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INTRODUCTION

Vision and Mission

The University of Glasgow School of Social and Political Sciences aims to support the University in achieving its objectives:

- Develop research strengths, increasing our research income and outputs;
- Develop excellent student learning environments, ensuring student satisfaction & employability;
- Extending our global reach and reputation; and
- Attract and retain high quality staff aligned to the University’s vision and values

Our mission is to be internationally known and highly regarded for the integrated nature of both its research and teaching excellence; to conduct high quality research and research-led education that encourages recipients to develop independent and critical thinking, acquire career-enhancing professional skills; and to contribute to business developments and public policy debates concerned with improving economic and social welfare.

About this handbook

This Undergraduate Handbook complements your course documentation and provides information on policies, regulations and support services that are relevant to courses across the School. Information specific to a course can be found in course documentation and the course Moodle (virtual learning environment) site. The handbook aims to summarise policies and regulations and tells you where to find detailed information. If you find that any of these are relevant to you during your studies, please ensure you understand the policy fully – discussing this with your Adviser of Studies or a member of staff in the School if necessary. The University of Glasgow Calendar is the annual publication of University degree regulations and other information and regulations which cover fees, student codes, assessment and examinations. You can find this online at: http://www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2016-17/

The School of Social and Political Sciences web site is another useful resource (http://www.gla.ac.uk/schools/socialpolitical/). You will be able to find information about programme structures, describing what you will do in future years and descriptions of our courses. The course catalogue in MyCampus offers more detailed information about courses.

Contacts

| Head of the School of Social & Political Sciences | Professor Michele Burman |
| Deputy Head of the School of Social & Political Sciences | Professor Christopher Carman |
| Convenor of Undergraduate Studies | Dr Susan Deeley Susan.Deeley@glasgow.ac.uk |
| Quality & Assessment Officer | Dr Craig Smith Craig.Smith@glasgow.ac.uk |
| Undergraduate Team Leader | Caroline McGarvie Caroline.McGarvie@glasgow.ac.uk Tom Mathieson Thomas.Mathieson@glasgow.ac.uk |
| Student Disability Officer | Dr Jo Ferrie Jo.Ferrie@glasgow.ac.uk |
Much of your day-to-day contact will be with your Course Administrator, Course Coordinator, Lecturer or Tutor and you will find their contact details in your course documentation or in Moodle. You are welcome to make contact with the people listed above if you are experiencing serious problems with your studies that you have been unable to resolve at course level.

You will find contact information for all staff members on the School web site.

**Undergraduate Support**

The Undergraduate Office entrance is at room 210 Adam Smith Building. The Office is open to students from 10.30-12.30 and 1.30-4.00.

**Contacting you**

*We will contact you at your University email address and not any personal addresses provided on your student record.* Please read your email regularly and forward it to a personal account if necessary, ensuring that it is not treated as spam/junk mail. We email you with important and relevant information about your course – much of which will be assessment-related – and, therefore, you must ensure that you receive it. We do not normally write to you by letter.

**PROGRAMME STRUCTURES**

Information about the structure of your degree programme in terms of the courses that are compulsory and optional and when they should be taken is provided in your Program Plan in MyCampus (MyRequirements). More general information about programme structures can be found on the School web site.

You will find Programme Specifications for your degree programme online at [http://www.gla.ac.uk/services/senateoffice/programmesearch/](http://www.gla.ac.uk/services/senateoffice/programmesearch/)

Programme Specifications are detailed descriptions of degree programmes, providing information about the intended knowledge, understanding, skills and other attributes that will be developed by students while successfully completing a specific programme of study. They also provide information about the teaching, learning and assessment methods.

**TEACHING AND LEARNING METHODS**

Classes can take the form of lectures, seminars, tutorials and/or labs. These constitute the contact hours of the course. However, most of your learning is achieved through your private study - time spent reading, thinking and preparing for assessment.

*Lectures*

A lecture involves an academic member of staff presenting material to the entire class, usually with the help of data projection, whiteboards and blackboards. Lectures fulfil various purposes: they deliver information, e.g. fact, concept, theory; they provide explanations; they outline and evaluate arguments; they stimulate your interest and develop your critical thinking. They may also present the lecturer's own view or indicate sources of information which you should follow up on your own. In broad terms, lectures guide you through the
content of the course - its syllabus. They are certainly not intended as dictation sessions but you should take notes.

Note-taking is an important skill, requiring you to listen, identify key points, summarise and write all at the same time and one that will be applied when you undertake research for assignments and exams. Guidance on taking notes at lectures can be found on the Library web site at http://www.lib.gla.ac.uk/Training/tlt/studyskills.shtml.

Lecturers may provide additional handouts or supplementary material, including outline lecture notes on Moodle - see http://lbss.moodle.gla.ac.uk/. Additional materials cannot replace your own note taking, so they are not an alternative to attending lectures. Poor attendance at lectures is likely to affect your grades adversely.

Seminars, tutorials and labs

Seminars, tutorials and labs take place in smaller groups and provide opportunities for you to engage in group interaction, addressing specific topics or using specialised software. If seminar, tutorial and lab attendance is compulsory in a course any absence for a good reason (medical or difficult personal circumstances) should be notified via MyCampus. Further information can be found in the section on Student Absence Policy.

Private study

We provide you with lectures, seminars, tutorials and labs and it is up to you to engage in self-directed or private study. This will be absolutely critical to your success. This emphasis on self-directed learning is one of the key distinctions between studying at school and University. You aim to spend approximately 8 hours per week per subject in private study for your first and second year courses, or approximately 10 hours per week for each 20 credits Honours course.

The Intended Learning Outcomes (ILO) in the course documentation provide a clear indication of the kinds of critical abilities you should have acquired through participation in the course. Look at these regularly, asking the question ‘Can I do any of these things yet?’ The ILOs also tell you indirectly what we will look for when we assess your performance - what we expect you to be able to do.

Time management

Given our emphasis on private study, good time management is critical. You don’t have to work all hours, but you do need to work consistently and in an organised fashion. Plan ahead to meet assessment deadlines and to revise effectively for exams. If you are working consistently week-by-week, revision will be much easier. You will be able to identify problems and gaps in your knowledge/understanding in good time and take the necessary action (i.e. seeing staff, reading the right texts and so on).

