

**SCHOOL of HISTORY, CLASSICS and ARCHAEOLOGY**

# **CLASSICS HONOURS HANDBOOK**



**2021-2022**

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## I: INTRODUCTION

Welcome back! We are looking forward to getting started on the new academic year. We have a number of brand new courses on offer this year as well as some new staff members and we are looking forward to seeing you very soon.

This handbook contains important information about the Honours courses and degree programmes available within Classics in the academic session 2021-2022. It gives information and key links about courses, dissertations and assessment, as well as other more general matters relating to your course. **You should read this Handbook carefully and keep it for reference throughout the year.**

Dr Calum Maciver (Classics Teaching Director) and Dr Lucy Grig (Head of Classics)

### **Covid19**

The University's response to Coronavirus (Covid-19) and your studies

The University is continuing to monitor the Coronavirus (Covid-19) situation, and following all Scottish Government guidance which relates to it. The latest guidance can always be found on the dedicated pages on the University website. These pages are being updated regularly, and the University is committed to ensuring that you are supported throughout your studies.

As a University, our plan is to resume campus-based activities from September onwards. Our expectation is for all students to be in Edinburgh for the start of teaching. We are optimistic about the way things are going with the pandemic, and about the efficacy of the vaccination programme across the UK, but of course we remain prudent and committed to safeguarding the health and safety of our staff and students.

Here at the School of History, Classics and Archaeology, there is more information about all of this on the Teaching 2021 pages on the School website, <https://www.ed.ac.uk/history-classics-archaeology/teaching-2021/undergraduate-teaching-2021> which we will be keeping updated over the coming weeks and months. We have been working extremely hard to prepare for the new academic year, and we look forward to welcoming you into your studies.

University-wide information can be consulted here:

<https://www.ed.ac.uk/news/covid-19>

Safe access to the William Robertson Wing:

Further information via this link:

<https://www.ed.ac.uk/history-classics-archaeology/news-events/news/physical-distancing-measures-in-wrw>

### **Contact Information**

**Department of Classics**, School of History, Classics and Archaeology, The University of Edinburgh, William Robertson Wing, Doorway 4, Teviot Place, Edinburgh, EH8 9AG

**School Reception** for History, Classics and Archaeology is on the ground floor in Room G.06 - open Monday to Friday, 9am to 5pm, during the teaching weeks, with reduced opening hours during vacations.

**The School Undergraduate Student Support Office** is on the ground floor in Room G.08. Opening hours are Monday to Friday, 9am to 5pm. In Semester 1, you should contact the SSO by email in the first instance.

**Academic staff** should be contacted by email or phone. Details can be found on the School website at: [http://www.shc.ed.ac.uk/contact/list\\_all.php](http://www.shc.ed.ac.uk/contact/list_all.php)

#### **'UG Students in HCA' LEARN site.**

On your Learn page you can find much of the key information relating to how your degree works, student representation and voice, information about pastoral support and tools helpful for your learning. This is the most important site for information to help you with your studies. Much of the information in this handbook can be found in fuller form on the Learn site, and should be your first point of reference.

#### **Student Intranet**

The School of History, Classics and Archaeology also has an undergraduate student intranet to provide information, which contains much of the same material found on the 'UG students in HCA' Learn site. It covers information about your current studies, guidance on submitting coursework, assessment regulations, essential forms, plagiarism, important news and events and more.

The Intranet is available at:

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

If you require this document or any of the internal University of Edinburgh online resources mentioned in this document in an alternative format please email [Sara.Dennison@ed.ac.uk](mailto:Sara.Dennison@ed.ac.uk) or Tel. (0131) 650 2501.

## II: DEGREE PROGRAMMES

The basic principle which underlies all degree programmes is that all students must take courses to a total value of 120 credit points in their third year and further courses to a total value of 120 credit points in their fourth year; in most degree programmes, the fourth year courses must include a 40-point dissertation.

