress should be brought to the University's attention as soon as possible and before it leads to you failing to meet some requirement.

STUDENT LEARNING SERVICE

The Student Learning Service provides on-line study guides, group workshops, one-to-one study advice sessions and a range of other academic support to help students make the most of their

studies and exams. For information on the full range of support and guidance available go to their website at <http://www.abdn.ac.uk/alsu/>.

LIBRARY AND OTHER FACILITIES AND RESOURCES

Information about the new University Library and other facilities and resources available to you during your studies is available from the InfoHub 'one-stop shop': <http://www.abdn.ac.uk/infohub/>

New University Library

The new University Library and the University's Historic Collections are at the heart of teaching, learning and research at the University of Aberdeen. The holdings extend to more than a million items gathered over five centuries of the University's existence and belong to collections which are important both nationally and internationally. For further information on how to register and access Library resources – both paper and electronic – go to: <http://www.abdn.ac.uk/library/index.php>.

Divinity Library

Undergraduate students studying Divinity & Religious Studies are also permitted to make use of the Divinity Library which is located in King's Quad and is operated by Christ's College. Resources are limited and intended principally for undergraduate use, but postgraduates who have a special case for using the collection should contact the relevant secretary.

Aberdeen City Library

The City Library, located on Rosemount Viaduct, possesses a good stock of general texts and is especially well provided with Scottish material. If resident in Aberdeen, you should consider becoming a member.

COMPUTING SERVICES

The Directorate of Information Technology (DIT) supports a variety of web and computer-based resources. Information on all DIT resources available to students, including help and support; training; PC classrooms; email; printing, photocopying and scanning; e-registration; and the Student Portal; can be found at: <http://www.abdn.ac.uk/dit/student/index.php>. Before you can use the University of Aberdeen's computing facilities, you must first register and obtain a personal username and password. You will retain the same username throughout your course of study at the University, but you will have to re-register and change the password at the start of each academic year. More information can be found at: <http://www.abdn.ac.uk/dit/student/help/ereg.php>

Information Skills SK1003

Information Skills SK1003 aims to familiarise new students with the IT facilities at the University of Aberdeen. Attendance is highly recommended, although it is voluntary.

The course introduces IT facilities such as the Student Portal, MyAberdeen, Student Mail, and how printing and file storage operate at the University. Students are able to self-assess their skill level with essential software, and to improve their skills in a supported environment. In addition, the programme introduces the University's use of the TurnitinUK plagiarism detection software and shows how to apply IT skills to format and reference essays, coursework and dissertations in a manner required at University level. More information can be found at: www.abdn.ac.uk/infoskills

MyAberdeen

MyAberdeen is the University of Aberdeen's new Virtual Learning Environment (it replaces WebCT).

MyAberdeen is where you will find learning materials and resources associated with the courses you are studying. MyAberdeen also provides direct access to TurnitinUK, the originality checking service, through which you may be asked to submit completed assignments. You can log in to MyAberdeen by going to www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network). Further information on MyAberdeen, including Quick Guides and video tutorials, along with information about TurnitinUK, can be found at:

www.abdn.ac.uk/students/myaberdeen.php

PLAGIARISM, COLLABORATION AND OTHER FORMS OF CHEATING

Plagiarism is a serious offence – both within and outwith the academic community. The University's definition of plagiarism is as follows:

'Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his/her own.'

When you submit coursework, you will be asked to sign the following statement on the coversheet:

'I hereby acknowledge that I have read and understood the above definition of plagiarism. I declare that all material from other sources used in this piece of assessed work, whether directly quoted or paraphrased, has been clearly identified and attributed to the source from which it came by means of a footnote or endnote reference.'

This states that you acknowledge that you have read, understood and accept the University's rules on plagiarism: your signature will be taken to mean that you certify the essay as being all your own work and that you have appropriately cited all sources. You should ensure that you have read and understood this statement, and are confident that your work complies with it before you sign it and submit your work.

Avoiding suspicion of plagiarism

Identify all material cited from other sources (including websites) with quotations marks (inverted commas) and with a footnote or end note giving the reference to the source from which the quotation was taken. You must also acknowledge other sources from which you have used the thoughts or

ideas of other people, even if you have not made a direct quote. As well as the references, you must provide a bibliography at the end of your work listing all sources – those of directly quoted material and of paraphrased ideas. Note that it is not acceptable to submit work, a large portion of which consists of quotations from other sources, even if acknowledged. Such work is likely to score very low marks on the grounds that it constitutes too little of the student's own work.

For more details on how to avoid plagiarism, along with examples of best practice in essay writing, visit the Student Learning Service's excellent website: <http://www.abdn.ac.uk/sls/plagiarism/>

Self-plagiarism

While it is entirely legitimate for you to pursue a particular interest throughout the levels and courses of your degree, you may not resubmit substantial elements of any work previously submitted for assessment at this University or any other institution you have previously attended. For example, you may not submit an essay or paragraphs of an essay that you have already submitted for another course. Nor may you submit an essay or paragraphs of an essay that you have already submitted for the same course. Nor may you submit for assessment work that you have already published.

Not only might this constitute plagiarism, (i) unless the questions are identical, work that answers well one essay question is likely to be poorly fitted to another question: that is, there will be a relevance problem; (ii) work that fits well the parameters of one exercise will fail to meet the requirements for level of details of a very different exercise; and (iii) we expect students to show intellectual progress across the programme of study.