The Student Learning Service delivers workshops and 1:1 sessions to students on a variety of study skills. They are designed for all students seeking to acquire the appropriate skillset for their degree, not only those that are finding their studies challenging although they are clearly valuable if this is the case. Please visit their web site for details -

http://www.gla.ac.uk/services/sls/offer/workshops/socialsciences/
STUDENT ABSENCE POLICY

Information about attendance requirements are provided in course documentation. If you are absent for more than seven days from classes or fail to attend an exam/submit an assignment, you must complete an absence report and upload supporting documentary evidence on MyCampus. It is important that you follow this policy to ensure absences are treated appropriately and in accordance with the regulations. Full details can be found online at http://www.gla.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy/

Further information in relation to assessment affected by absence can be found in section 6.

AWARD OF COURSE CREDIT

Students must meet certain requirements to be awarded the credits attached to their courses, most significantly in relation to completion of assessment. The regulations outlined below apply to students who have not provided a satisfactory explanation for incomplete assessment. If you have not completed assessment because of medical problems or difficult personal circumstances, please read the information on Incomplete assessment or performance in assessment resulting from good cause in section 6.

Levels 1, 2 and 3 (Pre and non-Honours courses)

You must have completed at least 75% of assessment for a course in order to be awarded credit. Your course documentation may specify additional requirements.

In the absence of good cause, your grade will be returned as Credit Withheld if you do not complete 75% of assessment at the first attempt. You will normally be permitted a second attempt at any outstanding assessment during the summer (any restrictions on this are noted in course documentation. The grade achieved at the second attempt will be published on your HEAR (Higher Education Achievement Report) but it will be capped at the equivalent of D3 (9 grade points) for the purposes of calculating your Grade Point Average (GPA). Information about reassessment policy can be found in section 6.

Again, in the absence of good cause, your grade will be returned as Credit Refused if you have not completed 75% of assessment at the end of the session. This means that you may be unable to progress to the next level of study and you will also have to repeat the course or take another in addition to your normal study load in the following session. Students at risk of being refused credit for a course are advised to discuss the consequences with their Adviser of Studies.

Honours

At Honours level, you must complete 75% of assessment across all Honours courses and achieve a minimum grade D3 in the Honours Dissertation (or equivalent) to be eligible for the award of an Honours degree. If you meet these criteria, any incomplete assessment will be awarded Grade H in the absence of good cause and will contribute towards course grades. If you don’t complete 75% of Honours assessment, in the absence of good cause, you will be awarded Credit Refused for any course in which you have completed less than 75% of assessment and will no longer be eligible for an Honours degree. Students who do not achieve a minimum grade D3 in the Honours dissertation will be awarded an Ordinary Degree.
Repeating a course

Pre-Honours and level 3 (non-Honours) students who are awarded a CR grade or do not achieve the required grade at the first attempt may repeat the course. Grades are not capped for students repeating a course. However, the credits awarded will be counted only once as part of your curriculum for the purposes of progression and completion.

Honours students are not permitted to repeat courses to improve their grades. Neither are they permitted to take more than the required number of credits for the purpose of improving a disappointing grade or to allow the ‘best’ credits to determine degree classification.

ASSESSMENT

Your course documentation and Moodle site provides information about how your course is assessed.

Assessment is governed by the Code of Assessment, presented in section 16 (Fees and General Information) of the University Calendar:
http://www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2016-17/

Extensive information about policies related to assessment can be found on the Senate Office’s web site at
http://www.gla.ac.uk/services/senateoffice/policies/assessment/

The information provided below summarises key policies and regulations. If you find that any of them are relevant to your assessment experience, you are strongly advised to read them in detail and discuss them with your Adviser of Studies or a relevant member of staff in the School.

Submitting coursework

Information about how to submit coursework and the deadlines for this will be provided on the course Moodle pages. This information is supplied at the beginning of the course so you should have plenty of time to plan your work and meet the deadline comfortably. We strongly advise you to avoid printing your coursework just shortly before the deadline because potential computing/printing problems could result in a late submission. For the same reason, ensure you back up your work regularly, use the student filestore for this purpose and take care of your files if they are kept on memory sticks etc. Computing-related difficulties/loss of files will not be accepted as a reason for late submission.

Extensions

Normally, all assessed work that is not submitted by the deadline will receive penalty marks. Two penalty marks (secondary bands) are deducted for each day (or part of a day) of the first five working days of non-submission. Any work submitted after five working days of the deadline is awarded a grade H (zero) (University Calendar (UC) 16.26).

Penalties will not be imposed if you are granted a short extension (up to three working days) and you submit the coursework by the new deadline.

Requesting a short extensions
Extension requests will be considered on medical or compassionate grounds.
You, or your Adviser acting on your behalf, should contact each relevant Course Coordinator as soon as possible to request an extension. Once submitted, a request for an extension for ‘good cause’ cannot be withdrawn.

**What you will need for short extensions (up to three working days)**

- extension form A (see Appendix _2)
- written supportive evidence

**Extensions will NOT be given for**

- computer or other IT problems
- poor time management

**Submission of extension requests**

Documentation should be submitted (electronically where possible) to the appropriate Course Administrator (a list of contacts is in Appendix 3).

**If you need an extension longer than three days please see ‘Good Cause’ guidelines below.**

**Late submission penalties**

Any piece of coursework that is submitted after the stated deadline will be penalised at the rate of two penalty marks (secondary bands) per working day (or part of a working day) for the first five working days of non-submission. Work that is submitted more than five working days after the deadline will receive a Grade H (a grade of 0).

**Examples**

Work which is due by 4 pm on Monday but is submitted at any time between then and 4 pm on Tuesday will be penalised by 2 grades (reducing a B1, for example, to a B3).

Work which is due by 4 pm on Friday but is submitted at 10 am the following Tuesday will be penalised by 4 grades (reducing, for example, a B2 to a C3).

**Good Cause**

Submission guidelines are available at [http://www.gla.ac.uk/services/studentlifecycle/resources/userguides/records/](http://www.gla.ac.uk/services/studentlifecycle/resources/userguides/records/)

**To submit a Good Cause Claim* on MyCampus:**

1. Go to the ‘Student Centre and select My Good Cause from the Academics menu.
2. Select the relevant course(s).
3. Complete the report in MyCampus (there is provision for particularly sensitive information to be provided separately, outwith the system, but a claim report must still be entered into MyCampus).
4. Add supporting evidence by uploading documents. (Scanners are available on level 3 of the University Library)

N.B. If you miss an examination due to adverse circumstances, submit a Good Cause Claim instead of an Absence report.

