

University of Edinburgh
School of History, Classics and Archaeology

CLASSICS
Pre-Honours
Handbook

2018-2019

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If you require this document or any of the internal University Of Edinburgh online resources mentioned in this document in an alternative format please contact Rosie Filipiak (email r.filipiak@ed.ac.uk)

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I: WELCOME AND INTRODUCTION

Welcome to the Department of Classics!

We are a strong and energetic team of 33 staff (listed below with research interests and teaching specialities), part of the larger School of History, Classics and Archaeology. We teach a large range of courses at Pre-Honours level.

Professor Judith Barringer (*Professor of Greek Art and Archaeology*) Greek Art and Archaeology
(on sabbatical leave, semester 2)

Dr Dominic Berry (*Senior Lecturer*) Latin Literature and Roman History (on sabbatical leave, semester 1)

Dr Sandra Bingham (*Senior Teaching Fellow in Classics*) Roman History and Latin (Classics Curriculum Officer, and contact for students on joint degrees with Classics)

Professor Douglas Cairns (*Professor of Classics*) Greek Literature (on externally funded leave)

Dr Lilah Grace Canevaro (*Lecturer*) Greek Literature

Dr Mirko Canevaro (*Reader*) Greek History (on funded leave)

Dr Kimberley Czajkowski (*Lecturer*) Roman History (on sabbatical leave, semester 2)

Dr Benedikt Eckhardt (*Lecturer*) Ancient History

Professor Andrew Erskine (*Professor of Ancient History*) Hellenistic History

Professor Niels Gaul (*A.G. Leventis Professor of Byzantine Studies*) Byzantine History, Culture and Rhetoric; Greek Palaeography (on externally funded leave)

Dr Lucy Grig (*Senior Lecturer*) Roman History

Dr Fabio Guidetti (*Research Fellow*) Roman History and Art History

Dr Benjamin Harriman (*Research Fellow*) Greek Philosophy and Literature

Dr Michael Höckelmann (*Research Fellow*) Comparative Chinese/ Byzantine History

Professor Gavin Kelly (*Professor of Latin Literature and Roman History*) Latin Literature and Late Roman History; Head of Classics.

Dr David Lewis (*Lecturer*) Greek History

Dr Juan Lewis (*Teaching Fellow*) Roman History

Dr Calum Maciver (*Senior Lecturer*) Greek and Latin Literature

Dr Kleanthis Mantzouranis (*Research Fellow*) Greek Philosophy

Dr Donncha O'Rourke (*Lecturer*) Latin Literature (on sabbatical leave, semester 2)

Dr Aaron Pelttari (*Lecturer*) Latin Literature

Dr Richard Rawles (*Lecturer*) Greek Literature

Dr Hannah Ringheim (*Teaching Fellow*) Greek Archaeology

Dr Ulrike Roth (*Reader*) Ancient History (on externally funded leave)

Dr Benjamin Russell (*Senior Lecturer*) Roman Archaeology and Art History (on sabbatical leave, semester 1)

Professor Eberhard Sauer (*Professor of Roman Archaeology*) Roman Archaeology

Dr Foteini Spingou (*Research Fellow*) Byzantine Studies; Greek Palaeography

Dr Ioannis Stouraitis (*Lecturer*) Byzantine History

Dr Justin Stover (*Lecturer*) Medieval Latin and Textual Transmission

Dr Simon Trépanier (*Senior Lecturer*) Greek Literature and Philosophy

Dr Curie Virág (*Senior Research Fellow*) Comparative Chinese/ Byzantine Thought

Dr Lucy Wadson (*Teaching Fellow* [semester 2]) Roman Archaeology

Dr Matteo Zaccarini (*Research Fellow*) Greek History

Our address is: School of History, Classics, and Archaeology, The University of Edinburgh, William Robertson Wing, Teviot Place, Edinburgh, EH8 9AG. Tel: +44 (0)131 650 6693.

Staff profiles, including photographs, office numbers, email addresses and telephone numbers are all listed on the *School of History, Classics and Archaeology* website:

<http://www.ed.ac.uk/schools-departments/history-classics-archaeology/about-us/staff-profiles>

Student Intranet

The School of History, Classics and Archaeology has developed an undergraduate student intranet to provide information which is essential to your studies. It covers your current studies, guidance on submitting coursework, assessment regulations, essential forms, plagiarism, important news and events and more. It also has contact information for your Course Administrators, Student Support Officers and Student Reps.

There are also sections for the School's Student Support Office and academic guidance, library and computing services and the School's student/staff liaison.

You are strongly advised to keep checking the Intranet for information or guidance throughout the year. The Intranet is available at:

<http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates>

Location of Undergraduate Administrative Staff

The School Reception for History, Classics and Archaeology is located on the ground floor in room G.06, open from Monday to Friday, 9am to 5pm, during the teaching weeks, with reduced opening hours during vacations. All student enquiries will be handled there, in the first instance.