Collaboration and other forms of cheating

Collaboration is colluding with another person in the preparation or submission of work which is to be assessed. This does not apply to any collaborative work authorised by the Programme Co-ordinator. Collaboration is a serious academic offence and constitutes cheating. Please refer to: <http://www.abdn.ac.uk/registry/quality/appendix5x15.pdf> section 2.1 for details of what constitutes cheating and to section 7 for how cases of collaboration and other forms of cheating will be dealt with.

How will cases of suspected plagiarism be dealt with?

Postgraduate Taught

All cases of suspected plagiarism at undergraduate and postgraduate taught levels will be reported to the Head of School in the first instance and cannot be discussed with or determined by a Tutor or Programme Co-ordinator. Note that carelessness cannot be used as an excuse. Please refer to <http://www.abdn.ac.uk/registry/quality/section7.shtml> for more details of the procedure that will be followed if plagiarism is suspected.

Postgraduate Research

Where there is reason to believe that cheating in a prescribed degree assessment at postgraduate research level has occurred, a complaint will normally be made through the Head of the appropriate

School; it is not dealt with as part of academic assessment. The role of the internal and external examiners is restricted to the presentation of evidence; and they have no role in deciding whether a student is guilty of cheating. They may, as appropriate, submit evidence to a disciplinary hearing. The Head of School shall normally investigate the allegation with the student by following the procedures detailed in Section 7 of the [Code of Practice on Student Discipline](#).

TurnitinUK

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK. The software makes no decision as to whether plagiarism has occurred; it is simply a tool which highlights sections of text that have been found in other sources thereby helping academic staff decide whether plagiarism has occurred. As of Academic Year 2011–2012, TurnitinUK will be accessed directly through MyAberdeen. Advice about avoiding plagiarism, the University's Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found in the following area of the Student Learning Service website www.abdn.ac.uk/sls/plagiarism/

CAREERS

The University's Careers and Appointments Service provides a range of benefits to students. The resources the Service provides includes advice and information on career and employment options, information on over three hundred of the main employers of graduates in the UK, a regional information resource, and current vacancy information. The Service also provides opportunities for students to attend workshops on CVs, Application Forms, Interview Techniques and Assessment Exercises. All students are strongly encouraged to visit the Careers Service and consult a member of the Service's staff. Details of the Careers and Appointments Service and how to book an appointment can be found online at www.abdn.ac.uk/careers/

SCHOOL HEALTH AND SAFETY POLICY

The School has a Health and Safety Policy which is available from the School Office or online at <http://www.abdn.ac.uk/sdhp/administration/office/Schoolpolicydocs.php>. The Policy provides information on what we do within the School to prevent circumstances arising which could cause injury or ill health. Health and Safety legislation imposes duties on both staff and students as well as on the School and University as a whole. It is important that you read the Policy carefully. Meeting our statutory obligations set out in the legislation requires the co-operation and involvement of everyone in the School. Each one of us has a part to play in ensuring that the School remains as safe as we can make it.

The Health and Safety arrangements are reviewed on a regular basis. Suggestions for improving these are welcome and students may contact the School Health and Safety Advisor with their ideas. The School's Health and Safety Advisor is Ms Rachel Hughes, Executive Assistant, who can be contacted at r.hughes@abdn.ac.uk

INFORMING US OF PROBLEMS

For academic problems regarding your course, the first port of call is your Programme Co-ordinator or Supervisor. If the Programme Co-ordinator or Supervisor is the problem, contact the School Postgraduate Officer. If you cannot contact the member of academic staff, leave a message with the relevant Secretary.

APPEALS AND COMPLAINTS

The University's appeals and complaints procedures provide students with a framework through which to formalise their concerns about aspects of their academic experience or to complain when they feel that standards of non-academic service have fallen short of that which they expected.

The process has been designed to make the appeals and complaints process as accessible and simple as possible and to provide a robust, fair mechanism through which to ensure that all appeals and complaints are considered in the appropriate way at the appropriate level.

A major feature of the process is the emphasis it places on early or informal resolution. All students should note that there is an expectation that they will take responsibility for seeking resolution of their academic or non-academic concerns by raising and discussing them at the earliest possible stage with the relevant individuals in an academic School or administrative Service.

Further details of the processes for making an appeal or complaint, including where to find further help and support in the process, is given at: www.abdn.ac.uk/registry/appeals

CALENDAR DATES 2011–2012

Term dates and week numbers can be found here: <http://www.abdn.ac.uk/students/term-dates.php>

COMMENTS AND SUGGESTIONS

If you have any comments or suggestions as to how this Handbook can be improved, or have requests for additional information to be provided in the next edition, please e-mail Ms Sarah James, School Administrative Officer at sarah.james@abdn.ac.uk

PART TWO: FOR TAUGHT POSTGRADUATE STUDENTS

REGISTRATION AND UNIVERISTY EMAIL ADDRESSES AND IT ACCOUNT

Registration is electronic and should be completed by all students before your programme begins. It is carried out either by accessing the e-registration page at www.abdn.ac.uk/ereg or by using the user ID 'register' to login in to any of the classroom machines (there is no password).

Your email address is automatically generated as part of the e-registration process; you can choose the exact form of the address from the list provided which is created from your first name, surname and/or any initials; it also includes your year of matriculation. During the registration process you will be provided with your User ID and you will choose your own password. These are used to access your Student Portal and WebCT as well as the computing classrooms and E-mail.