### A: Degrees taught entirely within Classics

Since each Classics honours course amounts to 20 points, this means that students must complete six honours courses in their third year and four honours courses and a dissertation in their fourth year.

The links to DRPS outlining the formats for the third and fourth years of all degree programmes within Classics are given below, indicating how the different degree programmes are put together by using various combinations of courses from each group within the Classics subject area (as listed in Section III of this Handbook). All of these degree programmes will have eleven units of assessment, one for each of the ten courses chosen and one for the dissertation.

#### Ancient History

<http://www.drps.ed.ac.uk/21-22/dpt/utanhis.htm>

*NB: At least 6 courses over the two years must be chosen from the Ancient History group.*

#### Ancient History and Classical Archaeology

<http://www.drps.ed.ac.uk/21-22/dpt/utanhca.htm>

#### Ancient History and Greek

<http://www.drps.ed.ac.uk/21-22/dpt/utanhgk.htm>

*If abroad in year 3, then either Greek Language (B) or Latin Language (B) must usually be taken.*

#### Ancient History and Latin

<http://www.drps.ed.ac.uk/21-22/dpt/utanhlt.htm>

*If abroad in year 3, then either Greek Language (B) or Latin Language (B) must usually be taken.*

### **Classical Archaeology and Greek**

<http://www.drps.ed.ac.uk/21-22/dpt/utclarg.htm>

*If abroad in year 3, then either Greek Language (B) or Latin Language (B) must usually be taken.*

### **Classical Archaeology and Latin**

<http://www.drps.ed.ac.uk/21-22/dpt/utclarl.htm>

*If abroad in year 3, then either Greek Language (B) or Latin Language (B) must usually be taken.*

### **Classical Studies**

<http://www.drps.ed.ac.uk/21-22/dpt/utclsst.htm>

### **Classics**

<http://www.drps.ed.ac.uk/21-22/dpt/utclscs.htm>

*If abroad in year 3, then Greek Language (B) and Latin Language (B) must usually be taken.*

### **Greek Studies**

<http://www.drps.ed.ac.uk/21-22/dpt/utgreek.htm>

*If abroad in year 3, then Greek Language (B) must usually be taken.*

### **Latin Studies**

<http://www.drps.ed.ac.uk/21-22/dpt/utlatin.htm>

*If abroad in year 3, then Latin Language (B) must usually be taken.*

## **B: Joint degrees with other departments ('Combined Honours')**

1. The following joint degrees with other subjects are offered:

**English or Scottish Literature and Classics**

**History and Classics**

**Modern European Languages and Classics**

*(in these degrees the Classics element may be either Greek or Latin or a combination of Ancient History, Classical Art and Classical Archaeology, and Classical Literature in Translation)*

**Classics and Linguistics**  
**Classics and English Language**  
**Philosophy and Greek**

*(in which the Classics element is Greek)*

**Ancient and Medieval History**

**Ancient Mediterranean Civilisations**  
**Classical and Middle East Studies**  
**Archaeology and Ancient History**

2. All Combined Honours degrees share a common pattern, with the exception of those which combine Classics with Modern European Languages. For all other degrees, the pattern for the two Honours years is as follows:

*3<sup>rd</sup> year:* courses totalling 120 points must be taken;

of these 120 points, 40 must come from Classics, 40 from the other subject area, and 40 from either subject area, at the student's choice;

*4<sup>th</sup> year:* courses totalling 120 points must be taken;

of these 120 points, 40 must come from Classics and 40 from the other subject area; students must also write a dissertation, which will account for the remaining 40 points;

the dissertation may discuss a topic which arises from either subject area or which bridges the two.

3. In the Combined Honours degree in Modern European Languages and Classics, students spend their 3<sup>rd</sup> year abroad, in a country appropriate to their chosen modern European language. They normally attend a university in that country and take classical courses of suitable content and level, worth 40 credits (= 20 ECTS credits).

