

University of Edinburgh
School of History, Classics and Archaeology

CLASSICS
Sub-Honours
Handbook
2011–2012

TABLE OF CONTENTS

I	Welcome and Introduction	1
II	General Guidance: School Student Support Officers and Directors of Studies	2
III	Participation and Contact	3
IV	Special Circumstances, Complaints and Academic Appeals	5
V	Coursework Guidelines	6
VI	Guidelines for Essays in Classics	8
VII	Plagiarism	9
VIII	Assessment	10
IX	Accessibility	12
X	Looking ahead to Honours	12
	A. Applying to Honours	
	B. Applying to study abroad and related issues	
XI	Message from the Careers Service	13
	Timetable of Sub-Honours Courses 2011-2012	15

I: WELCOME AND INTRODUCTION

Welcome to the Classics Subject Area, part of the School of History, Classics and Archaeology.

Welcome to Classics in Edinburgh, the 'Athens of the North'. We are a strong and energetic team of 15 teaching staff (listed below, together with our research interests/teaching specialties), within the School of History, Classics and Archaeology. We teach a large range of courses at Sub-Honours level.

In the 2009 EUSA (Edinburgh University Students Association) awards, Classics was voted 'best department' by the student body.

Professor Judy Barringer (*Professor of Greek Art and Archaeology – on leave Sem 1, 2011-12*) Greek Art and Archaeology

Dr Dominic Berry (*Senior Lecturer - on leave Sem 2, 2011-2012*) Latin Literature and Roman History

Dr Sandra Bingham (*Teaching Fellow*) Latin Literature and Roman History

Professor Douglas Cairns (*Professor of Classics - on leave 2008-12*) Greek Literature

Dr Glenys Davies (*Senior Lecturer - on leave 2011-2012*) Roman Art and Archaeology

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

Dr Lucy Grig (*Lecturer – on leave Sem 1, 2011-12*) Roman History

Dr Gavin Kelly (*Senior Lecturer – on leave Sem 1, 2011-12*) Latin Literature and Roman History

Dr Lloyd Llewellyn-Jones (*Senior Lecturer*) Greek and Persian History

Dr Michael Lurie (*Lecturer*) Classical Literature and its Reception

Dr Eve MacDonald (*Teaching Associate 2011-12*) Greek and Roman Archaeology

Dr Ulrike Roth (*Lecturer – **Head of Classics***) Roman History

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

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

Dr Stephanie Winder (*Lecturer*) Greek Literature

Our address is: School of History, Classics and Archaeology, The University of Edinburgh, William Robertson Wing, Old Medical School, Teviot Place, Edinburgh, EH8 9AG

Tel: +44 (0)131 650 3580/2. Email: classics@ed.ac.uk

Departmental secretaries: classics@ed.ac.uk, amanda.campbell@ed.ac.uk

Staff details, including photographs, office numbers, email addresses and telephone numbers are all listed on the *School of History, Classics and Archaeology* website, <http://www.shca.ed.ac.uk> under the staff listings, while the Classics home page gives further details on staff research interests and publications, <http://www.shca.ed.ac.uk/classics/index.htm>.

Course websites are listed at <http://teaching.shca.ed.ac.uk/classics/>

Location of Undergraduate Administrative Staff

The Undergraduate Reception for History, Classics and Archaeology is located on the ground floor in room G.08, 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.06. Opening hours will be Monday to Friday, 9am to 1pm and 2pm 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
- Compton Library (American History)
- Michael Flinn Library (Economic and Social History)
- Scottish History Library
- Jim McMillan Library

The SRR is run by student volunteers, in conjunction with Margaret Forrest, our liaison librarian; 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.shc.ed.ac.uk/student/general/library/>

If you need help in finding Library materials for your courses, please contact the School's Academic Liaison Librarian, Margaret Forrest, margaret.forrest@ed.ac.uk who is based in Room 2.20.

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. Special drop-in sessions and tours have been organised by the SHCA Liaison Librarian: please make use of these helpful sessions. 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/booklet 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: GENERAL GUIDANCE: SCHOOL SUPPORT OFFICERS AND DIRECTORS OF STUDIES

If you need some help or guidance relating to your studies, you can speak to (1) the School Support Officers (SSOs) or (2) your Director of Studies (DoS).

