

SCHOOL of HISTORY, CLASSICS and ARCHAEOLOGY

CLASSICS
PRE-HONOURS
HANDBOOK



2021-2022

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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 Sara Dennison (email sara.dennison@ed.ac.uk)

I: WELCOME AND INTRODUCTION

Welcome to the Department of Classics!

We are looking forward to getting started on the new academic year and to seeing you all soon.

This handbook contains important information about our pre-Honours courses and degree programmes available within Classics in the academic session 2021-2022. It gives information and key links about courses 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)

We are a strong and energetic team, part of the larger School of History, Classics and Archaeology. We teach a large range of courses at Pre-Honours level.

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>

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.

‘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>

Libraries

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. Many of the articles and even books for your courses will be available **on online reading lists on your course LEARN sites**.

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.

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:

- **Classics Library (Sellar and Goodhart collection), along with:**
- Archaeology book collection
- Centre for the Study of the Two World Wars book 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.

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.

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.

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.

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 Calum Maciver, the Teaching Director in Classics (Calum.Maciver@ed.ac.uk), or Dr Lucy Grig (Lucy.Grig@ed.ac.uk), 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. The team are available Monday to Friday, 9.00 am to 5.00 pm, but see note above on page 1 about COVID measures. 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 academic and pastoral advice that you may need during your Edinburgh career, and may be contacted by appointment or during their advertised office hours (see the staff page of your personal tutor). The main exception to this pattern is during Welcome Week. In your first and second years, you will be invited to 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 (see the Learn page of the relevant course).

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).
- Help with personal matters, both within and outside University.
- Referrals to your Personal Tutor for more major issues.

- Checking accuracy of course and programme data on the University Student Administration database.
- 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.

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.

COVID19: For Semester 1, all pre-honours lectures will be pre-recorded and posted on the course Learn page. The tutorials will take place in-person, on campus.

Pre-honours language courses (Semester 1) will take place in-person on campus at the set timetabled slot. The reason language courses can take place wholly in person is that each cohort falls below the maximum of 50 attendees, as per the guidance set out by the University.

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 (see your course handbook and/or course Learn page for instructions to submit exercises through 'Turnitin'). 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. For more information about recording of attendance, see your UG Students in HCA 2021-22 page.

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, the recordings of lectures, links to the live Collaborate sessions, course handbooks, reading lists and lecture handouts, can also be accessed 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 the semester, 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, both a School-wide meeting and a departmental meeting. 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. Half-way through semester students are also asked to complete mid-semester feedback. These forms are all read by course organisers and are then used in future development of the course.

Attendance Monitoring

All students are expected to attend and be actively engaged with their studies. In tutorials and seminars, attendance is compulsory and a register is taken by your tutor.

Full details on Attendance and Engagement monitoring; engagement points and Tier 4 requirements can be found 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 UG Student Learn page.

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.

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: <https://www.edweb.ed.ac.uk/student-administration/extensions-special-circumstances>
- 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 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.

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 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 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.

VII: GRADE DESCRIPTIONS for COURSES IN CLASSICS

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/marking-scheme>. The exception is language coursework (e.g. unseen translation) which applies the full 1-100 scale.

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'.

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.

Further information 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. On the online 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.

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

<https://www.edweb.ed.ac.uk/student-administration/extensions-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:

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

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 (Ancient History)
- Prof. Dr. Katharine Lorenz, Professor of Classical Archaeology, Justus-Liebig-Universität Giessen

External Examiner reports are available to students upon request.

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/21-22/dpt/drps_hca.htm

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; 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.

For further information, please

Visit: <http://www.ed.ac.uk/global/exchanges>

The Classics Study Abroad Briefing: second year students will be notified in Semester 1 of the School meeting about studying abroad.

The School and Subject Area International Officers:

Classics International Officer, Dr Justin Stover, justin.stover@ed.ac.uk

School International Director, Dr Julius Ruiz, J.Ruiz@ed.ac.uk

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/>