New taught postgraduate students should access the system, register and pay fees; they will then be asked to see their Programme Co-ordinator to select and enter their courses into the Student Record system. If you have sent in your photo, you can collect your ID card from Registry. You can post the photo, which must be hard copy (not electronic) to Postgraduate Registry. If you are taking a programme part-time over 2 years, you must re-register at the beginning of the second year and see your Programme Co-ordinator to have courses entered on your Record.

TAUGHT POSTGRADUATE PROGRAMME CO-ORDINATORS

Matters specifically relating to the content of taught postgraduate courses are the responsibility of the Postgraduate Programme Co-ordinators (PGPCs). It is the duty of the PGPCs to promote quality assurance by ensuring a measure of equality and standardisation regarding student workloads, teaching, assessment and evaluation on all courses at the same level.

Your PGPC is the first port of call for academic difficulties and is effectively your advisor of studies. She/he must agree your curriculum and any changes you may wish to make, and he/she will allocate your dissertation Supervisor.

The Postgraduate Programme Co-ordinators for 2011–2012 are:

Art and Business (MLitt)	Dr T. Nichols	t.nichols@abdn.ac.uk
Art in Scotland (M Litt)	Dr T. Nichols	t.nichols@abdn.ac.uk
Biblical Theology (MTh)	Dr T. Bokedal	t.bokedal@abdn.ac.uk
Church History (MTh)	Dr M.Ehrenscheidtner	m.ehrenscheidtner@abdn.ac.uk
Cultural History (MLitt)	Dr E. MacKnight	e.macknight@abdn.ac.uk
History and Philosophy of Science (MLitt)	Dr G. Bacciagaluppi	g.bacciagaluppi@abdn.ac.uk
Jewish Studies (MLitt)	Prof. J. Schaper	j.schaper@abdn.ac.uk
Medieval Studies (MLitt)	Dr F. Pedersen	f.pedersen@abdn.ac.uk
Doctor of Ministry (DMin)	Prof. T. Greggs	t.greggs@abdn.ac.uk
Modern Historical Studies (MLitt)	Dr E. MacKnight	e.macknight@abdn.ac.uk
Pastoral Studies (PgDip)	Prof. J. Swinton	j.swinton@abdn.ac.uk
Philosophy (MLitt)	Dr G. Bacciagaluppi	g.bacciagaluppi@abdn.ac.uk

Philosophy (MRes)	Dr G. Bacciagaluppi Dr P. Sweeney	g.bacciagaluppi@abdn.ac.uk p.sweeney@abdn.ac.uk
Practical Theology & Christian Ethics (MTh)	Prof. J. Swinton	j.swinton@abdn.ac.uk
Renaissance & Early Modern Studies (MLitt)	Prof T. Bartlett	t.bartlett@abdn.ac.uk
Scandinavian Studies (MLitt)	Prof S. Brink	s.brink@abdn.ac.uk
Scandinavian Studies: Viking & Medieval Studies (MLitt)	Prof S. Brink	s.brink@abdn.ac.uk
Systematic Theology (MTh)	Dr P. Ziegler	p.ziegler@abdn.ac.uk
Theology & Religious Studies (MTh)	Dr C. Brittain	c.brittain@abdn.ac.uk

ADMINISTRATIVE STAFF

Mrs K. Brebner (History of Art)	KCG11c	3733	k.brebner@abdn.ac.uk
Mrs G. Brown (History)	KCG11a	2454	gillian.brown@abdn.ac.uk
Mrs B. Quinn (Divinity & Religious Studies)	KCG11b	2366	divrs@abdn.ac.uk
Mrs S. Webb (Philosophy)	KCF11b	3986	philosophy@abdn.ac.uk

CHANGES TO YOUR CURRICULUM

Unless in very exceptional circumstances and with the permission of the relevant Programme Co-ordinator, for Level 5 courses you are only permitted to change your curriculum within 2 weeks of the start of teaching for the half-session. Thereafter, changes will not normally be authorised as it is unlikely you will be able to complete the attendance and in-course requirements. A change of curriculum will usually entail you either to withdraw from a course for which you have been authorised to attend and/or to be granted permission to enrol for an additional course, subject also to the approval of the School. All changes of curriculum must be approved by your Programme Co-ordinator, who will make the appropriate changes to your student record.

ATTENDANCE AND PROGRESS

Once enrolled on a course:

- Students are expected to attend all tutorials.
- Students are strongly advised to attend all lectures.
- Students are expected to attend individual consultations about their work when requested to do so by a Tutor.

Remember that all lectures, tutorials and seminars offer opportunities to learn.

MONITORING STUDENT PROGRESS

The University operates a system for monitoring student progress to identify students who may be experiencing difficulties with a particular course and who may be at risk of losing their class certificate.

If the Programme Co-ordinator has concerns about your attendance and/or performance, Registry will be informed. The Registry will then write to you (by e-mail in term-time) to ask you to contact them in the first instance. Depending on your reason for absence, the Registry will either deal directly with your case or will refer you to your Programme Co-ordinator or a relevant University support service. Students are required to attend such meetings with their Programme Co-ordinator in accordance with General Regulation 8 (<http://www.abdn.ac.uk/registry/calendar/generalregulations.shtml>)

Set criteria are used to determine when a student should be reported in the monitoring system. You will be asked to meet your Programme Co-ordinator if any of the following criteria apply:

Either:

(i) if you are absent for a continuous period of 2 weeks or 25% of the course (whichever is less) without good cause being reported;

or

(ii) if you are absent from two small group teaching sessions (e.g. tutorial or seminar) without good cause;

or

(iii) if you fail to submit a piece of summative or a substantial piece of formative in-course assessment by the stated deadline.