In all cases **the SSOs should be your first point of contact**. There are two SSOs who deal with Direction of Studies administration. The SSOs make appointments for students who wish to see their Director of Studies, but also provide routine advice on many matters, including curricula, regulations and procedures and are able to answer the majority of standard queries from directees. They will also prepare standard, factual (non-academic) references for you (e.g. for letting agencies) and maintain confidential directee records, including 'special circumstances' which may affect academic performance or attendance. If you have a highly sensitive, confidential or ongoing issue where you feel the need to see your DoS directly, it may still be worthwhile to contact an SSO first simply to set up the appointment for you and to avoid delays.

The School Student Support Officers are based in G.06 on the ground floor of Doorway 4, Teviot Place. They are:

Jo Wilkie (full time), Jo.Wilkie@ed.ac.uk, tel. 0131 651 1800

Judith McAlister (9 a.m. - 2 p.m., Mon - Thurs), Judith.McAlister@ed.ac.uk, tel. 0131 650 3845.

III: PARTICIPATION and CONTACT

Lectures and tutorials

Most Sub-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 Director of Studies.

Depending on the course, you will sign up for a tutorial group either via a sign-up sheet or online: this information will be given at the first class. 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. Other courses may also require you to keep a log-book of your personal work, which can include your notes in preparation for tutorials and summaries of assigned secondary reading. Due preparation will be noted in your tutorial log by your tutor. In all cases, tutors may nominate students in advance to lead tutorial discussions and where the log-book is used, you may be asked regularly to show your notes, regardless of whether or not you are leading the discussion. The success of such tutorials depends upon diligent preparation. Persistent absence or repeated lack of preparation without sufficient justification will be reported to the student's Director of Studies.

Course websites

Course websites are now generally the first port of call for information about Sub-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 should make a regular habit of checking course websites.

Noticeboards

Two Classics Noticeboards are located on the ground floor close to the Undergraduate Reception (room G.08).

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. There are on-screen instructions if you wish to do so - please see

<http://www.students.ucs.ed.ac.uk/helpdesk/student/system/show.cfm?documentID=967>

If one or more of your courses use WebCT email, you will need to ensure that you *either* check both the WebCT email account **and** the UoE email account in order to be sure to receive urgent and critical items of email, *or* alternatively you could set up forwards on the WebCT accounts to your main email account so that you have only one place to check for important email. Information about forwarding WebCT mail can be found at:

http://www.elearn.malts.ed.ac.uk/webct/student_faqs.phtml#new_mail

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 Class Representative (details below), whose name and contact details will be posted on the course website. At the end of the course, you will be asked for your anonymous comments on a course assessment questionnaire.

Student Class representatives

Within the subject area of Classics, each course at Sub-Honours level (e.g. Greek World, Roman World, Latin and Greek) has at least one student representative (also known as 'class rep') who is able to discuss student needs with the staff. These class reps 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 class 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 at <http://www.eusa.ed.ac.uk>

The Staff-Student Liaison Committee

In addition to acting as a general link between staff and students, class reps are asked to report on each class 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 teaching developments.

School of History, Classics and Archaeology: Student Intranet

The School has developed an undergraduate student intranet to provide you with 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 Secretaries, Student Support Officers and Student Reps. Over the year, we will add information on choosing honours courses and degree results.

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. And we provide links to your subject areas and student societies.

You are strongly advised to keep checking the Intranet for information or guidance throughout the year. The Intranet is at: <http://www.shca.ed.ac.uk/student/undergraduate/>

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
- Director of Studies supervisory meetings

You must be physically seen at these contact points to confirm that you remain at Edinburgh and on-programme. Emails, including email copies of coursework supplied in lieu of paper copies submitted in person, are not acceptable.

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.

IV: SPECIAL CIRCUMSTANCES, COMPLAINTS AND ACADEMIC APPEALS

Special Circumstances: Student Responsibilities

The University of Edinburgh's approved guidance for undergraduate students is:

1. Student responsibility and routes for notification

It is a student's responsibility to report any special circumstances to the Board of Examiners, including all relevant documentary evidence. This should be done via the School's Student Support Office (G.06, Doorway 4, Teviot Place, 0131 651 1800, ssohca@ed.ac.uk) in the first instance, or the Director of Studies. Given that special circumstances can arise at short notice around the time of examinations, they may also be brought to the attention of the Special Circumstances Committee through a Course Organiser, Course Secretary, or the School Office, who will inform the Student Support Office. Notification must always be consistent with the conditions and timescales outlined in the paragraph below.