A further 20 credits relate to preparation for the dissertation, which may be either in Classics or in the modern European language. If the dissertation is in Classics, the student must during the third year make progress in defining and investigating a suitable topic and in compiling a bibliography.

The completion of the dissertation in 4<sup>th</sup> year counts for a further 20 credits. The dissertation is assessed as a whole at the end of that year; overall it counts as two units of assessment (= 20 credits preparation + 20 credits completion). In addition, Classics options worth 60 credits are taken (for those choosing a Latin

or Greek pathway Latin Language (B) or Greek Language (B) is usually compulsory).

[For the modern European language requirements in years 3 & 4 see the information in the DELC handbook and the DRPS entry for the degree.]

4. In the Ancient Mediterranean Civilisations degree, in 3<sup>rd</sup> year you must take a total of 120 credits. Of these 120 credits, 60 credits must come from Classics (Ancient History or Classical Archaeology courses) and 60 credits must come from Archaeology. In 4<sup>th</sup> year you must take a total of 120 credits. Of these 120 credits, 40 credits must come from Classics (Ancient History or Classical Archaeology courses), 40 credits must come from Archaeology and 40 credits from a dissertation in either Classics or Archaeology.

### **SECTION III: CLASSICS HONOURS COURSES and their DESCRIPTIONS**

Students taking Classics courses in the third and fourth years of any degree programme have a wide range from which to choose. A prospectus of the courses offered in 2021-2022 has already been sent to students to help them choose their courses.

Students should consult either the course descriptions on PATH or on DRPS for further detailed information:

[http://www.drps.ed.ac.uk/21-22/dpt/cx\\_s\\_su792.htm](http://www.drps.ed.ac.uk/21-22/dpt/cx_s_su792.htm)

<https://path.is.ed.ac.uk/>

All honours courses have their own Learn pages, where course handbooks and all other relevant information are posted.

All of the courses are graded as 'level 10' courses, and with the exception of the 40-credit Classics Dissertation, they are all worth 20 credits. Most courses last for one semester (exceptions include e.g. Latin Language A/B and Greek Language A/B) and if they have degree exams as part of the assessment these usually take place in the summer exam diet.

## IV: COURSE PARTICIPATION and CONTACT

**Admittance into the Honours programme is an indication that you are ready to work at a much higher level and with a greater degree of independence and commitment than at Sub-Honours level.**

We expect you to take responsibility for your own learning, including wide reading from the course bibliography. Your coursework should be researched, reasoned and informed pieces of work. Responsibility for your own learning also involves planning your study and research; however, course organisers are of course available to discuss essay plans and give essay feedback in their office hours and at other times, by appointment.

A high level of participation is expected from students at Honours level. Many classes are run as seminars or informal lectures and you will be expected to prepare for class and answer/ask questions when appropriate. Class numbers are kept as low as possible in order to allow for student participation.

Many courses have compulsory attendance in seminars and persistent absence from classes without sufficient justification will be reported to your Personal Tutor.

All courses have a Learn site which displays information about the class, including a course handbook. You are advised to check this website regularly: failure to see a notice will not count as an excuse.

Messages about courses will routinely be circulated to students by e-mail. It is a University requirement that students must respond to e-mails sent to their University e-mail address, and it will be assumed that every member of the class can be contacted at this address ([smatriculationnumber@sms.ed.ac.uk](mailto:smatriculationnumber@sms.ed.ac.uk)) and checks incoming mail regularly.

Your Personal Tutor is the first port of call for problems of an academic or pastoral nature. Any students who are worried about passing exams, or contemplating a degree transfer, or thinking about graduating with an ordinary BA degree, or experiencing any ill health or personal problems which affect coursework, should contact their Personal Tutor. The Student Support Office also provides advice and support on a range of matters, including curricula, registrations, degree transfers, special circumstances and ill health, coursework extension requests and many administrative procedures. Email: [hca-ssso@ed.ac.uk](mailto:hca-ssso@ed.ac.uk) or phone: 0131 651 1800.