If you fail to respond within the prescribed timescale (as set out in the e-mail or letter), you will be deemed to have withdrawn from the course concerned and will accordingly be ineligible to take the end-of-course assessment or to enter for the resit. Registry will write to you (by e-mail in term-time) to inform you of this decision. If you wish consideration to be given to reinstating you in the course you will be required to meet the Convener of the Students' Progress Committee.

Students with a Tier 4 visa: approved absences

Prior to any absence from Aberdeen, students on a Tier 4 visa must provide notice of where they will be and why. Students are entitled to holidays but must state when they are going to be on holiday and, if in the UK, where they will be. Students must provide details of where they are going and for how long, and provide contact details for when they are away. Likewise, students who are sick and unable to attend class must contact the Postgraduate Secretary or School Office to let us know and provide a medical certificate.

CLASS CERTIFICATES

A Class Certificate is defined as 'a certificate confirming that a candidate has attended and duly performed the work prescribed for a course' (General Regulation 1). Being in possession of a valid Class Certificate for a course entitles a student to sit degree examinations for that course. Students who have been reported as 'at risk' through the system for monitoring students' progress may be refused a Class Certificate. If you are refused a Class Certificate you will receive a letter from the Registry (e-mail in term-time) notifying you of this decision. Students who are refused a Class Certificate are withdrawn from the course. This means they cannot take the prescribed degree assessment in the current session, and are ineligible to be re-assessed the following session (take a resit) unless they regain a Class Certificate by taking the course again. Students who are refused a

Class Certificate in a course will be awarded the equivalent of a No Paper (NP) for that course (i.e. a CAS mark of 0 (zero)).

ABSENCE FROM CLASS OR EXAMINATIONS

Students *must* contact the relevant secretary at the earliest opportunity to advise that they are sick (or have other good cause) and will not be attending class. If you do not advise the office that you will not be attending class this may result in receiving a fail for your course(s).

Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill health (see General Regulation 17.3).

The University's policy on requiring certification for absence on medical grounds or other good cause can be accessed at: www.abdn.ac.uk/registry/quality/appendix7x5.pdf

You are strongly advised to make yourself fully aware of your responsibilities if you are absent due to illness or other good cause. In particular, you are asked to note that self-certification of absence for periods of absence up to and including eleven weekdays is permissible. However, where absence has prevented attendance at an examination or where it may have affected your performance in an element of assessment or where you have been unable to attend a specified teaching session, you are strongly advised to provide medical certification (see section 3 of the Policy on Certification of Absence for Medical Reasons or Other Good Cause).

Documentary evidence of any medical or other extenuating circumstance that may affect your examination performance must be submitted to the relevant secretary within 3 days of the examination. This applies even if you have alerted an individual member of staff to your predicament. If no documentation has been submitted, your circumstances cannot be taken into account.

Extenuating circumstances

All extenuating circumstances that might have an impact on a student's work are treated in the same way. In the case of circumstances known in advance, the School will make all reasonable adjustments to assist the student in preparing work. This might include extensions, proof-reading, transcription, and IT assistance. In some cases, it will not be possible to make reasonable adjustments in advance. In these cases, the School ensures that extenuating circumstances are taken into consideration.

The School collates all information it receives (for example, from students, their doctors and the Disabilities Office) and this information is presented to the School's External Examiners. Having considered the information provided about a given student the Examiners advise the School about what remedy, if any, should be applied. This process works to students' advantage in a number of ways:

- The work of each and every student is assessed in exactly the same manner.
- All extenuating circumstances that might have an impact on a student's work are treated in exactly the same manner.

- There is no attempt to quantify the effects of a given situation (i.e. assign a certain number of CAS points to a particular medical condition).
- The Examiners can, if applicable, consider the possible impact of extenuating circumstances on a student's entire performance in a course.
- The application of any remedies based on extenuating circumstances will be anonymous, uniform and transparent. It comes from External Examiners in the form of advice to the examination boards relating to students by their ID number not by name.
- Any remedy, if applied, will benefit the student.

CLASS WORK AND PERFORMANCE

Submission of coursework

Deadlines for the submission of both assessed and unassessed work are specific to each course and will be communicated to you by the Programme Co-ordinator and detailed in the Course Guide. Failure to hand in, or the late submission of written work without extension, medical or other valid reason will result in the loss of marks.

All pieces of coursework must be submitted to the relevant secretary or placed in the labelled drop-box. Two copies of all work must be submitted with completed cover sheets (one of which should be anonymised); the following information must be included:

- Name of student
- Student ID number
- Course Code and Title
- Name of Tutor
- Title of Essay
- The plagiarism statement must be read, understood and signed.

The secretaries will accept no coursework unless two copies are submitted accompanied by correctly completed and signed cover sheets. These must be completed in advance, not in the Office.

Extensions

Extensions may only be granted by the Programme Co-ordinator. If you are seeking an extension, you should contact the Programme Co-ordinator. You will be asked to meet with that person in order to discuss the reasons why you are seeking an extension. If an extension is subsequently granted, you will be given a signed form which should be attached to the coursework when you hand it in. If you do not attach the extension form to your coursework, you will incur a penalty for late submission.