2. Scope of special circumstances, timescales and methods of notification

Medical, non-medical or compassionate special circumstances affecting any formal examination or other assessed work must be notified in writing by the student through the appropriate route as early as possible and no later than two working days after the individual student's last assessment, be that either examination or coursework. Any letter, note or email giving such notification must be clearly dated. A meaningful subject heading is particularly important where notification is made by email, in order to alert staff and to avoid the University's spam filters.

3. Discussion of special circumstances by Boards of Examiners

When a student has raised special circumstances they should be aware that these circumstances will be reported, in confidence, to the Conveners of Boards of Examiners for consideration by the Special Circumstances Committee of the Board. If the student stipulates that such evidence should remain confidential to the Student Support Office or Director of Studies, and not be made known to examiners, the student will be asked to make this stipulation in writing.

Informal complaints

Concerns relating to the provision or content of courses should proceed through course representatives. Informal complaints relating to staff and all other types of irregularities should be addressed to the Head of Subject Area. If you are unsure, you may wish to discuss your concerns with an SSO or your DoS, who can pass them on to the Head of Subject Area. If your DoS is part of the problem, or does not help to resolve the issue, you should also go to the Head of Subject Area.

Formal complaints

More serious problems, which you think are grounds for a formal complaint and which have not been resolved to your satisfaction after first reporting them informally, must be made according to the University of Edinburgh Student Complaints Procedure. For guidance in these matters, you are

encouraged to seek some initial advice. Advice can be sought from the SSOs, your DoS, the Head of Subject Area or EUSA (c/o The Advice Place (tel. 0131 650 2650), Students' Association, Bristol Square). The University regulations for a formal complaint can be found at <http://www.acaffairs.ed.ac.uk/Administration/Procedures/ComplaintsStudent/Index.htm>

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.acaffairs.ed.ac.uk/Regulations/academicappeals/studentguide.htm>

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

V: COURSEWORK GUIDELINES

Coursework submission

All undergraduate coursework in the School of History, Classics and Archaeology is marked anonymously. Your coursework must be submitted in the following way, by the deadline, to be accepted for marking.

- You should make **two** paper copies of your coursework and insert only your Examination Number in the header of every page
- Do not add your name to your coursework
- Add a completed, standard 'Front Page' to each copy
- Staple each copy and paperclip the two copies together
- Add your completed 'Declaration of Own Work' to the **top** copy only
- Put **both** copies in the marked Drop Box opposite Undergraduate Reception (G.08) unless advised to hand them to the Course Secretary in G.08.

Templates for the **Front Page** and the **Declaration of Own Work** are on the Student Intranet at <http://www.shc.ed.ac.uk/student/undergraduate/coursework/>

Please note: Starting in September 2011, some courses may require electronic submission; please check the course handbook for specific information.

Coursework deadlines

It is essential for fairness that all students hand in their coursework by the same deadline. Your coursework should be submitted by the deadline given in your course handbook or on the course website.

It is your responsibility to check your own deadlines. There are penalties for late coursework.

Late Coursework

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 working day it is late, up to a maximum of 5 working days. After this time a mark of zero will be recorded.

An initial mark of 70% will therefore be reduced to 65, 60, 55, 50 and 45 over five working days, and then to 0.

These penalties follow the University's Assessment Regulations.

Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension.

Return of Coursework

You should collect your marked coursework from Undergraduate Reception (G.08). You may be asked to produce your student card to confirm your Examination Number. You will be notified by email when coursework is ready for collection.

We aim to return all marked continuous assessment within 3 working weeks. Written feedback is given but it is also recommended that you discuss your work with the member of staff who marked your work.

Any work not reclaimed by its owner will be disposed of after Week 2 of the Semester following.

Extensions

It is your responsibility to apply for an extension *in advance* of the published submission deadline. Sympathetic consideration will be given to requests for extensions where there are exceptional circumstances involving medical or personal problems. The following, however, will not be accepted as good reasons for late coursework:

- More than one piece of work due on the same deadline. Deadlines are published well in advance and you should plan your time to meet them
- Computer or printer problems and similar reasons. You should back up your work regularly and not rely on one saved copy only

You may be asked to produce documents such as a medical certificate to support your extension request.

To request an extension

All 1st & 2nd year students:

You should contact your Classics Course Secretary in the first instance by means of submission of a Classics Essay Extension Application form, available from the Undergraduate Reception, Room G.08, or downloadable from the Classics website:

<http://www.shc.ed.ac.uk/classics/undergraduate/CLASSICFORMS.htm>

The Classics Secretary will pass your request on to your Course Organiser. You will be informed whether your request has been granted and your new deadline will be confirmed.