Location of Undergraduate Student Support Office

The School's Undergraduate Student Support Office is on the ground floor in room G.08. Opening hours will be Monday to Friday, 9am to 5pm.

Libraries other than the University Main Library

All HCA students are welcome to use the Student Research Rooms (SRR) on the second floor mezzanine at Teviot Place. The SRR contains seven collections of books from previous class libraries and special collections donated to the School over many years. The seven collections are currently named:

- Archaeology book collection
- Centre for the Study of the Two World Wars book collection
- Classics Library (Sellar and Goodhart collection)
- Compton Library (American History)
- Michael Flinn Library (Economic and Social History)
- Scottish History Library
- Jim McMillan Library

The SRR is run by student volunteers; it is possible to borrow books when the help desk is manned.

Further information about the book collections in the SRR is available from the School Student Intranet:

<http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/new-students/it-and-library-resources>

If you need help in finding Library materials for your courses, please contact the School's Academic Liaison Librarian, Caroline Stirling, Caroline.Stirling@ed.ac.uk.

The **Main Library** in George Square has thousands of Classics books and journals; those in heavy demand are to be found in the **Hub Reserve Collections** on the ground floor. Try to learn your way around the library and its cataloguing system as soon as you can. You will also find that some of the most important items will be placed on **e-reserve**, which you will access through course websites.

For each course, the course website/ handbook will indicate which course books and texts are necessary purchases and Blackwells (on South Bridge, opposite Old College) will be able to meet your needs. Please do not hesitate to contact the Course Organiser with any problems.

II. DEGREE PROGRAMMES IN CLASSICS, JOINT DEGREES, AND OUTSIDE STUDENTS

Degrees wholly within Classics

You may be studying for a degree wholly within Classics: the four largest degrees are MA Ancient History, MA Classics [i.e. Greek and Latin], MA Classical Studies [a range of subjects from across the discipline, potentially but not necessarily including a language], and MA Ancient History and Classical Archaeology. Other combinations include MA Ancient History and Greek, MA Ancient History and Latin, MA Classical Archaeology and Greek, MA Classical Archaeology and Latin, MA Greek Studies, MA Latin Studies. In these degrees you will have to follow a particular selection of courses at pre-honours level to prepare you for honours. Most of these require you to do four 20-credit courses in Classics per year for the first two years, with two outside courses per year (the outside courses may consist of further courses in Classics if you wish). There is overlap between many of these degrees and it is possible to change your programme if you have the appropriate prerequisites. For example, if you studied the Greek and Roman Worlds and Latin in first year, Ancient History, Classical Archaeology, and Latin in the second year, at Honours you could do any of MA Ancient History, MA Ancient History and Classical Archaeology, MA Ancient History and Latin, MA Classical Archaeology and Latin, MA Latin Studies, or MA Classical Studies.

Joint degrees with Classics

Many students study joint degrees involving Classics and another subject, whether History or Archaeology or in another School. Administratively some of these degrees are in Classics, while others are based in the other subject. It is normally the subject that is named first in the degree title that administers the degree.

Joint degrees based in Classics include: MA Ancient and Medieval History; MA Classics and Linguistics/ English Language [in both these degrees, the 'Classics' element is Greek], and Classical and Middle East Studies [i.e. non-linguistic Classics with Islamic Studies]. Joint degrees based in other departments in the School are: MA Archaeology and Ancient History, MA Ancient Mediterranean Civilisations [i.e. Ancient History or Classical Archaeology with Archaeology]; MA History and Classics. Joint degrees based in other Schools are: Divinity and Classics; MA English/Scottish Literature and Classics; MA French/ German/ Italian/ Russian Studies/ Scandinavian Studies/ Spanish and Classics; Arabic and Ancient Greek; Philosophy and Greek.

In these programmes you will normally do two Classics courses, two courses from the other subject, and two outside courses in each year of subhonours. In all of these degrees, it is normal to follow a **pathway** through the degree. Thus in MA Ancient and Medieval History and MA Philosophy and

Greek the Classics options are to be chosen from Ancient History and Greek respectively. In other degrees, you have a choice of pathways: however, **you are expected in most circumstances to stick to the same pathway throughout the degree programme**. In the degrees in English Literature and Classics, Modern Languages and Classics, Divinity and Classics, and History and Classics, you decide in the first year whether you are going to focus your courses in Greek, Latin, or one or a mixture of Ancient History, Classical Art and Archaeology, and Classical Literature in Translation). It is still possible to do papers from other areas of Classics as your outside subject at subhonours (in which case you do not have to decide your pathway from the start) or in the first year of honours, if you have the prerequisites.

The Classics staff member responsible for advising those on joint degrees is Dr Sandra Bingham, the Curriculum Officer in Classics.