Extensions must be sought before the essay deadline. An extension cannot be granted after an essay deadline is past; however, the Programme Co-ordinator may recommend the reduction or elimination of a late submission penalty if made aware of the extenuating circumstances.

Extensions are only granted where students have encountered exceptional or unforeseen difficulties, or are subject to illnesses, or are affected by any relevant impairment, in the period which they are

expected to prepare the essay. The lack of availability of texts, conflicting essay deadlines, mismanagement of time or computing problems are not grounds for extension.

Late submission

Any work submitted beyond the due date (without an approved extension) will be penalised according to the following schedule: 1 CAS point deducted per 2 days or part thereof (Saturday, Sunday and other days when the University is closed are counted together as a single day). Thus, a piece of work due on a Friday no later than noon if submitted before noon on the following Monday will incur a penalty of 1 CAS mark; a further CAS mark would be deducted between then and noon on the following Wednesday, etc.

The marking scale

All marks are determined in accordance with the University's Common Assessment Scale (CAS) as follows:

Common Assessment Scale (CAS) mark	Degree Class
20, 19, 18	Distinction
17, 16, 15	Commendation
14, 13, 12	Pass
11, 10, 9	Minimal Pass
8, 7, 6	Fail
5, 4, 3	Fail
2, 1, 0	Fail

School pass mark policy

It is a School policy that in order to pass a course on the first attempt, a student must attain a CAS mark of at least 6 (six) on each element of course assessment. Failure to do so will result in a grade of no greater than CAS 8 (eight) for the course as a whole.

The mark of 6 must be achieved with any deductions for late submission being taken into account. So if an essay is awarded a mark of 9, but has 4 marks deducted due to late submission then it will be given a mark of 5. If you have failed to achieve a pass mark for a course for any reason you will be entitled to take a resit.

This policy follows from the QAA expectation that a student who passes a course must have achieved all the specified learning outcomes; such an achievement is not consistent with a CAS mark of 0–5 on any piece of assessed work.

Course materials

All materials included in the official course materials can be found on MyAberdeen and will have been cleared by the relevant Programme Co-ordinator with the Library for compliance with copyright law. Students are advised that any other materials that are circulated (whether electronically or in hard copy) that have not been cleared through this process, if under copyright, are illegal and such

copying/scanning and/or distribution is a criminal offence. The School cannot take responsibility for such materials privately circulated between individual members of staff and/or students.

Help and advice

The Student Learning Service have an excellent 'Improving Your Writing' website which can be accessed at: <http://www.abdn.ac.uk/sls/academicwriting/> and students are strongly advised to read this.

The Student Learning Service also run group workshops and one-to-one study advice sessions and provide a range of other academic support to help students make the most of their studies and exams. Go to their website at <http://www.abdn.ac.uk/alsu/>.

FEEDBACK

Formative feedback is provided in general terms in tutorials and by a variety of means on an individual basis. The Lecturer provides written feedback on coursework and you should collect your work from the Lecturer who can then also give oral feedback. Lecturers will endeavour to see each student individually at least once during the course in order to discuss or review progress. If at any stage you require additional or immediate discussion, Lecturers can be approached directly.

The University recognises both the importance of providing timely and appropriate feedback on assessments to students, and of enabling students to voice views on their learning experience through channels such as Student Course Evaluation Forms and Class Representatives. FAQs, guidance and resources about feedback can be found on the University's 'Enhancing Feedback' website at: www.abdn.ac.uk/clt/feedback

STUDENT COURSE EVALUATION FORMS (SCEFS)

SCEFs are distributed to all classes in Week 10 of each half-session. The School encourages students to write full comments at the end of these anonymous forms. The School carefully reflects upon the comments made, is obliged to report to the University regarding the comments made, and acts upon trends which become evident.

CLASS REPRESENTATIVES

We value students' opinions in regard to enhancing the quality of teaching and its delivery; therefore in conjunction with the Students' Association we support the operation of a Class Representative system.

The students within each programme elect representatives by the end of the fourth week of teaching within each half-session. In this School we operate a system of course and year representatives. Any student registered within a course/year who wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

What will it involve?

It will involve speaking to your fellow students about the course/programme you represent. This can include any comments that they may have. You will attend a Staff–Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You will then feedback to the students after this meeting with any actions that are being taken.

Training

Training for class representatives will be run by the Students Association. Training will take place in the fourth or fifth week of teaching each half-session. For more information about the Class representative system visit www.ausa.org.uk or email the VP Education & Employability vped@abdn.ac.uk. Class representatives are also eligible to undertake the STAR (Students Taking Active Roles) Award, further information about the co-curricular award is available at: www.abdn.ac.uk/careers.

THE CO-CURRICULUM

The co-curriculum enhances a student's employability and provides opportunities to develop and achieve Aberdeen Graduate Attributes. Co-curricular activities complement a student's degree programme and include: work placements, study abroad, enterprise and entrepreneurship activities, the BP Student Tutoring Scheme, career mentoring and the STAR (Students Taking Active Roles) Award initiative. Below are examples of credit-bearing co-curricular activities. It is anticipated that these types of activity will be included on an enhanced transcript for students graduating in, or after, 2012–2013. Further information about the co-curriculum is available at: www.abdn.ac.uk/careers

Work placements can also form an integral part of a degree programme and attract academic credit. Placements are available locally, nationally and internationally, lasting from a few weeks to a full year and are generally paid. Visit the Careers Service website for further placement information and to find available work placements.

DISSERTATION

Students will have between three and six supervisory meetings before 1 July, and Supervisors will read all text which is submitted before this deadline.