## **Attendance requirements, absence and independence**

Full details on Attendance and Engagement monitoring; engagement points and Tier 4 requirements can be found on the UG Students in HCA Learn site, under 'You and Your Degree'. There is also information on the School website:

<https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/your-degree-programme/attendance-and-engagement>

You will also find further details about attendance requirements including who to contact if you miss a lecture/tutorial on the course Learn page.

## **Student feedback and representation**

Feedback from students is always welcome. You may either contact the course organiser personally or speak to the Programme Representative. Student representatives in Honours Ancient History, Classical Archaeology, Classical Literature, Greek and Latin will be elected at the start of the academic year. They will serve on the Staff-Student Liaison Committee and their contact details will be made available on the course Learn sites.

At the end of each course, you will be asked for your anonymous comments on an electronic course assessment questionnaire. These questionnaires are taken very seriously by staff and you are requested to comment as fully as possible: in the past student feedback has been very useful and has led to course redesign. You will also have the opportunity to complete mid-semester feedback half-way through each semester.

For further information, see 'Student Voice and Community' on the UG Students in HCA Learn site.

## **V: SUPPORT FOR STUDENTS**

The School is committed to helping you throughout your time here. For full information and contact details, see 'Student Support and Well Being' on the UG Students in HCA Learn page.

### **Students with disabilities**

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, William Robertson Wing, or 0131 651 1800) who will direct you to the appropriate member of academic staff and/or to the University's Disability Office.

Further information is available on the Student Disability Service website:

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

## **VI: VISITING INTERNATIONAL STUDENTS**

All courses are open to **visiting undergraduates**. You must complete all the work of the class in order to gain full credit. If you are taking courses taught in the second semester, you must take the degree examination at the end of the year; if you are to be in Edinburgh only in the first semester, you will be required to produce a special written assessment at the end of that semester, normally a two-hour exam similar to the one you would have sat in the spring diet. Details about this assessment will be in individual course handbooks.

We recognise that different countries have different academic environments and expectations and you may find yourself unsure about what is expected of you in Classics at Edinburgh. Your Personal Tutor should be able to advise you on general academic matters but we also strongly encourage you to seek further advice from your course organisers.

Visiting international students now have a representative on the Staff-Student Liaison Committee, where students can voice concerns and suggestions, and you will receive an email about this.

## **VII: GOOD ACADEMIC CONDUCT AND ETHICS**

Very useful information should be consulted at 'You and your degree' on the UG Students in HCA Learn page.

### **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.

The School has put together a full document which guides you through these expectations. It provides examples of correct referencing and accurate citation methods for each subject area, as well as advice about avoiding unintentional plagiarism through accurate note-taking and citation. You can find this document online at: <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/academic-conduct>.

See also section IX below on Classics Essay Guidelines.

## **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.

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>

Dissertation students should speak to their supervisors if they think that their research requires them to fill out an Ethics form.

## **VIII: COURSEWORK SUBMISSION**

See, in the first instance, 'Assessment and Feedback', in 'Academic Skills and Learning' on the UG Students in HCA Learn site.

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.

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.

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. You will also be emailed by your course administrator in advance of the submission deadline.

### **Coursework deadlines**

It is essential for fairness that all students hand in their coursework by the same deadline. There are penalties for late coursework submission.

**It is your responsibility to check your own deadlines.**

#### **Late Submission of Work**

- Full information on the granting of an extension or the submission of a special circumstances form can be found here:
- <https://www.edweb.ed.ac.uk/student-administration/extensions-special-circumstances>

#### **Return of Coursework**

You will be notified by email when coursework is ready for collection. Feedback on formative and summative in-course assessed work will usually be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner.

## **IX: GUIDELINES FOR ESSAYS IN CLASSICS**

Students are strongly advised to study the **Guidelines for Essays in Classics**, which can be found on the UG Students in HCA Learn Site, under 'Academic Skills and Tools for Learning' → 'Study Resources' → Section 'General 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.