Changing to degrees in Classics

We are very pleased when students from other degree programmes across the university take our subhonours courses and hope that you enjoy them and that they add variety and interest to your time at Edinburgh. If you have been doing outside courses in Classics, and are interested in changing to a joint degree with Classics or a degree wholly within Classics, you normally need have the prerequisite courses for that degree, as advertised within the Degree Programme Tables. However, there is sometimes a degree of flexibility. If you have any questions, please contact either Dr Sandra Bingham, the Curriculum Officer in Classics, or Professor Gavin Kelly, the Head of Classics.

III: The ROLE OF THE PERSONAL TUTOR (PT) AND SCHOOL STUDENT SUPPORT OFFICE (SSO)

All students are allocated to a Personal Tutor when they enter the University. The School of History, Classics and Archaeology also has a Student Support Office. In Room G.08 Teviot Place, there to help you with any problems relating to your studies, the Student Support Office should be your first point of contact. The team are available Monday to Friday, 9.00 am to 5.00 pm. Email inquiries should be sent to hca-ssso@ed.ac.uk or call 0131 651 1800.

Your Personal Tutor is there to provide you with further academic advice that you may need during your Edinburgh career, but the Student Support Office should be the first point of contact for such matters. The main exception to this pattern is during Welcome Week. In your first and second years, you should make an appointment with your Personal Tutor in order to confirm attendance and to

discuss course selection.

For questions involving the administration of the courses that you are taking, please contact the relevant course administrator.

The Student Support Office is able to offer help with the following matters, among others:

- Routine queries about your programme of study (about curricula, regulations and procedures, or about study abroad, for example).
- Referrals to your Personal Tutor for more major issues.
- Checking accuracy of course and programme data on the University Student Administration database.
- The maintenance of a personal (and confidential) record of special circumstances, such as illness or personal problems, which affect academic performance or attendance. In consultation with your Personal Tutor, the Student Support Office will ensure that this information is distributed to relevant staff (e.g. Examination Board convenors, course organisers, administrators and tutors, as appropriate) in a form that protects confidentiality as far as is reasonably possible.
- The provision of factual references (confirmation that you are a student at this university) for letting agencies and so on. For personal or academic references, your Personal Tutor might be the appropriate person to approach, although it would be useful to inform the Student Support Office that a reference is required. Please ensure that your file includes an up-to-date copy of your CV. (In some cases, you might also find that one of your tutors is the appropriate authority for personal and, in particular, academic references.)

Personal Tutors are well-informed about academic and welfare procedures and sources of information and guidance. They are aware of the variety of ways in which personal problems can interfere with academic progress, and are always ready to respond to students' academic and personal difficulties sympathetically. Personal Tutors are often called upon to write references when students are applying for postgraduate courses or seeking employment after graduating.

Email is generally the easiest means of contact and the staff list (available on the School website) includes the email addresses and office hours of members of staff.

IV: PARTICIPATION AND CONTACT

Lectures and tutorials

Most pre-Honours courses consist of both lectures and tutorials. Lectures are designed to introduce you to the major themes to be covered in the course, while tutorials provide a forum for the discussion of more specific issues. Attendance at lectures is expected, and persistent absence, once noted, will be reported to the student's Personal Tutor. Please note: Classics staff, in general, have not opted in to lecture recording on pedagogical grounds.

You will be signed up automatically for a tutorial group when you sign up for your courses, at a time that should fit with the rest of your timetable. Tutorials are compulsory and preparation is required: it is essential that all members of the class attend all tutorials and do the necessary preparation. If you do Greek or Latin, the preparation will usually involve the submission of written work in advance (normally on paper, and not anonymised, since it will be given back in class). The success of all tutorials depends upon diligent preparation. Persistent absence or repeated lack of preparation without sufficient justification will be reported to the student's Personal Tutor. Graduate tutors, like other members of academic staff, are available for consultation in Office Hours: do use this opportunity.

Additional note on the College policy on attendance: In accordance with the University general degree regulations you are expected to attend all teaching and assessment events associated with all courses that you are enrolled on. The College of Arts, Humanities and Social Sciences undertakes routine monitoring of attendance at tutorials and seminars for all students enrolled on courses delivered by Schools within the College: this enables the College to identify where individual students may be experiencing difficulties and to ensure that timely and appropriate intervention can be delivered to provide support and guidance. The College also undertakes monitoring for sponsored students specifically to meet the University's obligations to the UKVI (UK Visas and Immigration). If you miss one or more of your tutorials and/or seminars you may be contacted by your local Student Support Team and be asked to provide an explanation for your absence. All data is gathered and stored in line with the University policies and guidance on data handling; you can view the privacy statement at:

<https://www.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement>

LEARN

LEARN (course websites) is the first port of call for information about pre-Honours classes in Classics. As well as providing information about dates, times and locations of class meetings, course

handbooks, reading lists and lecture handouts can also be downloaded from these sites. You must make a regular habit of checking LEARN.

UNIVERSITY OF EDINBURGH STATEMENT FOR STUDENTS ON THE USE OF E-MAIL:

Email is the formal means of communication by the University with its students.