You should attach a copy of the e-mail confirmation of the extension to your coursework when you submit it so that the date can be checked and recorded against the authorised extended deadline, and penalties avoided.

If you submit coursework after an authorised extended deadline, the usual penalties for late submission will apply.

Please remember that you do not have an extension until authorisation has been confirmed.

If you think you may need a longer extension than a few days, or your reasons are particularly complicated or of a personal nature, you should discuss the matter with the Student Support Officers or your Director of Studies.

It is essential that you complete all coursework in all courses by the specified deadlines. Submission of coursework is a course requirement; students will not be awarded a pass for a course in which the required assessed coursework has not been submitted, even if they achieve sufficient marks on the examination component alone. In the second year a mark of 50% or above at first attempt is usually required for admittance into Honours.

If you have failed a course as a result of missing or unsatisfactory coursework, you will normally be required to do replacement exercises over the summer, at comparatively short notice. Although we will notify you of the need to do these replacement 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 organiser to inform yourself about the replacement exercise and the deadline.

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.

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 Centre for Teaching, Learning and Assessment:
<http://www.tla.ed.ac.uk/services/effect-learn/advice.htm>

For queries you can also contact Julie Daubenspeck at julie.daubenspeck@ed.ac.uk, 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**. All workshops will take place from 12.10 p.m. - 1.50 p.m. For venues and further details, please telephone or consult the TLA web page.

NOTE FOR VISITING UNDERGRADUATES

If you are a **visiting undergraduate**, please speak to the SSOs, the course organiser or one of the secretaries 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 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 Classics website: <http://www.shca.ed.ac.uk/classics/undergraduate/> 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. A quick 'Essays Essentials' digest can also be found on this page.

VII: PLAGIARISM

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's own benefit. It is a form of cheating.

You must sign a Declaration of Own Work when submitting ANY coursework.

Academic work is based on a synthesis of sources and ideas. It is perfectly acceptable to make use of another person's ideas or opinions in formulating your own, but to use another person's work without acknowledging it, or under the pretence that it is your own, is plagiarism, and is contrary to the principles of academic study.

The following are examples of plagiarism:

1. Including in one's own work extracts from another person's work without the use of quotation marks and the acknowledgement of the source (which may be a book, a research paper, a web source, another student's work, a lecturer's comments or class notes, pictures or text/s from course websites, etc).
2. Summarising another person's work without acknowledgement.
3. Using the ideas or help of another person without acknowledgement of the source. (Help can include, for example, the provision of materials, help from librarians or technicians.)
4. Copying the work of another student, with or without their knowledge or agreement.
5. Cutting and pasting from electronic sources without explicit acknowledgement of the URL / author, and without explicitly marking the pasted text in inverted commas, or labelling the source of the diagram or illustration. The inclusion of large amounts of such pasted material, even if acknowledged, always raises doubts about how much of the work presented should be credited to the student. The same applies to over-quotation from a traditional, printed source.

Plagiarism is academically fraudulent, and is viewed by the University as a serious disciplinary offence. It may be **intentional** or **unintentional**: the innocent misuse of material without formal and proper acknowledgement can still constitute plagiarism whether or not deliberate intent to cheat is involved.

Students can avoid plagiarism by ensuring that any sources used in submitted work (other than examination scripts) are adequately acknowledged and properly referenced, and that appropriate standards for academic practice in the relevant subject area are always adhered to. This will include:

1. Providing full citation (with page numbers) of all sources (books, articles, websites, newspapers, images, artefacts, lecture handouts, data sources etc.) used in the preparation of a piece of work.
2. Properly referencing the sources of the arguments and ideas used in an assignment, using the recognised reference system for the subject area. Both quotations and paraphrased or summarised versions of arguments or ideas should be referenced in this way.
3. Following other guidelines for preparing and presenting coursework as provided by the subject area.

Further information on plagiarism and how to avoid it will be found at:

<http://www.aaps.ed.ac.uk/regulations/Plagiarism/Intro.htm>

VIII: ASSESSMENT

Feedback on assessment in Sub-Honours

In addition to marks, there is feedback of the following kind for coursework and examinations in Classics.

For coursework: all essays will be returned with an evaluation sheet containing comments on the essay, broken down by criteria of assessment. All other marked coursework will not necessarily contain comments or annotations, but once returned to you, the lecturer or tutor can be consulted for clarification. Written feedback is given but it is also recommended that you discuss your work with the relevant member of staff.