If you encounter any difficulties with this process please contact your course administrator immediately to let them know you have a problem with your Good Cause Claim.

What will happen to your Good Cause Claim
The Course Administrator and/or Course Co-ordinator will ensure that your claim is considered and this will be in accordance with the section of the Code of Assessment which covers incomplete assessment and good cause (paragraphs 16.45 to 16.53). The outcome of your claim will be posted into the Approval Information section on your Good Cause Claim in MyCampus. If it is accepted that your assessment was affected by good cause, the work in question will be set aside and you will (as far as is practicable) be given another opportunity to take the assessment with the affected attempt discounted.

Good cause claims cannot be retracted more than 7 days after the date of the examination or date at which submission was due, nor after the date of publication of the results of the assessment, whichever date was earlier

At Honours level, there is no provision for reassessment unless you have good cause. Missing a degree examination without good cause will result in the award of Credit Withheld if you are in Junior Honours, a grade which will be amended to reflect a grade H for the missed exam at the end of your degree programme, provided that you have completed 75% of assessment across the programme. Students who successfully establish good cause in relation to Junior Honours assessment normally attempt the assessment during the following session – and as a first attempt. This opportunity depends on the amount of incomplete assessment – the Board of Examiners may recommend an exams-only year for the purpose of completing Junior Honours before progressing to Senior Honours. Your course administrator will enrol you on relevant courses on an exams-only basis. Many students complete their degree without any problems. Others will need some support while others will encounter significant problems. The regulations can make provision for such circumstances but you must notify a member of staff in the School or your Adviser of Studies.

Grades and outcomes

Grade descriptors are provided overleaf. Unless specified otherwise in course documentation, the pass grade is D3. Grades required to progress to the next level of study may be higher than grade D3. Students must also meet other requirements to progress to Honours and these are detailed on your Program Plan on MyCampus.

Information about under-performance resulting from good cause can be found below but note that you must not wait until you have the grade for your course before making a claim.

Course grades will be published in MyCampus. In-course assessment grades are communicated to you by the School. Please note that staff members are not permitted to release course grades to students by telephone or email.
Grades, Descriptors and Secondary Bands

These are set out in Schedule A of the University's Code of Assessment, as detailed on the page overleaf:

<table>
<thead>
<tr>
<th>Non-Honours Grades</th>
<th>Honour s Class</th>
<th>Primary verbal descriptors for attainment of Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade A</td>
<td>Excellent</td>
<td>Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgment relating to key issues, concepts and procedures.</td>
</tr>
<tr>
<td>B</td>
<td>Very good</td>
<td>Conclusive attainment of virtually all intended learning outcomes clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding.</td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory</td>
<td>Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts, which is generally reasonable, albeit insecure.</td>
</tr>
<tr>
<td>E</td>
<td>Weak</td>
<td>Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations</td>
</tr>
<tr>
<td>F</td>
<td>Poor</td>
<td>Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions.</td>
</tr>
<tr>
<td>G</td>
<td>Very poor</td>
<td>Attainment of intended learning outcomes markedly deficient in respect</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>H</td>
<td>No Credit</td>
<td>No convincing evidence of attainment of intended learning outcome, such treatment of the subject as is in evidence being directionless and fragmentary.</td>
</tr>
<tr>
<td>CR</td>
<td>CREDIT REFUSED</td>
<td>Failure to comply, in the absence of good cause, with the published requirements of the course or programme.</td>
</tr>
</tbody>
</table>

*The Secondary Band indicates the degree to which the work possesses the quality of the corresponding descriptor.*
Marking procedures

Marking is conducted anonymously, therefore, you should provide only your student number (not your name) when submitting coursework, completing the front cover of exam script books and naming files for uploading to Urkund via Moodle.

Assessment is marked and then second-marked or moderated to ensure consistency. A further sample of assessment is reviewed by one of the School’s External Examiners. External Examiners, normally a member of academic staff at another University and with no links to Glasgow, are appointed to assess marking standards objectively.

Grades for courses are finalised by Boards of Examiners, which review grades and consider any circumstances and evidence presented by students who believe that they underperformed in assessment and/or were unable to complete it because of health or personal problems. Normally, an internal examiners’ meeting, attended by members of staff and any other markers, is followed by a Board of Examiners’ meeting, which is attended by External Examiners. The Board of Examiners is responsible for confirming course grades. In the case of Honours degree classifications, these are reviewed and confirmed by examiners in addition to the task of confirming grades at course level.

The University has published a document entitled ‘Understanding the Marking System – a guide to students’ online at http://www.gla.ac.uk/media/media_106264_en.pdf. You are very strongly encouraged to read this.

Feedback

You should be able to infer the strengths and weaknesses of a piece of assessed work from the verbal descriptor (see above) of the grade you have been awarded. In addition, you will receive feedback on coursework. Markers will give you information on how the work satisfied or failed to satisfy the criteria outlined in the grade descriptors above. They will also give specific suggestions as to how to improve your work. If you would like more information on why your work received the grade it did or how the work could be improved, then you are encouraged to ask the member of staff who marked it during office hours or by appointment. Note that this does not present an opportunity to challenge the grade awarded as this is not permitted by University policy. You are strongly encouraged to collect your marked coursework with its feedback from the UG Teaching Office.

Feedback following Summative Examinations

All students will receive a mark/grade for each summative examination. If a mark/grade requires to be confirmed by an external examiner at a later date, you will be informed that your mark/grade is provisional. Where it is possible and practical to do so, and on request, you will be provided with a breakdown of how your examination mark/grade has been derived, i.e. your mark for each exam question.

Any feedback that is given on summative examinations will be linked to intended learning outcomes and the marking criteria. This will allow you to understand how your performance has led to the mark/grade awarded.

Individual feedback to all students will not be provided as the norm. Individual feedback should not be an expectation, but it may be available in some cases. Where individual feedback is available, details will be published in the relevant course handbooks.
Individual feedback will be made available on request to those students who, in order to progress or graduate, are required to re-sit examinations. Where provision is made for individual feedback, you must submit a request for such feedback as soon as possible, but no later than 15 working days following the publication of results (Report of Examination Feedback Working Group, 2014). Individual feedback may be either verbal or written. Staff with responsibility for arranging individual feedback will respond to requests, and make arrangements for feedback to take place, as soon as is reasonably possible. Where there are frequently large numbers of re-sit candidates, staff may consider holding feedback workshops.