When you join the University you will be given a University of Edinburgh (UoE) email account and address which will be used for a variety of essential communications. You **must** access and manage this account regularly as the University will send you vital information from time to time, for example on exam arrangements or changed class times or locations, and will assume that you have opened and acted on these communications. Failure to do so will not be an acceptable excuse or ground for appeal.

If you already have a web-based email account and think that you are unlikely to check your UoE email account, it is your responsibility to set up a forward on the UoE account to ensure that all official University communications are received. Please see:

<http://www.ed.ac.uk/schools-departments/information-services/students>

Student to Staff communication

Feedback

Feedback from students is always welcome. During term, you may either contact the course organiser personally or speak to the student Programme Representative (details below), whose name and contact details will be posted on the course Learn site. There'll be an opportunity to offer mid-term feedback, and at the end of the course, you will be asked for your anonymous comments on a more detailed course assessment questionnaire.

Student Programme Representatives

Within the department of Classics, we have programme representatives, for Classics (i.e. Greek and Latin), for Ancient History (and Classical Archaeology) and for Classical Studies. There is one representative from each year group for each programme area; these representatives are able to discuss student needs with the staff. They will be elected or acclaimed from volunteers, early in the academic year, and will act as an official channel of communication between students and staff. The names of individual reps will be forwarded to a student coordinator of all Undergraduate programme

reps, who will help relay information to staff. EUSA provides some training and advice on how to be a student representative, details of which can be found on Page 20 of this booklet or at:

<https://www.eusa.ed.ac.uk/representation/yourrepresentatives/programmereps/>

The Staff-Student Liaison Committee

In addition to acting as a general link between staff and students, programme reps are asked to report at the Staff-Student Liaison Committee, meetings of which are held at least once per semester. The Committee provides feedback to staff on issues and concerns relating to particular courses or to general provision of courses.

Course Questionnaires

At the end of each semester, you will be asked to complete a feedback form for each of your courses. This provides a general evaluation of the course. These forms are all read by course organisers and are then used in future development of the course.

Attendance Monitoring

The legislation passed recently by the UK Government relating to Points-Based Immigration requires all universities to monitor the attendance of their international students.

In the College of Humanities and Social Science, we intend to meet this duty by monitoring the attendance of all our students, as this will give us a positive opportunity to identify and help all students who might be having problems of one kind or another, or who might need more support.

We will do this by monitoring attendance at these standard contact points:

- registration including confirmation of attendance
- assignment hand-ins
- exams
- lab work hand-ins
- Personal Tutor supervisory meetings

If you miss a contact point or anticipate doing so, please report to the School's Student Support Office, ideally in advance and in person. If you are absolutely unable to report in person, please make contact by telephone immediately on 0131 651 1800.

If you miss a contact point and don't provide a satisfactory explanation this may be termed as non-

attendance in which case we will investigate further and try to make contact with you within 10 days. If we fail to do so successfully and you are an international student, we will be obliged to report the non-attendance to the Dean. This could result in our sponsorship of you and your visa being revoked. If you are not an international student, you should be aware that non-attendance may result in you being withdrawn from the programme.

V: COURSEWORK GUIDELINES

Coursework submission

It is College policy for coursework submission to be completed online and for feedback to be supplied electronically, for all assignments for which it is pedagogically appropriate to do so. The main exceptions are Greek and Latin language exercises.

Electronic submissions must be made through a Turnitin dropbox on the course site in Learn. Turnitin will check your submission for plagiarism and will be used to provide feedback and your mark. You will be required to fill in a Declaration of Own Work for each assignment. Once this has been filled in properly, a folder containing the coursework dropbox will be made available, and you will be able to submit your coursework. Please make sure you obtain a copy of your receipt; instructions about how to do this can be found under the 'Assessment' tab on Learn.

Unless your course handbook and/or course Learn site specifies differently, all coursework must be submitted as detailed below and the deadline will be 12 noon on the due date.

Please consult your course Learn site for detailed submission instructions.

Coursework deadlines

It is essential for fairness that all students hand in their coursework by the same deadline (date and time). The time of electronic submission is automatically recorded, and there are penalties for any late coursework submission. Note that the only proof of handing in your work is the electronic receipt, so that must be kept and produced if needed.

It is your responsibility to check your own deadlines.

Late submission of coursework/Extension

- Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension in advance or exceptional circumstances prevented

you from doing so. See: <http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/coursework/late-submissions-and-extensions>

- Late coursework submitted without an authorised extension will be recorded as late and the following penalties will apply: 5 percentage points will be deducted for every calendar day or part thereof it is late, up to a maximum of 7 calendar days. After this time a mark of zero will be recorded.

These penalties follow the [University's Undergraduate Assessment Regulations](#).