For exams: exam scripts are not returned as a matter of course to students. However, all exam scripts will be made available at a set time for supervised consultation by their authors. There will be 2 times set aside for this consultation within the first 3 weeks of the Semester following the exam. Students should watch for email messages informing them of the times designated. In addition the course organiser will provide general class feedback on exam performance which will be posted on the course website.

Retention of Assessment Materials

The School retains its copies of student assessment materials, such as essays, reports, projects or exam scripts, for a limited period of time after the relevant Board of Examiners meeting. Students' copies of assessment materials and feedback comments which have not been collected by the end of a session will be disposed of in teaching week 2 of the following session.

The Extended Common Marking Scheme

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

Mark	Grade	Description
90-100	A1)	
80-89	A2)	Excellent
70-79	A3)	
60-69	B	Very Good
50-59	C	Good
40-49	D	Pass
30-39	E	Marginal Fail
20-29	F	Clear Fail
10-19	G	Bad Fail
0-9	H	Bad Fail

To help you understand what these grades mean, the following Grade Descriptions have been drawn up:

A1 Excellent (90-100%) OUTSTANDING FIRST CLASS. An answer that fulfils all of the criteria for A2 and in addition shows an exceptional degree of insight and independent thought, together with flair in tackling issues. Work displaying the highest level of scholarship and originality attainable within any given course/year of study. In courses involving classical languages the work shows, where appropriate, an exceptionally high level of linguistic competence.

A2 Excellent (80-89%) CLEAR FIRST CLASS. An authoritative answer that provides a fully effective response to the question. It should show a command of the literature and an ability to integrate that literature and go beyond it. The analysis should achieve a high level of quality early on and sustain it through to the conclusion. Sources should be used accurately and concisely to inform the answer but not dominate it. There should be a sense of a critical and committed argument, mindful of other interpretations but not afraid to question them. Presentation and the use of English should be

commensurate with the quality of the content. In courses involving classical languages the work shows, where appropriate, a very high level of linguistic competence.

A3 Excellent (70-79%) LOW FIRST CLASS. A sharply-focused answer of high intellectual quality, which adopts a comprehensive approach to the question and maintains a sophisticated level of analysis throughout. It should show a willingness to engage critically with the literature and move beyond it, using sources creatively to arrive at its own independent conclusions. In courses involving classical languages the work shows, where appropriate, a high level of linguistic competence.

B Very Good (60-69%) Clearly structured work displaying an ability to deal with the concepts, sources and arguments relevant to the topic under discussion and critical judgement in selecting, evaluating and organising material. In the 65-69 range the work will display some of the qualities of excellence outlined above, although some aspects will be less fully realised. The 60-64 range represents above-average achievement in all or most respects. In courses involving classical languages the work shows, where appropriate, a sound grasp of the linguistic aspects of the subject.

C Good (50-59%) Sound and competent work which covers the basic subject matter and is appropriately organised and presented. May tend to narrative and description rather than analysis but does attempt to answer the question. There will be some evidence of the inclusion of irrelevant material, a certain lack of focus in the discussion or deficiencies in the evidence used to support the argument. Work in the 50-54 band is likely to be factually sound but to show only a general grasp of the issues which the question is raising, and to be weak in critical awareness and analytical qualities. In courses involving classical languages the work shows, where appropriate, a fair understanding of the central linguistic aspects of the subject.

D Pass (40-49%) Work which is adequate but limited. It may include irrelevant material and be too descriptive and narrative. Some aspects of the question may be answered competently, but others will be ignored because of omissions in the reading, factual inaccuracy, difficulty in identifying the key issues and arguments, or poor style, structure and presentation. In exams, an answer left unfinished may earn a mark in this range if it gives evidence of the potential to perform better. In courses involving classical languages the work shows, where appropriate, a basic understanding of the principal linguistic features of the subject.

E Marginal Fail (30-39%) Work which is poorly structured and of very limited relevance to the question. It may be distinguished by a lack of supporting evidence, misunderstandings, a failure to address the question asked, substantial generalisation and the lack of any real argument. In courses involving classical languages the work approaches closely a basic understanding of the linguistic aspects of the subject but is deficient in important respects.

F Clear Fail (20-29%) Work which shows little or no real understanding of the question and which displays little or no evidence of learning.

G Bad Fail (10-19%) Work which fails on all criteria. It could also be the mark for a very short answer with little relevant material.

H Bad Fail (0-9%) Incomplete work, or work with absolutely no relevance to the question.