**NB not all coursework in Classics falls under the category of the traditional essay so make sure you pay attention to the specific guidance your Course Organisers provide for individual pieces of coursework.**

**Responsibility for your own learning also involves planning your study and research**; however, course organisers are of course available to discuss essay plans and give essay feedback in their office hours and at other times, by appointment.

## **X: DISSERTATIONS**

Your dissertation will be the longest piece of work you will submit towards your degree assessment. It counts as the equivalent of two courses and has a credit weighting of 40 points. The dissertation is an extended essay which investigates independently a topic or problem or text. It is not a postgraduate thesis, in which an original contribution is required, but it should represent your own investigation of your chosen topic, carried out with a critical analysis and reasoned treatment of evidence and issues.

For further information on the dissertation you should consult the Dissertation Learn website where you will find the Dissertation Handbook.

## **XI: STUDY ABROAD IN YEAR 3**

Three categories of students will be studying abroad in their third year.

1. Students who are on the M.A. (Hons) in Modern European Languages and Classics degree programme. They normally attend a University in the country appropriate to their Modern Language programme under an Erasmus exchange scheme and take classical courses of appropriate content and level, worth 40 Edinburgh credits = 20 ECTS credits.

2. Students who have been selected by the Department for an ERASMUS place at a partner university in Europe, or, exceptionally, who have gained an ERASMUS place on an undersubscribed exchange belonging to another subject.
3. Students who have gained a place on the University of Edinburgh's International exchange scheme (e.g. in USA, Canada or Australia). Such places are subject to university-wide competition.

By April of your second year (much earlier in the case of International exchanges) the process of selection/nomination will usually have been completed. However, detailed arrangements for your courses will remain to be discussed with your Personal Tutor and the exchange programmes officer and to be confirmed by the Head of Classics.

**Please note the following:-**

- (a) You will normally be expected to take a full work-load of courses at the host university (i.e. the norm for a full-time student at that institution). At universities in the E.U. a normal work-load for a full year would be 60 ECTS<sup>1</sup> credits (1 ECTS credit = 2 University of Edinburgh credits). If you are a modern language student, the work-load will be adjusted to 40 Edinburgh credits = 20 ECTS credits to allow for your commitments to your modern language studies.
- (b) The courses must be of appropriate level and content, and should not overlap significantly with courses which you intend to take in fourth year, on return to Edinburgh.
- (c) You will be expected to remain in regular contact by email with your Edinburgh department(s). You will usually find it difficult to finalise all your courses before arrival at the host university; in such cases you must consult the exchange programmes officer or your Personal Tutor immediately on arrival and have your course choices confirmed before you embark on them. Likewise, changes of course should not be made without such prior consultation. Your preliminary plans for the fourth year dissertation will also need to be discussed as the year progresses.
- (d) All students graduating in 2022 and 2023 **except** those on the joint degree with Modern European Languages bring back credits but not grades from their study abroad. Their Honours classification is therefore based on the courses taken in fourth year.

For those on the joint degree with MEL two units of assessment from their year abroad count towards their final Honours classification. These will normally consist of classical courses taken at another European university

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<sup>1</sup> European Credit Transfer Scheme

under the ERASMUS exchange scheme and graded there: the department strongly recommends this option. Alternatively, if you are not studying Classics courses at a University, you will need to complete two long essays in Classics in the course of the year. You are advised to plan this before you leave Edinburgh.

## **XII: ASSESSMENT**

### **(i) GENERAL INFORMATION**

Traditionally most courses are assessed by a combination of continuous assessment and a two-hour degree examination. Individual course handbooks will give further details regarding the ways in which these two elements of assessment are combined, including with regard to the type of examination that will be involved in 2021-2, ie online rather than in-person.