Classics Assessment Regulations

Every item of coursework in each of your courses must be completed by the specified deadline. Please note that:

- If you do not complete all of the items of coursework, you will not pass the course. If you have achieved a Pass mark overall, but have failed to complete all of the items of coursework, you will be given a **Force Fail** result.
- If you fail the course, whether as a result of achieving less than 40% or through failing to complete all items of coursework, you will be allowed to resit **only** the failed and missing elements of assessment (coursework items and/or degree exam).

(The above regulations do not apply to the weekly language exercises or mid-term test in the language classes. These cannot be re-sat. If you fail the course overall and achieve a Fail mark for these language elements (taken together), the marks from the elements of assessment that you are allowed to resit (coursework essay and/or exam) will be substituted for these language elements in your resit result. If there is no other element of assessment in the course in question that you would be allowed to resit under normal circumstances, you will be required to resit the degree exam in place of these language elements.)

For any missed or failed items of coursework, the course administrator will inform you about the requirements for the replacement work. You will normally be required to do these replacement exercises over the summer, at comparatively short notice. Although we will notify you of the need to do these exercises by official email to your university email address, any failure of communication cannot be used as an excuse. If you have failed a course at first try, and wish to pass on second try, it is your responsibility to contact the course administrator to inform yourself about the replacement exercise(s). The deadline for re-sit coursework submission in the summer diet will be notified to you

via email.

The deadlines for the replacement coursework in summer will be strictly enforced, regardless of any other commitments you may have. Being abroad will not count as an excuse for an extension of the deadline.

NB: A Pass mark is 40%. In the second year, however, a mark of 50% or above **at first attempt** in your core courses is usually required for admittance to Honours.

Passing the replacement coursework may allow you to pass a course, but will NOT qualify you for Honours.

Help with study and learning skills

If you are having problems with organisation, or need advice on any number of study skills, you should seek help from **The Institute for Academic Development:**

<http://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate>

To arrange an appointment with a study adviser you can either send an email iad.study@ed.ac.uk or call 0131 651 6662. The Centre runs Open-Topic Workshops about learning and studying. These Open-Topic Workshops are free of charge and **any undergraduate** student can attend but you do need to book, as places are limited. **Booking** for each workshop will open two weeks beforehand. For venues and further details, please telephone or consult the IAD web page.

NOTE FOR VISITING UNDERGRADUATES

If you are a **visiting undergraduate**, please speak to the Visiting Students Office to ensure that the course is available to you. If it is available, be advised that you must complete all the work of the class in order to gain full credit. This means that if you are in Edinburgh only in the first semester, you must submit all pieces of coursework and sit the December examination, while if you are taking courses taught in the second semester, you must take the degree examination at the end of the academic year.

VI: GUIDELINES FOR ESSAYS IN CLASSICS

Students are strongly advised to study the 'Guidelines for Essays in Classics', which can be found on the website:

<https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/coursework/essay-guidance>

Part 1 contains guidance on writing and structuring essays, and on the use of primary and secondary sources. Part 2 gives rules for the presentation of essays and dissertations, and explains how references and bibliographies should be set out. Work which does not follow these guidelines will be penalised. Please read the guidelines carefully and follow them in all your work in Classics.

VII: GRADE DESCRIPTIONS for COURSES IN CLASSICS

Local grade descriptors used in Classics can be found on the website:

<https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/school-s-regulations/grade-descriptors>

VIII: GOOD ACADEMIC CONDUCT AND ETHICS

Good academic conduct: our expectations about your written work

Because your written work is a way of conveying your opinions about a particular issue to your reader, it is important that you adhere to the following three rules:

1. Every essay must be written in your own words, with any quotations clearly indicated. Your opinions will have been informed by those of other scholars, but you should aim to paraphrase your sources rather than repeat them word-for-word. This shows your readers that you have understood and processed everything that you have read.
2. Whenever you use something that you have found in someone else's work, you must provide a full reference to the source which you used. Your references should be clear and concise, with the full details given in the bibliography to allow your readers to identify the source for themselves.
3. All references should refer accurately and honestly to the specific source which you used. Failing to give an accurate and honest account of your sources, or failing to provide a reference for information which you have taken from elsewhere, are examples of plagiarism. This is a form of dishonesty that runs counter to the principles of academic study, and is therefore taken very seriously by the University. This is true regardless of whether or not there was any deliberate intention to cheat, and may lead to a heavy deduction of marks, or result in the essay being given a mark of zero.

Ethics Policy

The School of History, Classics and Archaeology embraces and endorses the highest principles in regard to Ethics. Its policy and procedures have been developed by the School Ethics Committee, which is linked to the School Research Committee, for use by staff and students, so as to ensure that all research carried out in the name of the University of Edinburgh and the School is achieved to the highest ethical standards.

The responsibility for the oversight of ethics and research integrity for undergraduate dissertations and projects lies with supervisors. Self-evaluation ethics questionnaires (Level 1) should be completed by students and submitted with the dissertation proposal. Full information about how to proceed will be supplied to undergraduate students by the Undergraduate Office. Supervisors will scrutinize and approve all Research Ethics questionnaires; if they have any concerns about the proposed project they may require the student to redesign it. Supervisors may also consult with Subject Area Ethics reps for advice. Undergraduate questionnaires will be logged and kept by the Undergraduate office.