Generic feedback will be provided following all summative examinations. The content of written generic feedback may include reference to the typical features of excellent answers compared with answers receiving low grades. Comparisons may be drawn between the overall performance of your class and that of previous classes, and/or to provide information about the range of performance within your class. The particular procedures to be adopted will be published in the relevant course handbook, so that, in advance of the examination, you are aware of what type of feedback you can expect. Generic feedback will be provided as soon as possible, but no later than 15 working days following the publication of results (Report of Examination Feedback Working Group, 2014). You will be made aware of revised timelines in situations where it becomes apparent that, for good reason, published deadlines will not be met.

Reassessment

Detailed information about your entitlement to reassessment can be found online in section 3 of the Code of Assessment – Maybe use [http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/guide/](http://www.gla.ac.uk/services/senateoffice/policies/assessment/codeofassessment/guide/)

Students taking pre-Honours and level 3 non-Honours courses are entitled to resubmit assignments and resit exams if:

- you have not completed the minimum level of assessment required for credit at the first attempt. You will be given the opportunity to complete any component of assessment that you have not already completed.
- or
- you have not achieved a D3 or above for the course at the first attempt. You will be allowed a second attempt at any of the assessment required by the course.

In the case of students who successfully demonstrate good cause, reassessment is treated as a first attempt. For other students, reassessment is treated as a second attempt and the course grade, published on your HEAR, is based on the best performance (whether first or second) in each component but capped at D3 (9 grade points) for the purposes of calculating your GPA.

Any exceptions to this policy – where resubmission of the coursework is not possible by its very nature – are detailed in course documentation.

Resubmission of coursework will normally be required after the April/May exam diet unless you are advised otherwise. Deadlines will be communicated by Course Administrators.
Re-sit exams will normally take place during the August exam diet.

Students who are eligible for reassessment will be contacted with details following the meeting of the Board of Examiners in January and June. This contact will be made by email and you must monitor your University email account regularly to ensure you receive this information if you have not passed i.e. achieved at least grade D3 one or more courses taught by the School of Social and Political Sciences.

Grades for reassessed coursework will be returned before the August exam diet. At this stage, your course grade will be recalculated and you will be advised if it is no longer necessary to take a resit exam to pass the course. You may still take the resit exam to improve your grade for the purposes of your HEAR.

Students who have established good cause for under-performance in/absence from assessment will complete coursework/examinations, normally during the summer, as a first attempt and no cap will be applied. They will also be entitled to a second attempt in the following session if required, provided further good cause is supplied. In such circumstances, you will be enrolled on the course on an exams-only basis.

Incomplete assessment or under-performance in assessment resulting from good cause

The relevant regulations can be found in Gen. 13, paras 16.45-16.53 of the University Calendar. These allow Heads of Schools and Boards of Examiners to take medical or difficult personal circumstances into account for student who have missed exams, failed to submit coursework or are unable to do so by the deadline, or who have completed assessment but believe that they have not performed to the best of their ability.

It is extremely important that you consult these regulations if you have not completed your assessment or believe that you have under-performed with good cause. Good cause claims must be submitted within 7 days of the affected coursework deadline or exam. You must not wait until you receive your grade.

Reporting good cause cases

If you miss an examination or an assessment deadline during this examination diet, or if you believe your assessment performance has been affected by adverse circumstances, you should submit a Good Cause Claim, and this must be via MyCampus.

Submission of a Good Cause Claim is the mechanism which allows your circumstances to be considered by the Board of Examiners. Please note all Good Cause Claims must be submitted within a week of the date of the affected assessment.

Help with assessment

The University's Effective Learning Advisers offer advice and workshops on study skills used in assessment - see http://www.gla.ac.uk/sls for details of workshops that explore and discuss techniques that will help you make the most of your study time and understand the methods that work best for you.

Past exam papers are available online at the Library web site: http://www.gla.ac.uk/services/library/searchfor/electronicedampapers/.
Conduct in assessment

Conduct in exams

Appropriate behaviour is expected of all students taking exams at the University. Relevant instructions can be found in the University Calendar (section 17). Students should pay particular attention to the paragraph on misconduct, noting that students suspected of behaving inappropriately in an exam will be reported to the Clerk of Senate. We recommend that you seek advice from your Adviser of Studies and/or the Students' Representative Council (SRC) if you find yourself in such circumstances but, naturally, hope that you will avoid attempts to cheat.

Plagiarism

The University Calendar, Fees and General Information section 14, states:

‘The University’s degrees and other academic awards are given in recognition of the candidate’s personal achievement. Plagiarism is therefore considered as an act of academic fraudulence and as an offence against University discipline. Plagiarism is defined as the submission or presentation of work, in any form, which is not one’s own, without acknowledgement of the sources. With regard to essays, reports and dissertations, a simple rule dictates when it is necessary to acknowledge sources. If a student obtains information or ideas from an outside source, that source must be acknowledged. Another rule to follow is that any direct quotation must be placed in quotation marks, and the source immediately cited’.

Our further guidance

Declaration to Accompany the Submission of all Assignments
You will be asked to accept the Senate Declaration statement when you submit your electronic copy of your assignment.

The following frequently asked questions provide guidance on plagiarism and how to avoid it.

1. WHAT IS THE OFFENCE THAT ACADEMIC STAFF WISH TO PREVENT WHEN TRYING TO PREVENT PLAGIARISM?
Plagiarism represents a form of fraud or cheating when a student passes off someone else’s work as their own. This might take the form of copying from published work, copying someone else’s coursework or completing individual coursework jointly with someone else with a view to tricking the examiner into believing it is the named person’s work only.