Two copies of dissertations must be submitted, paperbound, into the essay submission boxes in the School offices. There are no specific guidelines on style or format, but unless given specific guidance by the Programme Co-ordinator or Supervisor, students could follow the system outlined in the research thesis factsheet at: www.abdn.ac.uk/library/guides/gen/gggen009.pdf

For all students registered for completion at the end of the academic year (30 September 2012), the School deadline for the submission of postgraduate taught dissertations is the first Tuesday in September (4 September 2012).

EXAMINATIONS

Revision

In week 13 of both half-sessions, all Tutors will be available for the purpose of giving advice on revision to any student who desires it.

Dates

The Registry will notify you of dates, times and venues of your examinations via your student portal. Although the Registry endeavour to ensure that all examinations are given different slots, very rarely there may be a clash. Please report any clash of examinations to the Programme Co-ordinator and the relevant secretary.

Results

Results can be accessed via your student portal. Please do not ask your Tutor, Programme Co-ordinator or the secretarial staff to divulge your marks before they are available on the student portal; any such divulgence constitutes a breach of the University's regulations.

Resits

For courses at Level 5, the date of the first and only resit opportunity will usually be the normal diet (i.e. January or May/June) in the following academic year, subject to you being in receipt of a valid Class Certificate.

The onus is on you to register for the resit and pay the appropriate fee to the Registry at least 1 week prior to the resit examination. Further information is available at:

<http://www.abdn.ac.uk/registry/examinations.shtml>

You should consult your Programme Co-ordinator in order to receive advice on how to perform better at the resit diet.

Resit assessment

For some of the School's courses, assessment for resits is by examination alone (100% examination). This means that the marks you received for the continuous assessment element of the course will be disregarded. For some courses, assessment for resits is to submit a new piece of work (if it was a piece of coursework that was failed) or to resit the exam (if it was the exam that was failed).

Please check the University's Postgraduate Course Catalogue (<http://www.abdn.ac.uk/registry/>) for details of the resit policy for the course you are taking. This should also be stated in the Course Guide/Leaflet.

You should consult your Tutor or Programme Co-ordinator in order to receive advice on how to perform better at the resit diet.

EXTERNAL EXAMINERS AND EXAMINERS' MEETINGS

All assessed work (including essays and examinations) is subject to scrutiny by the School's External Examiners.

At the end of the academic year internal and external examiners meet to confirm the provisional marks for all courses and to consider the overall classification of your degree. When coming to decisions about classification, medical and personal problems may be taken into account, so it is important to inform your Programme Co-ordinator as early as possible before an examination of any problems which may adversely affect your performance: medical certificates, in particular, should be submitted to the relevant Secretary.

Viva voce examinations

In occasional circumstances the External Examiners call students for a viva voce examination (oral examination) to determine final marks and classification. This might happen if a candidate falls between two classifications or if a candidate missed substantial parts of the degree programme due to illness or other good cause. An oral examination can only work in favour of the candidate. No marks or grade lower than that initially given can be awarded. Those required to attend a viva voce examination will be informed the evening before and told which paper or papers (from those taken during the current academic year only) are to be examined. All students should therefore ensure that they are available to be contacted after exams and ensure that contact details are correct. You can amend details via the student portal.

PROGRESSION AND AWARD IN POSTGRADUATE TAUGHT PROGRAMMES

All students will be required to meet the following credit requirements:

- Postgraduate Master's Degree: 180 credit points, including at least 150 credit points at Level 5
- Postgraduate Diploma: 120 credit points, including at least 90 at Level 5
- Postgraduate Certificate: 60 credit points, including at least 40 at Level 5

Progression and awards in Taught Postgraduate programmes are governed by the Grade Spectrum (Postgraduate), full details of which can be found at: www.abdn.ac.uk/registry/quality/appendix7x7.pdf

PRIZES

Over the years a number of medals and prizes have been established within the School to reward special excellence. A list of prizes and medals can be viewed at <http://www.abdn.ac.uk/registry/prizes>

GRADUATION TRANSCRIPTS

It is anticipated that students who commenced their studies in, or after, 2009–2010, will receive a more detailed transcript of their studies on graduation. The increased details will include a record of all examination results attained. For students graduating in 2012–2013 transcripts will show details of

all CAS marks awarded, including marks which are fails. Where a resit has been required as a result of medical circumstances or other good cause (MC/GC) this will not be shown, but all other circumstances (i.e. No Paper 'NP') will be included.

APPLYING FOR POSTGRADUATE RESEARCH

Students who take a Master's degree in the School may apply for higher research degrees at any time during the year. Admission is not automatic but will be determined by staff, based on grades in the Master's programme, on confidential references, and on the research proposal. An offer of a place will normally be conditional: 'Subject to completing your current degree to a standard satisfactory to the subject specialists within the School of Divinity, History and Philosophy'.

A completed application form must be sent to the Postgraduate Admissions Office, including a research proposal. Further information is available at: <http://www.abdn.ac.uk/postgraduate/apply.php>

GRADUATION

You must apply to graduate – it is not automatic. Graduation is free unless you choose to graduate *in persona*, in which case there is a fee. Please ensure that you have paid all fees and library fines, as you are not eligible to graduate if you owe the university any money.