Further information and the Ethics Questionnaire (Level 1), can be found on the School Website:

<http://www.ed.ac.uk/history-classics-archaeology/research/ethics-procedures/procedures>

IX: SPECIAL CIRCUMSTANCES, COMPLAINTS AND ACADEMIC APPEALS

Special Circumstances

Special circumstances can sometimes affect a student's performance in following a course, in producing coursework or in completing examinations. Procedures exist to highlight these circumstances and seek consideration of them in evaluations of academic performance.

Student Responsibilities and Route for Notification of Special Circumstances

It is a student's responsibility to report any special circumstances to the Board of Examiners.

If you think you have a case for Special Circumstances, please contact the School's Student Support Office and your Personal Tutor to discuss it in the first instance. Students should submit the Special Circumstances form in consultation with their Personal Tutor or Student Support Team. In the form they should describe the circumstances, state when the circumstances affected them, and all assessments and courses affected. Students should ensure that they provide sufficient documentary evidence.

The Special Circumstances form **MUST** be

- **accompanied by all relevant documentary evidence, AND**
- **signed by the student and by their Personal Tutor.**

Further information including a link to the Special Circumstances Form can be found at:

<http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/your-degree-programme/special-circumstances>

Complaints procedure

The complaint procedure is designed to ensure that complaints are properly investigated and are given careful and fair consideration.

The procedure involves up to two stages and adheres, as far as possible, to a specified timescale. Anyone wishing to raise a complaint about a matter which is the responsibility of the University must do so via this procedure.

Making a Complaint

If you are considering making a complaint to the University, you should first:

- Try to sort out the problem with those who are directly involved. Generally complaints are resolved more easily and effectively at an early stage and by those who have a direct

influence on the situation. We call this "Frontline Resolution".

- Have a look at the information and guidance accessible via the links above which explain the complaint procedure.
- If you are a student, speak to an Adviser at the Edinburgh University Students' Association (EUSA) Advice Place. EUSA Advisers have a great deal of relevant experience and knowledge of the University procedures.

<http://www.eusa.ed.ac.uk/advice/>

If a complaint cannot be resolved at the "Frontline", please complete the form. Details of how to submit a complaint are on the form.

Further information regarding the complaints procedure can be found at:

<http://www.ed.ac.uk/schools-departments/student-academic-services/student-complaint-procedure>

Academic Appeals

After results are posted, if you believe that an irregularity has occurred in the reporting or processing of your marks, you can make an academic appeal. An academic appeal is a request for a decision made by a Board of Examiners to be reconsidered in relation to:

- marks
- progression

You cannot raise an academic appeal on the sole basis of unhappiness with a decision made by a Board of Examiners. Legitimate grounds, and full outlines of the method of appeal can be found at:

<http://www.ed.ac.uk/schools-departments/academic-services/students/undergraduate/academic-appeals>

Finally, if you wish to appeal, you must do so no later than two weeks after results are issued.

X: ASSESSMENT

The Extended Common Marking Scheme

All work will be assessed in accordance with the University's Extended Common Marking Scheme.

See <http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/school-s-regulations/marking-scheme>

XI: ACCESSIBILITY

We welcome students with disabilities (including those with specific learning difficulties such as dyslexia) and are working to make all our courses accessible. If you wish to talk to a member of staff about the course requirements and your particular needs please first contact the School's Student Support Office (Room G.08 Teviot Place, 0131 651 1800, hca-ssso@ed.ac.uk) who will direct you to the appropriate member of academic staff and/or to the University's Student Disability Service.

You can also contact the Student Disability Service directly (Third Floor, Main Library Building, (0131 650 6828), and an Advisor will be happy to meet with you. The Advisor can discuss possible adjustments and specific examination arrangements with you, assist you with an application for Disabled Students' Allowance, give you information about available technology and personal assistance such as note takers, proof readers or dyslexia tutors, and prepare a Learning Profile for your School which outlines recommended adjustments. You will be expected to provide the Student Disability Service with evidence of disability - either a letter from your GP or specialist, or evidence of specific learning difficulty. For dyslexia or dyspraxia this evidence must be a recent Chartered Educational Psychologist's assessment. If you do not have this, the Student Disability Service can put you in touch with an independent Educational Psychologist.

<http://www.ed.ac.uk/student-disability-service>

XII: LOOKING AHEAD TO HONOURS

A. Applying to Honours.

The two-stage pre-Honours/Honours degree structure is comparatively flexible, and in most cases allows you, over your two pre-Honours years, to take a variety of courses beyond the confines of your specialist degree requirements. Depending upon your course choices, this may even allow you to change programmes as your tastes and interest evolve; single Honours specialists in particular are encouraged to pursue outside courses in a sequence that will allow them to gain admission to other Honours courses. (In plainer language: in second year, if you have any open options, try taking a second year course, rather than another introductory level course. This will give you a wider choice of Honours courses.)