2. ARE PLAGIARISTS LIKELY TO BE CAUGHT?
Yes. They are increasingly likely to be caught. Social and Political Sciences staff are highly vigilant as far as this offence is concerned and have a number of techniques at their disposal for detecting it. In recent years, staff have been involved in catching out students on all the main forms of plagiarism. And, if you are caught, at best you will be penalised heavily and at worst you risk jeopardising your entire academic career. The policy of Glasgow University is to treat plagiarism as the major disciplinary matter it deserves to be. All suspected cases of plagiarism are automatically referred to the University Senate for investigation and a decision on how they should be dealt with.
3. CAN I USE INFORMATION OR IDEAS FROM OTHER PEOPLE IN MY OWN WORK?
   Yes. Indeed, you will be encouraged to read widely and to develop or criticise views expressed by others. However, you must be very careful to ensure that any information or ideas that come from outside sources are acknowledged. If you use a direct quotation from someone else (i.e. their exact words), then that quotation must be placed in quotation marks and the source immediately cited in brackets after it (e.g. Kemp, 1998, p25). If you are using ideas derived from elsewhere you need to make it clear in your text that you are doing so and to acknowledge the source. The key point is that you should clearly identify everything that is your own thinking and everything that represents the ideas of others. A third party, such as the assessor of coursework, should be readily able to make this distinction when reading your work. Well-referenced and clearly written assignments should eliminate any ambiguity about plagiarism.

   All sources of other peoples’ work or ideas should be listed in the bibliography at the end of your assignment. If you are not sure how to acknowledge a source, seek advice from your tutor. Students should also take into account the risk of plagiarism during exams. Material learnt by rote (memory) or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism.

4. HOW MUCH USE CAN I MAKE OF OTHER PEOPLES’ EXACT WORDS?
   Students are encouraged to use direct quotations from other authors but to do so sparingly. Quotations should not be used as a substitute for demonstrating your own knowledge and understanding of an issue in your own words. If more than 10% of an assignment consists of direct quotations you are almost certainly using too many. Having said that, while they can be useful to illustrate a point or argument, there is no obligation to use any direct quotations in an assignment and, certainly, you will not be penalised for not doing so.

5. IS IT ACCEPTABLE FOR STUDENTS TO WORK TOGETHER TO PRODUCE A JOINT PIECE OF WORK?
   There is nothing wrong with students discussing ideas associated with an assignment with fellow students. Indeed, this is something we would want to encourage as an important part of the learning process in an academic setting. However, the assignment that is submitted must be written by the candidate alone in his or her own words. If two or more students collaborate in producing a single - and largely identical - piece of work which they then seek to pass off as their own, this will be regarded as a form of plagiarism. The rule is: when something is submitted in your name, it should be written entirely by you.

6. CAN PLAGIARISM HAPPEN ACCIDENTALLY?
   There are two circumstances in which a student might claim this has occurred but in neither case is it defensible. In the first instance, a student might claim that they didn’t know that certain material had to be referenced or acknowledged. However, since all course handbooks contain a full description of what should be acknowledged and of how this should be done, this explanation will not be accepted. In the second instance, a student might claim that they simply forgot to acknowledge a source or to place a direct quotation in quotation marks. Again – while minor and isolated cases of omission might be overlooked – in general, failure through oversight will not be accepted as a legitimate defence. It is up to the candidate to ensure that all sources are acknowledged appropriately and to check their work carefully to make sure that this has been done.
Procedure regarding suspected plagiarism

See http://www.gla.ac.uk/services/senateoffice/studentcodes/staff/plagiarism/

**Urkund - Plagiarism avoidance and detection software**

The University of Glasgow has introduced usage of the Urkund software in a supportive and educative way. Urkund is intended to support students in their avoidance of plagiarism and to support staff in their detection and prevention of it.

You must submit your work to the Urkund system, via moodle, where it will be compared to billions of current and archived web pages, many formally published journal articles, papers and books and to work submitted by other students. Following this initial submission you will be able to look at the Originality Report produced by Urkund showing where similarities to other work have been detected. Urkund does not state whether plagiarism has or has not occurred; it merely highlights where your work is very similar to material already stored in its databases.

Following your first submission you can amend your own work if you need to and resubmit it to the system in order to gain more feedback from a revised Originality Report.

**Use of dictionaries in exams**

Students whose first language is not English may be allowed the use of an appropriate dictionary (no electronic dictionaries are permitted) at the discretion of the Head of School. Dictionaries will be checked and any notes found will result in referral to the University Senate for disciplinary action. Information about this policy and how you may use a dictionary during an exam will be communicated before exam diets. If you are permitted to use a dictionary in an exam, you must provide your own.

**STUDY ABROAD**

Glasgow has many partnership agreements, which allow students to spend a year of their degree, or one semester, at an overseas university – either in Europe or further afield. Most students who choose to go abroad do so in their third year but it’s also an option for the second year. Spending time abroad has many advantages in terms of broadening your horizons, challenging yourself in a different academic environment, enhancing your CV and employment prospects and, perhaps, learning a language. More information can be found on the University’s Study Abroad and Exchange web pages (http://www.gla.ac.uk/international/abroadexchange/).

If you are thinking about studying abroad, you should begin investigating your options and planning well in advance. Application deadlines can be as early as December. The web pages above provide details and points of contact. When you are ready to discuss your potential curriculum at an overseas University, you should discuss this with your Adviser of Studies (for second year abroad) or one of the contacts below (for third year abroad):

- CEES – Dr Zsuzsanna Varga – Zsuzsanna.Varga@glasgow.ac.uk
- ESH – Prof Jeffrey Fear – Jeffrey.Fear@glasgow.ac.uk
- Politics – Dr Naomi Head - Naomi.Head@glasgow.ac.uk
- Social & Public Policy – Dr Jing Yao – Jing.Yao@glasgow.ac.uk
- Sociology – Dr Cindy Gray – Cindy.Gray@glasgow.ac.uk
STUDENT PARTICIPATION AND FEEDBACK

Students have the opportunity to become student representatives as members of the Staff-Student Liaison Committees, which help shape the School’s approach to all aspects of undergraduate teaching, learning and assessment. In addition, various mechanisms are in place for eliciting feedback from students and consulting on and discussing student views and opinions.

At all stages of your degree programme we ask for feedback on various aspects of your study experiences. At course level, you will be asked to complete evaluations, anonymously, with questions about course content and teaching and opportunities to provide comments. The information you provide helps staff to know what is working well and also to identify problems in course provision. We take this feedback very seriously, as we always attempt to provide the highest quality of teaching.

In addition to the evaluation forms, we also encourage students to give feedback through other channels. For example, talk to teaching staff directly (either in person or via email) if you have any suggestions to make.

We strongly encourage you to raise issues as they occur – you don’t need to wait until the opportunity to evaluate the course is available or for the next SSLC meeting.