PART THREE: FOR POSTGRADUATE RESEARCH STUDENTS

REGISTRATION AND UNIVERSITY EMAIL ADDRESS AND IT ACCOUNT

Registration is electronic and should be completed by all students before your programme begins. It is carried out either by accessing the e-registration page at www.abdn.ac.uk/ereg or by using the user ID 'register' to login in to any of the classroom machines (there is no password).

Your email address is automatically generated as part of the e-registration process; you can choose the exact form of the address from the list provided which is created from your first name, surname and/or any initials; it also includes your year of matriculation. During the registration process you will be provided with your User ID and you will choose your own password. These are used to access your Student Portal and WebCT as well as the computing classrooms and E-mail.

New postgraduate research students should access the system, register and pay fees; they will then be asked to see their Supervisor in order to have the Registration Document signed. If your Supervisor is not available, please see the Postgraduate Secretary. If you have sent in your photo, you can collect your ID card from Registry. You can post the photo to Postgraduate Registry.

If you are a continuing research student, you pay fees and re-register electronically, normally in August or September. It is the responsibility of all students to access the system and complete Registration before 1 October.

Cessation of University email account and network access

A message will be sent out automatically to you on submission of your thesis notifying you that Registry will trigger closure of your account on completion and that students should, during the interim, make alternative arrangements for both their email and data storage.

Once you have completed your degree (i.e. once confirmation has been given that not only has your thesis been sustained for your degree but any minor corrections required have been completed), your status will become that of a completed student and your IT access and e-mail account will close. Only in exceptional cases will extensions to IT accounts and email be extended.

The message will advise what you should do before your account is closed:

- Arrange for all data collated as part of your research and any relevant documents and emails to be passed to your Supervisor, they will not be given access to this directly when the account is closed.
- Save any personal documents (e.g. your CV) that you would wish to keep onto alternative media.
- Establish an alternative e-mail address in advance of account closure (e.g. hotmail, gmail, yahoo).
- Notify your contacts of your new email address.

STUDY ROOM SPACES

The College of Arts and Social Sciences aims to allocate a study space to all full-time registered research students for their 3 years of study if they require it, but this depends on availability. A space usually consists of a desk in a room shared by two or more students, PC with network access, and

bookshelves. If such spaces are not available, students will be offered a space in a hotdesk area, with laptop and locker space.

Spaces are allocated by the Postgraduate Secretary (Applications), at the beginning of the academic year or when they become available. Students must pay a key deposit and sign a copy of the College Regulations. Regular audits of space are carried out and the College may withdraw a study space from a postgraduate student if there is evidence that it is rarely used.

Cessation of access to study space

Your access to your University study space will cease shortly after your thesis is submitted. You will be sent an email in advance by the Secretary advising you of the date on which you will be required to leave your study space, what you will need to do with your belongings and any data that might be stored on your computer, and information about returning your key.

SUPERVISORS

Every candidate will have a minimum of one main supervisor, appointed under Regulation 6(iii) for the purpose. He or she will be part of a supervisory team. There will always be one clearly identified point of contact for the student.

ADMINISTRATIVE STAFF

Mrs Helena Thomas Senior Secretary (Postgraduate Research Studies)	KCG12	2890	h.thomas@abdn.ac.uk
Mrs Sandra Webb Secretary (Postgraduate Applications)	KCG11b	2380	dhp.pgs@abdn.ac.uk

RESEARCH FUNDING

Current postgraduate research students may apply for financial assistance in order to be able to attend relevant conferences (particularly if the student is giving a paper), or to access resources outwith Aberdeen, etc. This funding is normally limited to a maximum of £200 per student in each academic year – although this varies depending on the budget available.

Application should be made on the form on the School web pages at www.abdn.ac.uk/sdhp/documents/studentresearchfundingapplicationform.doc. The form must be submitted both in hard copy and electronically to the School Executive Assistant. All applications are assessed and awards made at the Postgraduate Committee meetings. Students should apply well in advance of the conference or travel and must retain receipts. This funding is not available to students registered for an Aberdeen degree with affiliated institutes.

Additional support for cases of financial need

Small bursaries to provide additional support in cases of financial need may be made if the School has budget available. This is normally for students whose research is progressing well but who have

encountered serious financial problems. Application forms and information on these bursaries are posted on the School web page at www.abdn.ac.uk/sdhp whenever the Head of School decides that such bursaries can be offered.

Ethical review

When considering an application for funding for a research project – especially an application to an external funding body – students are reminded to ensure that appropriate arrangements for ethical review are in place.

MONITORING

All students' engagement with their studies is monitored through a minimum of monthly, face-to-face meetings with their Supervisor. If a student is physically away from Aberdeen but still actively involved in research (i.e. not on holiday) then this minimum still applies. Video, email or telephone contact will not suffice. If a student is researching outwith the UK for a permitted short period of time then email (or other similar) contact will suffice.

In the case of postgraduate research students, Schools will report a student to the Registry as 'at risk' (C6) if there has been an absence from more than one expected consecutive interaction, with at least 10 working days having lapsed since the first missed interaction.

Students with a Tier 4 visa

Because of the regulations of the UK Borders Agency (UKBA) all students with a Tier 4 visa must present themselves to the School Postgraduate secretary (or if she is on holiday to the School Office) and sign in once a week.

Approved absences

Prior to any absence from Aberdeen, students on a Tier 4 visa must provide notice of where they will be and why. Students are entitled to holidays but must state when they are going to be on holiday and, if in the UK, where they will be. Likewise, students who are sick and unable to sign in must make every effort to contact the Postgraduate Secretary or School Office to let us know. If students are unable to sign in because of a research trip, they must let the Postgraduate Secretary know in advance. Students must complete in advance of any trip the School Temporary Absence form (short trip) or Registry Off Campus application form (longer trip).