You should always keep in mind that admission to an Honours programme will require that you have **all** of the pre-requisites for each chosen Honours course. Most importantly, you should be aware that the pass mark of 40% differs from the threshold of admission to Honours, which is 50% for the stipulated prerequisites for admission to Honours programmes in Classics. The specific prerequisites for each Honours programme will be found listed in the Degree Programme Table

(DPT) for each programme at: <http://www.drps.ed.ac.uk/>

Application to Honours normally takes place in the summer after exams. Students will be emailed when the application forms are available, and it is your responsibility to apply. Any questions you may have at this point are best addressed to the School Student Support Officers (above, section II) or in more complicated cases, your Personal Tutor. You should receive notice of your course choices over the summer but they will be dependent on your exam results. If your results do not allow automatic admission to Honours in your degree programme you will be invited to consider other degree options.

B. Applying to Study abroad

There are opportunities for students to pursue their studies in third year at an approved university abroad. In all cases application has to be made early in the second year of study; a secure academic record is essential; and there may be competition for a restricted number of available places.

If you are on a joint Modern European Language and Classics programme you will be required to spend your third year abroad. Make sure you learn and understand the requirements for the honours year abroad for the classical part of your degree programme.

Key Dates

The International Exchange Fair: To be held in November for prospective exchange students in Appleton Tower. Details will be emailed to all first and second year students in the Colleges of Humanities and Social Science and Science and Engineering. For further information, please visit: <http://www.ed.ac.uk/global/exchanges>

The Classics Study Abroad Briefing: To be held in October. Details will be emailed to all first and second year students in Classics.

Applications due for the International Exchange Programme (non-European): November 2018

Applications due for the Erasmus/Socrates Programme (European): Mid-February 2019

The School and Subject Area International Officers:

Classics International Officer, Dr Justin Stover justin.stover@ed.ac.uk tel. 0131 650 4568

School International Director, Dr Stephan Malinowski, stephan.malinowski@ed.ac.uk tel. 0131 650 3588

For a list of all programmes, see the International Office web page:

<http://www.ed.ac.uk/studying/visiting-exchange>

If you do intend to study abroad in year 3, then you must make advance arrangements regarding:

(a) Language

If you are considering study abroad at an institution where instruction is in a language other than your own then you should make arrangements to ensure that your level of skill in the foreign language will be adequate for the proposed programme.

(b) Dissertation

You must also make a number of advance arrangements with respect to your home degree, especially regarding your dissertation. Please note in particular that you should attend, in year 2, some of the introductory seminars on dissertation preparation, which are usually taken in semester 2 of year 3. Before you leave, you must establish contact with the departmental coordinator for dissertations. While away, you are expected to perform all the relevant stages of preparation which you would do if here. The coordinator of dissertations is Dr Richard Rawles:

richard.rawles@ed.ac.uk (tel. 0131 650 4033).

XIII: MESSAGE FROM THE CAREERS SERVICE

You might think it's a little early to be hearing about the Careers service, but it's never too soon to be thinking about your future.

If it's a graduate level job you'll be looking for, by definition, all candidates will have a degree, so what's going to make you stand out? Recruiters look for additional skills and experience, so making the most of your time at University is important e.g. getting involved in clubs and societies, part-time work, summer jobs, volunteering etc. Crucially this also helps you figure out what you might want to do when you graduate, as you learn more about your interests, abilities and motivations.

You don't need to know what you want to do to use the Careers Service - the team are there to support you whatever your starting point, and throughout your time here. Craig Phillips is the link career adviser for our School. See: www.ed.ac.uk/careers 'Using the Careers Service' for more on different ways to speak with a career adviser.

The careers information centre has something for everyone. There is a wide range of occupational information and resources to help you explore different options. What's involved in the job? How do

you get started? Maybe you're considering working abroad or volunteering, you can research these there too.

Looking for work? There is advice about this, and how to make effective applications on the Careers Service website (see above web address). SAGE is their online employer and vacancy database, and advertises part-time, semester, vacation, internship and graduate vacancies, both in the UK and abroad. It also advertises volunteering opportunities. Access SAGE using your EASE username and password at: www.ed.ac.uk/careers/sage

The Careers Service also offer sessions covering insights into a variety of sectors e.g. International Development, Media, Policy Work... to name but a few, plus talks on writing a CV and making applications for example. Find out more about what's going on, plus details of employer presentations and careers fairs on their website: www.ed.ac.uk/careers/talks-events

The Careers Service is based on the third floor of the Main Library Building on George Square. Why not call in and find out more?

XIV: EDINBURGH UNIVERSITY STUDENTS' ASSOCIATION (EUSA)



The Advice Place

The Advice Place is the free advice and information centre for all students at the University of Edinburgh. The service is run by EUSA and offers independent and confidential advice. Our professional advisers are available throughout the year, including the summer vacation period.