#### **Examinations**

- All courses will normally be assessed at the end of the academic year in which they are taught, except courses Greek 1Ha and Greek 2Ha and Latin 1Ha and Latin 2Ha, which will be assessed at the end of the first semester.
- Visiting students will be assessed at the end of the academic year unless they are only in Edinburgh for Semester 1.
- Some courses are assessed by continuous assessment alone: see Path, DRPS, or Euclid for information.

#### **Continuous assessment**

Full details of what will constitute the element of continuous assessment in each course will be given in the course handbook issued at the start of the course. In most cases, this will include the submission of essays or other written work, and the following procedure must be observed for all written work, which will contribute to the final mark for any course. The word 'essay' below is to be understood as including most other types of assessed coursework (exceptions might include language tutorials for Greek and Latin 1Ha, 1Hb, 2Ha, 2Hb).

- **All essays will be submitted electronically; exceptions to this rule will be noted in course handbooks and on Learn.**
- All essays should be typed in double spacing, with a margin of at least 2.5 cm on both right and left sides of the page.
- Since all essays are marked anonymously, they should be identified only by your **examination number (not your matriculation number)** on every page.

- It is essential for fairness that all students hand in their coursework by the stated deadlines. Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension.
- Any items of coursework which contribute to assessment and which are not submitted will be recorded as 'Absent'.
- Extensions: <https://www.edweb.ed.ac.uk/student-administration/extensions-special-circumstances>  
NB The procedure for submission of extension requests has changed this year. Please ensure you follow the guidance carefully on this website.
- The mark on a returned essay is provisional and is subject to confirmation by the Board of Examiners.
- After your essay has been returned to you, you may make arrangements to discuss it with the member(s) of staff who have marked it.

## **(ii) MARKING SCHEME**

All work will be assessed in accordance with the School's version of 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/markingscheme>

The grade descriptors for Classics can be on the UG Students in HCA Learn site, under 'Academic Skills and Tools for Learning' → 'Assessment and Feedback'.

## **(iii) RULES for CLASSIFYING HONOURS DEGREES**

Classification is on the basis of the mean of marks obtained in qualifying level 10 courses taken in the Junior and Senior Honours years (a total of 240 credit points).

Details of assessment regulations are to be found at:

<http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

## **(iv) EXTERNAL EXAMINERS**

The School appoints External Examiners to ensure high standards are maintained across all programmes. Details of External Examiners are provided for information only. Students **MUST NOT** make direct contact with External Examiners. If you have queries about the assessment process please contact your Personal Tutor or the Lead Administrator (listed at the beginning of this programme handbook). The External Examiners for Classics are:

- Dr Elena Theodorakopoulos, Senior Lecturer in Classics, University of Birmingham
- TBC, external examiner in Ancient History.
- Prof. Dr. Katharine Lorenz, Professor of Classical Archaeology, Justus-Liebig-Universität Giessen

External Examiner reports are available to students upon request. To access these reports, please contact: [eilein.fraser@ed.ac.uk](mailto:eilein.fraser@ed.ac.uk)

#### **(v) SPECIAL CIRCUMSTANCES COMMITTEE**

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.

Information on the University's Special Circumstances procedures, including the Special Circumstances Form required, are available on the Academic Services website:

<http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances>

If you think you have a case for Special Circumstances, please contact your Personal Tutor to discuss it in the first instance. If your tutor is not available please contact the School's Student Support Office.

Special Circumstances forms should be submitted as soon as possible and not more than a week after the final assessment for the semester that has been affected.

#### **(vi) COMPLAINT 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 below 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>

### **(vii) ACADEMIC APPEALS**

The following webpage provides guidance for undergraduate students considering making an academic appeal, and is intended to offer information and assistance. It should be noted however that the academic appeals process is governed by the University's Assessment Regulations (link from web page below) which anyone contemplating an academic appeal should also consult.