School Learning and Teaching Committee

The aim of this Committee is to lead and disseminate best practice and policy in undergraduate learning and teaching in the School. The Committee meets on a regular basis and consists of staff representatives from each of the Subjects, student representatives and other relevant members, and is chaired by the School Undergraduate Convenor, Dr. Susan Deeley. There is an opportunity for students to raise issues relating to learning and teaching through the SRC student representative at: schoolrep-socpolsci@src.gla.ac.uk

Staff-Student Liaison Committees (SSLCs)

SSLCs provide an opportunity for staff and students to meet and discuss topics of mutual interest and concern. Student representatives collect feedback from fellow students and take part in relevant meetings. Minutes of these meetings are published on Moodle and Student Voice.

Student representatives receive training, gain valuable experience and have this role recorded on their HEAR (if they meet the requirements of the role in terms of consulting fellow students and attending meetings).

Student evaluation forms

You can grade various aspects of each course and provide feedback comments on these forms. We strongly encourage you to complete the evaluations as feedback is taken seriously.

If you have any concerns about your studies that cannot be communicated through evaluations or your student representative/SSLC meetings, please make an appointment to discuss these with the Course Coordinator.
APPEALS

An appeal is a formal procedure whereby you can challenge decisions taken by the School. Gen. 29, sections 26-28 of the University Calendar deals with this topic and you are advised to read the Codes carefully should you wish to appeal. Disliking the decision is not sufficient in itself to support an appeal - you need to have legitimate grounds.

Appeals will not be considered against grades or decisions of examiners, or other matters of academic judgement, but only on grounds of unfair procedure or medical evidence. Before you consider lodging a formal appeal, you should seek advice on the decision from your Adviser of Studies and try to resolve the matter informally with the Head of Subject. If unsuccessful, you have a right to appeal to the College Appeals Committee and, thereafter, to the Senate.

Finding yourself in an academic situation you are unhappy with can be upsetting and confusing. The following information here has been put together by the Students’ Representative Council (SRC) to help you to decide whether the Code of Procedure for Appeals may help you towards a solution.

This information should be read together with the following websites:

- University of Glasgow Calendar – http://www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2016-17/
- Appeals – http://www.glasgowstudent.net/advice/academic/appeals

It is recommended that you seek advice from the SRC Advice Centre if you are unsure how to proceed.

Can I appeal?

There are two grounds for appeal:

- Unfair or defective procedure
- Failure to take into account medical or other adverse personal circumstances.

In other words, either the subject office has done something wrong in the way they have administered your course or exams, or else they haven’t made reasonable allowances for a medical or other personal problem.

It is expected by the University that you will have disclosed any medical or other problems to your Subject Office at the time they occurred. So if you didn’t do this, you will need to explain why when you write your appeal letter.

It should be noted that academic appeals are not just an automatic recourse for anyone who is unhappy with their grades. You need to have grounds for appealing (see above), be able to present your case, and show supporting evidence. Please note that you cannot have a grade changed simply because of illness or other adverse personal circumstances – Your grade depends on the standard of work that you have been able to demonstrate, and the only adjustment that can be made is to discount work which is judged to have fallen below that standard because of “good cause” circumstances.

Should I resolve this informally?
Your Adviser of Studies can often help without the need to go through the formal appeals procedure, and the SRC Advice Centre will support you in negotiating an informal solution. Time limits for appealing still apply but may be extended if you are working on an informal resolution.

**How do I appeal?**

If you feel you have grounds for appeal, then it is your responsibility to notify the College. You have **10** working days to submit an 'Intimation of Intention to Appeal' letter, taken from the date you first hear about the decision you wish to dispute. This isn't complicated; just a simple short letter stating that you wish to appeal against the decision. After that, you will have **20** working days to submit your full appeal letter and any supporting documentation. There is advice on what to include in your letter on the SRC website, www.glasgowstudent.net, and as with all aspects of appeals, the Advice Centre staff can help you with this.

**What evidence do I need?**

The evidence you require will depend on the circumstances of your case. Typically, this would be a letter of support from your GP, counsellor, parents, flatmates, people on your course, or anyone else who can confirm that what you are saying in your appeal is true.

**What happens to my letter?**

Once you have submitted your full appeal letter, the College Appeals Committee will ask your Subject Office for further information before making a decision. As most appeals are dealt with without a formal hearing it is important that you submit a comprehensive appeal letter and plenty of supporting evidence.

**What can the Appeals Committee do?**

The Appeals Committee can’t change a grade you have been given, but can instruct the Board of Examiners (or other academic body) to reconvene to reconsider the assessment. The Committee can grant other remedies which do not involve changing an academic judgement.

**What if I’m not happy with the result?**

There are further rights of appeal, but only on very limited grounds - check the University Calendar or speak with the SRC Advice Centre about this.

**STUDENT COMPLAINTS**

Details of the University’s Complaints Procedure can be found in the University Calendar, Gen. 40, section 29.

In the first instance, dissatisfaction about courses and their delivery should be expressed in the class. Students wishing to register problems with courses or teaching are encouraged to speak informally to the lecturer/tutor at an early stage. If this would not be appropriate, problems may also be raised informally by contacting the Head of Subject...
If you are reluctant to approach staff yourself, you may prefer to speak to one of the Student Representatives for your course. Staff are happy to receive comments from you or your representatives at any time, and the sooner problems are identified, the sooner we can respond to them. Advisers of Study can also help you with such problems.

If you wish to make a complaint, you should follow the procedure detailed in the Calendar.

**SUPPORT SERVICES**

*Student Services Enquiry Desk*

The Student Services Enquiry Desk operates as a central point of information for students. This service, located on Level 2 in the Fraser Building, can help with all your non-academic questions and is normally open from 9am to 5pm, Monday-Friday. The Student Services Enquiry Team will be happy to act as the first point of contact for all Student Services within the University. Their website also provides a wide range of useful information for students - [http://www.gla.ac.uk/services/registry/](http://www.gla.ac.uk/services/registry/).

*MA (Social Sciences) Advising & Student Support Team (A&SST)*

Students studying on the **MA (Social Sciences)** degree programme belong to the College of Social Sciences, regardless of the subjects you elect to study. Comprehensive programme information for students on the MA (Social Sciences) Honours/Ordinary degree programmes is available from the [College of Social Sciences](http://www.gla.ac.uk/services/registry/) web pages.