Get in touch with us if you have questions about anything and everything related to university life, from finance, funding and accommodation to appeals and special circumstances.

How to contact us:

Drop in to our main office in Potterrow (9:30-5 weekdays, except Wed 10:30-5 and Tues, during semester time, when we offer late night opening until 7:00pm), or at King's Buildings House (11:00-2:00 Monday to Thursday, semester time only, on Fridays the office is staffed by the International Office).

Email us: advice@eusa.ed.ac.uk; academic.advice@eusa.ed.ac.uk

Phone us: 0131 650 9225 /0800 206 2341

Text: 07537402004

Visit us online: www.eusa.ed.ac.uk/adviceplace

Programme Reps

Programme Reps are the link between students and staff at course and departmental level. They play a crucial role in ensuring the University listens to, and learns from, students' academic experiences so that the quality of teaching can be continually monitored and improved.

Through various methods (such as face-to-face meetings, emails and staff-student liaison committees) Programme Reps feed back to the teaching team any issues coming from their peers. Being a programme rep should be a very rewarding experience for students, with plenty of scope to gain and develop a whole host of skills.

Further information about the programme rep system, including a role description and details of training and support offered to programme reps, can be found here:

<https://www.eusa.ed.ac.uk/representation/yourrepresentatives/programmereps/>

Democracy

The University and the government make decisions which hugely impact on your life while you are a student, and it is important that you are represented so that those decisions are made in ways that benefit you.

You are automatically a member of Edinburgh University Students' Association (EUSA), and can vote – and stand - in the EUSA elections. EUSA campaigns to improve the student experience at the University of Edinburgh, to represent your views to the University and to make sure that the voice of University of Edinburgh students is heard by the University and the government.

EUSA's elected reps meet regularly and take forward work to improve your experience as a student and make sure your views are heard. Your reps take forward projects and campaigns related to three key areas:

- Academic – issues such as feedback, teaching, resources and academic support.

- Welfare – issues such as mental health, exam stress and sexual health.
- External – issues such as tuition fees, student-community relations and student transport and accommodation.

Any student can get involved with EUSA. Come along to a Student Council meeting and help with EUSA's campaigns – or propose your own campaign! You can find more information at:

<http://www.eusa.ed.ac.uk/getinvolved/>

XV: PRE-HONOURS TIMETABLE 2018-2019

Course Code	Course Name	Semester	Class Session Day	Class Session Start Time	Class Session End Time
CLGE08001	The Greek World 1A: Greece in the Making	Semester 1	Mo/Tu/Th	1610	1700
CLGE08002	The Greek World 1B: Greece's New Horizons	Semester 2	Mo/Tu/Th	1610	1700
CLGE08003	The Roman World 1A: The Rise of Rome	Semester 1	Mo/Tu/Th	1410	1500
CLGE08004	The Roman World 1B: The Roman Empire	Semester 2	Mo/Tu/Th	1410	1500
ANHI08014	Ancient History 2A: Past and Present in the Ancient World	Semester 1	Tu/Th	1210	1300
ANHI08013	Ancient History 2B: Themes and Theories in Ancient History	Semester 2	Tu/Th	1210	1300
CACA08012	Greek Art and Archaeology	Semester 1	Tu/We	1000	1050
CACA08013	Roman Art and Archaeology	Semester 2	Tu/We	1000	1050
CLTR08008	Classical Literature 2: Greek and Roman Epic	Semester 2	Mon/Th	1610	1700
GREE08003	Greek 1A	Semester 1	Mo/Tu/We/Th	1110	1200
GREE08004	Greek 1B	Semester 2	Mo/Tu/We/Th	1110	1200
GREE08005	Greek 1C	Semester 1	Mo/Tu/We/Th	1110	1200
GREE08006	Greek 1D	Semester 2	Mo/Tu/We/Th	1110	1200
GREE08007	Greek 2A	Semester 1	Mo/Tu/We/Th	1110	1200
GREE08009	Greek 2A ex-beginners	Semester 1	Mo/Tu/We/Th	1110	1200
GREE08008	Greek 2B	Semester 2	Mo/Tu/We/Th	1110	1200
LATI08007	Latin 1A	Semester 1	Mo/Tu/Th/Fr	1310	1400
LATI08008	Latin 1B	Semester 2	Mo/Tu/Th/Fr	1310	1400
LATI08009	Latin 1C	Semester 1	Mo/Tu/Th/Fr	1310	1400
LATI08010	Latin 1D	Semester 2	Mo/Tu/Th/Fr	1310	1400
LATI08011	Latin 2A	Semester 1	Mo/Tu/Th/Fr	1310	1400
LATI08013	Latin 2A ex-beginners	Semester 1	Mo/Tu/Th/Fr	1310	1400
LATI08012	Latin 2B	Semester 2	Mo/Tu/Th/Fr	1310	1400