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

## **XIII: INSTITUTE FOR ACADEMIC DEVELOPMENT**

Provision for undergraduate students  
[www.ed.ac.uk/iad/undergraduates](http://www.ed.ac.uk/iad/undergraduates)



### **Advice for studying effectively**

**Resources:** LearnBetter (available on the Learn VLE) is there to help all students find effective approaches to studying, learning and doing academic work. Produced by Study Development Advisors at the University's Institute for Academic Development (IAD), this resource gives advice about many common student questions, covering topics such as academic reading and writing, time management, presentations and revision.

**Workshops:** the IAD's Study Development Advisors also run workshops on similar topics throughout semesters 1 and 2, which are open to all undergraduates.

**One-to-one advice:** it is also possible to request a one-to-one consultation with one of the IAD Advisors.

**Find out more:** you can find full details of everything IAD Study Development offers – and some key information and advice sheets – by going to the Study Development web pages: [www.ed.ac.uk/iad/undergraduates](http://www.ed.ac.uk/iad/undergraduates)

#### **XIV: CAREERS SERVICE**

For full information on how the careers service can support you, see the ‘Careers’ tab on the UG Students in HCA Learn site. HCA have their own dedicated Careers advisor. In addition, you can visit:

[www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)

Whatever your hopes or plans for your future after graduation, the Careers Service team are able to support you. 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? What are employers looking for? Maybe you’re considering working abroad, volunteering, further study or taking time out? You can research all of these options there too.

Looking for work? There is lots of advice and information about this, and how to make effective applications on the Careers Service website. MyCareerHub 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, and holds a variety of employer information, so is an excellent resource and starting point.

#### **XV: 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 and funding to accommodation and tenancy rights. We also have specialist Academic Advisers, who can offer guidance on issues affecting your studies.

**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 weekdays, semester time only).

Email us: [advice@eusa.ed.ac.uk](mailto:advice@eusa.ed.ac.uk); [academic.advice@eusa.ed.ac.uk](mailto:academic.advice@eusa.ed.ac.uk)

Phone us: 0131 650 9225 /0800 206 2341

Visit us online: [www.eusa.ed.ac.uk/advice](http://www.eusa.ed.ac.uk/advice)



## **Programme Reps**

Programme Reps are the foundations of student representation. They represent the views of their peers on their course or programme depending on their School's student representation structure. Programme Reps ensure that academic and support staff are continually listening to and engaging with students to improve the student experience. Ultimately, Programme Reps will work in partnership with staff to improve the student experience for current and future students.

Programme Reps are ambassadors who represent all students in their cohort to make positive changes to the student learning experience in their courses and/or programme. As a Programme Rep, you will gather feedback from peers and discuss it with your Course or Programme Organiser directly or in Student-Staff Liaison Committees (SSLCs) which are held regularly in your School. Programme Reps can also work with their elected School Representatives, Sabbatical Officers, and/or other elected Reps to improve student life.

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 has three Councils which work to improve your University and make sure you are heard:

- The Academic Council campaigns to improve feedback, ensure you get excellent teaching, resources and academic support.
- The Welfare Council works to improve student welfare, campaigns for better support services and on student welfare issues such as mental health and exam stress.
- The External Affairs Council campaigns on student fees, improving student-community relations and student transport and accommodation – things which may be external to the University but which have a huge impact on student life.

Any student can get involved with EUSA. Come along to any of the Councils and help with EUSA's campaigns – or propose your own campaign! You can find more information at [www.eusa.ed.ac.uk/](http://www.eusa.ed.ac.uk/)



## **SHCA Student Research Room:**

**All students doing degrees in Classics are able to use the resources available on the second floor mezzanine in the William Robertson Wing, Doorway 4, Teviot Place. This is a student-run space; if you wish to volunteer, please contact Caroline Stirling ([Caroline.Stirling@ed.ac.uk](mailto:Caroline.Stirling@ed.ac.uk))**

**NB In the light of current restrictions due to social distancing, the SRR is not currently open to students. Students will be informed when this situation changes.**