IX: 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 in room G.06. Phone and email: 0131 651 1800, ssohca@ed.ac.uk. They will direct you to the appropriate member of academic staff and/or to the University's Disability Office.

You can also contact the Disability Office directly (6-8 South College Street, 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 Disability Office 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 Disability Office can put you in touch with an independent Educational Psychologist.

X: LOOKING AHEAD TO HONOURS

A. Applying to Honours.

The two-stage Sub-Honours/Honours degree structure is comparatively flexible, and in most cases allows you, over your two Sub-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 over the second semester of your second year. Notices will be posted that 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 DoS. You should receive notice of your course choices by the end of June but they will be dependant 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/schools-departments/international-office/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): Mid-November 2011

Applications due for the Erasmus/Socrates Programme (European): Mid-February 2012

The School and Subject Area International Officers:

Classics International Officer, Dr Michael Lurie, michael.lurie@ed.ac.uk tel. 0131 650 3588.

School International Officer, Dr Fabian Hilfrich, fabian.hilfrich@ed.ac.uk tel. 0131 651 3236.

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

<http://www.international.ed.ac.uk/exchanges/>

For programmes in Classics, see the Classics Study Abroad web page:

http://www.shca.ed.ac.uk/undergraduate/study_abroad/index.html

For information on how to apply for particular Classics programmes, you should consult the SSOs.

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 Sandra Bingham, s.bingham@ed.ac.uk (tel. 0131 650 6689).

XI: MESSAGE FROM THE CAREERS SERVICE

Careers Service

You might think it's a little early to be hearing about the Careers service, but it's never too soon to start thinking about your future. Whatever stage you're at, or hopes and plans you might have, the Careers Service is there to support you from the start – not just your final year!

If it's a graduate level job you'll be looking for, by definition all candidates will have a degree, so what will make you stand out? Recruiters are looking 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, or volunteering for example. Crucially this also helps you figure out what you might want to do when you graduate, as you learn more about your interests and motivations.

You don't need to know what you want to do to use the Careers Service; the team are able to support you whatever your starting point. Helen Whitham is one of the career advisers who works with students in our School. You can book short (up to 20 mins) and longer appointments (up to 45 mins) to speak with an adviser. See www.ed.ac.uk/careers 'Using the Careers Service' for more, and how to book.

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 lots of advice about this, and how to make effective applications on the Careers Service website. 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 offers sessions covering insights into a variety of sectors e.g. International Development, Media and Policy Work... to name but a few, plus talks on writing your CV and making applications for example. Find out more about what's going on, plus details of employer presentations and Career Fairs on their website: www.ed.ac.uk/careers/talks-events Helen has also arranged talks for students in our School – see below.

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?

First year

'Getting the most out of your time at University'

Thursday 3rd Nov, 1.05 - 1.35pm, venue TBC

Second year

'Planning for your future'

Tuesday 28th Feb, 1.05 – 1.50pm, venue TBC

SUB-HONOURS TIMETABLE 2011-1012

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	1400	1450
CLGE08004	The Roman World 1B: The Roman Empire	Semester 2	Mo/Tu/Th	1400	1450
ANHI08014	Ancient History 2A: Past and Present in the Ancient World	Semester 1	Mo/We	1210	1300
ANHI08013	Ancient History 2B: Themes and Theories in Ancient History	Semester 2	Mo/We	1210	1300
CACA08009	Classical Art 2A: The Development of Greek and Roman Art	Semester 1	Tu/We/Th	1000	1050
CACA08010	Classical Archaeology 2B: Materials and Methods	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/Th	1110	1200
GREE08006	Greek 1D	Semester 2	Mo/Tu/Th	1110	1200
GREE08007	Greek 2A	Semester 1	Mo/Tu/Th	1110	1200
GREE08008	Greek 2B	Semester 2	Mo/Tu/Th	1110	1200
LATIO8007	Latin 1A	Semester 1	Mo/Tu/We/Th	1000	1050
LATIO8008	Latin 1B	Semester 2	Mo/Tu/We/Th	1000	1050
LATIO8009	Latin 1C	Semester 1	Tu/We/Th/Fr	1000	1050
LATIO8010	Latin 1D	Semester 2	Tu/We/Th/Fr	1000	1050
LATIO8011	Latin 2A	Semester 1	Tu/We/Th/Fr	1000	1050
LATIO8012	Latin 2B	Semester 2	Tu/We/Th/Fr	1000	1050