Students on our [programme](http://www.gla.ac.uk/services/registry/) are supported by: the Chief Adviser of Studies, Fred Cartmel, six Senior Advisers of Study, and around 110 Advisers of Study. The name of your Adviser of Studies and links to him/her and the Chief Adviser's Support Team will appear in your Student Centre in MyCampus.

The **Advising & Student Support Team (A&SST)** support the academic advising team for all students on the MA (Social Sciences), both Honours and non-Honours students. The team will send emails to students periodically during the year and it is good practice for you to check your student email on a regular basis to ensure you don't miss an important piece of information.

Contact the team:

- by email: socsci-ma@glasgow.ac.uk
- drop into the office in room 206b Lilybank House, Monday to Friday between 09:30 and 16:00

Some of the things that the **A&SST** can help you with, if your adviser of studies is unavailable, might be:

1. Course options in first and second year, particularly if you want to choose a subject outside those available to you in MyCampus course lists. (Honours students in third/fourth year should seek advice within the relevant subject area/s)
2. If you feel you may have made the wrong choice about a course and would like to swap it
3. What to do if you don’t achieve the results you hoped for
4. Making an appointment with a senior Adviser of Studies
5. University procedures and systems relating to your studies e.g. the Degree regulations and Progress Regulations, where to find further information for your particular question
6. Direct you to other appropriate University support services (Registry, Student Services Enquiry Team, other information for current students)
7. The A&SST are also the staff who can make any necessary changes to your MyCampus student record

The libraries

School of Social and Political Science students will use the University (Main) Library and the Adam Smith Library (located in the Adam Smith Building) – primarily aimed at undergraduate social science students. You will need your student ID card to enter the libraries and borrow books.

The library’s web address is www.gla.ac.uk/services/library. It hosts the library catalogue, a repository of online past exam papers and lots of information on how to use the library and the services that it provides. The latter include photocopy and printing facilities, computing clusters, provision for students with disabilities and group study rooms.

Our subject librarian is Kay Munro.

IT Services

Information about IT Services for students can be found online at http://www.gla.ac.uk/services/it/forstudents/. The web pages include information about accessing your student account, computing clusters, wireless hotspots, email and training.

IT skills are essential for today’s graduates and also very useful in the course of your studies. The University provides you with free training whether you need to learn basic skills or would like to learn advanced skills in a range of software.

You can also complete the ECDL (European Computer Driving Licence) in order to gain a recognised IT qualification at a significantly reduced cost.

Moodle 2

Moodle is the virtual learning environment used by the University to provide information about your courses and teaching materials. You can also discuss course-related topics with your fellow students in discussion forums (forums are monitored for inappropriate posts). Information about accessing Moodle can be found in course documentation.

Effective learning links

These can be found at http://www.gla.ac.uk/services/sls/offer/learningadvice/

The Students’ Representative Council (SRC)

The SRC provides an advice and information service for all students. It offers free and confidential advice on a wide range of issues, including accommodation, benefits, council tax, debt, health issues, income tax/national insurance, legal matters and student loans, grants etc. Details can be found on their web site at http://www.src.gla.ac.uk/.
The Advice Centre is located on the ground floor of the McIntyre Building. Further information can be found on [http://www.glasgowstudent.net/about/contacts/](http://www.glasgowstudent.net/about/contacts/). Staff members are professional and experienced advice workers. Telephone 0141 339 5360 or email advice@src.gla.ac.uk.

The SRC also offers Nightline during term-time – an information and listening service, staffed by volunteers if students have particular concerns and are seeking confidential advice - [http://www.src.gla.ac.uk/services/nightline/](http://www.src.gla.ac.uk/services/nightline/).

**Careers and Employability**

The Careers Service can help students with all aspects of career-planning from gaining work experience during your degree to job-seeking strategies as you approach the end of your studies. Students are encouraged to review the web site at an early stage and approach them for careers advice, coaching and mock interviews when this support is required. The web address is [http://www.gla.ac.uk/services/careers/](http://www.gla.ac.uk/services/careers/).

In addition, the College of Social Sciences has a dedicated Employability Officer, Dr Dickon Copsey. The service and events on offer help you to understand and maximise your achievements during your studies to prepare you for success afterwards. The Employability web pages can be found online at [http://www.gla.ac.uk/colleges/socialsciences/info/students/employability/](http://www.gla.ac.uk/colleges/socialsciences/info/students/employability/).

**Support for students with disabilities**

The School of Social and Political Sciences caters to all students and aims to provide an inclusive and supportive environment enabling all students to participate fully and reach their potential in studying our courses. In line with the University’s disability equality policy, the School Disability Officer (Dr Jo Ferrie) is responsible for addressing and promoting the needs of disabled students.

**Disability Service**

The University employs Disability Advisers, including specialists in dyslexia and IT support, who help students with a wide range of disabilities that may impact on their ability to enjoy various aspects of University life. The Disability Service ([http://www.gla.ac.uk/services/disability/](http://www.gla.ac.uk/services/disability/)) is based at 65 Southpark Avenue.

You should contact the Disability Advisers for assessment of your individual requirements as early in the session as possible. Following assessment, the Disability Advisers will formulate a tailored strategy for you to access appropriate services and resources. Re-assessment will be conducted throughout your University career as necessary. Your Disability Adviser helps by communicating between relevant staff members and you, but please do not hesitate to contact the Course Coordinator, Course Administrator, lecturers and tutors directly as appropriate.

Potential arrangements that the Disability Adviser can facilitate include:
- special arrangements for examinations;
- referrals for diagnosis of dyslexia;
- advice on the submission of Disabled Students’ Allowance (DSA) applications;
- arrangements for individualised IT support;
- provision of disabled parking spaces;
- information relating to provision of mini-bus services to Halls of Residence;
- help with taxi arrangements for students in receipt of DSA;
- liaison with the GLA regarding provision of assistance;
- web links to external disability services, e.g. RNIB, RNID, Dyslexia Institute.

**English for Academic Study**

Students for whom English is a foreign language may benefit from additional support. The English for Academic Study Unit offers In-Sessional and Study Skills courses (registration and fee payment required) and an essay-checking service. Visit [http://www.gla.ac.uk/schools/mlc/eas/](http://www.gla.ac.uk/schools/mlc/eas/) or information.

**Health and wellbeing**

Your physical health, mental wellbeing and religious support are all important facets of daily life that the University of Glasgow supports and promotes. University services are available to ensure all your needs are met, thus enabling you to focus on your studies and success. To find out further information, visit the web pages at [http://www.gla.ac.uk/students/wellbeing/](http://www.gla.ac.uk/students/wellbeing/).