PROGRESS

All research students are subject to 6-monthly monitoring assessments to ascertain whether progress has been satisfactory. Assessment forms vary across the Colleges. Assessment forms are completed by the student, Supervisor(s) and the Head of School and are a formal record of a student's progress and generic skills training.

Students should read the Code of Practice: <http://www.abdn.ac.uk/registry/quality/appendix5x4.pdf>, Section 6 'Monitoring Progress'.

Note that this summarises the general procedures used by the University for monitoring research students and determining whether or not a postgraduate research student may progress from one year to the next. However, the Graduate School of the College of Arts and Social Sciences has developed its own more specific Criteria and you should therefore discuss with your Supervisor what this procedure is and what is expected of you.

Postgraduate Structured Management Frameworks

Monitoring is based on the 'Postgraduate Structured Management Frameworks' that exist for the degrees of PhD, MPhil and the 1-year research Master's degree.

The Frameworks have three components:

- developing a strong interactive relationship between the research student and Supervisor(s);
- monitoring the research student's progress and performance at the School level by the Head of School;
- ensuring the quality assurance of postgraduate progress, education, training and development across Schools by a University-wide monitoring system.

The Generic Frameworks are available at: www.abdn.ac.uk/registry/quality/appendices/section8

Research Progress Interviews

The School holds formal Research Progress Interviews in November for students who have completed their first year and in May for students where there are concerns about progress. First-year students will be notified in advance and need to provide a summary of the research work achieved during the year, together with a completed piece of research work. Students will normally receive a brief email summary of the interview, highlighting concerns if any were found.

CHANGES TO YOUR STUDY (INCLUDING STUDYING OFF CAMPUS)

Any change in your study needs to be applied for to Registry, on a form that must first be approved by your Supervisor, then given to the Postgraduate Secretary and signed off by senior members of staff. Tacit approval from your Supervisor could cause considerable problems later in your study, so the correct procedure must be followed.

Forms are available to apply for extensions of study or to apply for writing-up time; to transfer degree programme; to change terms of study from full- to part-time (not permissible for international students); to suspend study (e.g. during illness); to change Supervisor(s); or to apply to study off campus for fieldwork or to access resources.

Note that permission to study off campus will be granted only for strictly academic reasons and it cannot be granted for most international students.

RESEARCH MISCONDUCT

'Research misconduct' is defined by the University as:

'The fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research, or deliberate, dangerous or negligent deviations from accepted practices in carrying out research. It includes failure to follow established protocols if this failure results in unreasonable risk or harm to humans, other vertebrates, or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It also includes financial impropriety in accounting for research funds, intentional unauthorised use, disclosure or removal of, or damage to, research-related property of the University or of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.'

It does not include honest error or honest differences in the design, execution, interpretation or judgement in evaluating research methods or results, or misconduct unrelated to the research process. Similarly it does not include poor research unless this encompasses the intention to deceive.'

The University will investigate all allegations of research misconduct made against its staff and students. Such allegations against staff must be made in writing and addressed to the Secretary to the University and the allegation will be investigated following the General Principles of the University's disciplinary procedures.

An allegation of research misconduct by a registered student will be dealt with under the Code of Practice on Student Discipline. If research misconduct is established their programme of study/research may be terminated through the Student Disciplinary Procedures.

SUBMISSION OF THESIS

About one month before you submit your thesis for examination you should seek approval from your Supervisor then download the 'Intimation of Intention to Submit a Thesis...' from Registry's downloadable list at <http://www.abdn.ac.uk/registry/download.shtml>

Send the form directly to Registry. Receipt of the form triggers the request from Registry to your Supervisor to nominate internal and external examiners.

Before submitting your thesis you should consult the factsheet on submission of thesis at <http://www.abdn.ac.uk/library/guides/gen/gggen009.pdf>

In summary you must include:

- Two paperbound copies (printed at the CopyShop in the Library)
- Copyright form
- British Library Doctoral Thesis agreement form
- Reduction in Terms of Study form (To be completed if research was completed in less than the allotted time, e.g. 36 months for a full-time PhD)

Your internal and external examiners will agree a viva date and notify you of this. Inform your Supervisor or internal examiner in advance if there are times when you will not be available.

VIVA VOCE EXAMINATION

All research degrees, including Master's degrees, are examined viva voce. Your viva will normally be conducted on campus and will probably last between 1 and 2 hours. You will be told informally of the outcome at the end of the viva. The examiners submit their reports to Registry, who will inform you officially when they receive these reports.

If you have passed with no corrections required, you should take the paperbound copies of your thesis to the CopyShop to be stripped and hardbound for deposit at Registry.

If you are required to make corrections or are required to resubmit your thesis, Registry's letter will give you the dates by which this must be done.

CORRECTION AND RESUBMISSION

Corrections must be submitted by the due date to your internal examiner for approval. Two hardbound copies must then be produced and submitted to Registry with a 'Certification of Corrections' from your examiner. Resubmissions must be sent to Registry by the due date and they will be re-examined by both examiners.

GRADUATION

You must apply to graduate – it is not automatic. Graduation is free unless you choose to graduate *in persona*, in which case there is a fee. Please ensure that you have paid all fees and library fines, as you are not eligible to graduate if you owe the university any money.