**Counselling and Psychological Services**

The Counselling and Psychological Services offer support to students who experience personal and emotional issues which affect their studies or enjoyment of University life. To see the range of support offered, visit their web page at [http://www.gla.ac.uk/services/counselling/](http://www.gla.ac.uk/services/counselling/). You can make appointments in person, by telephone or email. They prefer you to arrange your own appointment but they also accept referrals from other concerned sources. Members of staff, parents, friends and others should make contact either by telephone or in writing.

**The Chaplaincy**

The Chaplaincy is another helpful source of support to students of all denominations. The Chaplains work as a team and can be contacted at the Chapel Corridor (South), West Quadrangle, Gilbert Scott Building, email chaplaincy@glasgow.ac.uk or telephone 0141 330 5419. The Catholic Chaplaincy is based at Turnbull Hall, 15 Southpark Terrace, telephone 0141 339 4315. The web site address is [http://www.gla.ac.uk/services/chaplaincy/contact/](http://www.gla.ac.uk/services/chaplaincy/contact/).

**The International Students’ Advisers**

The Advisers offer support to all visiting and international students studying at the University of Glasgow and their families. You can book an appointment at the Student Services desk in the Fraser Building.

**EQUALITY & DIVERSITY**

The School of Social and Political Sciences is committed to cultivating an inclusive learning environment and complies with the University’s policies on Equality and Diversity.

A copy of the University’s Religion & Belief Equality Policy can be found under Equality and Diversity Policy at: [http://www.gla.ac.uk/services/humanresources/policies/p-z/religion-belief-equality](http://www.gla.ac.uk/services/humanresources/policies/p-z/religion-belief-equality)
A copy of the University’s Disability Policy can be found at: [http://www.gla.ac.uk/services/humanresources/policies/a-g/disabilitypolicy/](http://www.gla.ac.uk/services/humanresources/policies/a-g/disabilitypolicy/)
A copy of the University's Sexual Equality Policy can be found at:  
http://www.gla.ac.uk/services/humanresources/policies/p-z/sexorient/  
A copy of the University’s Race Equality & Diversity Policy can be found at  
http://www.gla.ac.uk/services/equalitydiversity/equalitydiversitypolicy/  

FURTHER INFORMATION  

Referees and references  

Students who are approaching the end of their programme may be asked by prospective employers or other institutions of higher education to provide the names and addresses of one or more referees. Please obtain permission from a member of academic staff before giving their name as a referee. The Registry can provide information on attendance and an academic transcript but, often, employers prefer a more personal reference.  

For information about references from Registry, see http://www.gla.ac.uk/students/sset/
APPENDIX 1: UNIVERSITY PLAGIARISM POLICY

Introduction

31.1 The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

31.2 Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Auto-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

31.3 The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

31.4 Plagiarism is considered to be an act of fraudulence and an offence against University discipline. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

31.5 The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work.

Referral

31.6 Where a student is suspected of plagiarism the member of staff shall refer the case to the Head of School or his or her nominee (hereinafter referred to as Head of School) along with all appropriate documentary evidence (the piece of work in question duly marked-up, a copy of the original source of the plagiarism, information on the contribution of the piece of work to the overall assessment, etc.). Any further consideration of that piece of work by the School shall be held in abeyance until the procedures set out below have been completed. The student shall be informed in writing that his or her marks have been withheld pending an investigation of suspected plagiarism. As part of any such investigation the University may review previously assessed material and rescind published marks or grades if necessary.
31.7 The Head of School shall assess the extent of the suspected plagiarism and, if necessary, consult with the Senior Senate Assessor for Student Conduct. The Head of School will deal with suspected cases that are first offences and not considered to be severe. The Head of School will refer all suspected second offences and cases of severe plagiarism directly to the Clerk of Senate or to the Director of the Senate Office for investigation under the provisions of the Code of Student Conduct.

31.8 Whilst there is no definitive list, examples of cases which would be regarded as severe plagiarism include:

i) any case of serious and or blatant plagiarism when considered in relation to the student's level of study and length of exposure to the procedures, practices and regulations of the University;

ii) a first offence where a reduction in marks would put at risk the student's degree or direct progression;

iii) any case, regardless of extent, where it is inappropriate to deal with it within a School.

**Procedure before the Head of School**

31.9 At all times the principles of natural justice shall be observed.

31.10 With respect to cases that are first offences and not considered to be severe, the Head of School shall interview the student concerned. He or she can also interview any students who have allegedly allowed their work to be copied. As soon as practicable, the student will be informed in writing of the alleged offence and of the requirement to attend for interview. The student will also be provided with a copy of the marked-up piece of work in advance of the interview.

31.11 The student shall have the right to be accompanied, assisted or represented at the interview by one of the following: a parent or guardian; a fellow student or other friend; an Officer of the Students’ Representative Council; a member of University staff, or any other representative. At the beginning of the interview, the Head of School will ascertain who is to be the spokesperson for the student (the student or a representative). The foregoing notwithstanding, the Head of School shall have the right to question the student directly, where necessary.

31.12 The Head of School shall have a member of support staff present to keep a record of the meeting.

31.13 At the interview, the student will be shown a copy of his or her work, duly marked-up and be given a clear explanation of what he or she has allegedly done. The student will be given the opportunity to justify the work and be invited to admit or deny responsibility.

31.14 If the Head of School is satisfied beyond all reasonable doubt that an offence has occurred he or she may impose an academic penalty, which will take account of the extent of the plagiarism. The Head of School may reduce the marks or results up to the point where the academic rating for the piece of work in question is reduced to grade H. Consideration will also be given to resubmission opportunities; the maximum mark that can be awarded to any resubmission is the pass mark appropriate to the degree programme being followed. The student shall be given instruction about plagiarism and the necessity of properly acknowledging and referencing sources.

If it is judged that the case is of a more serious nature than first believed, the Head of School may refer the case onwards for consideration by the Senate Assessors for Student Conduct.
31.15 If the Head of School is not satisfied that an offence has occurred but considers that the student has engaged in poor academic practice then the student should receive a warning, instruction about plagiarism and the necessity of properly acknowledging and referencing sources.

31.16 The student will be notified in writing of the outcome by the School. The School will send a copy of this letter to the Senate Office to be kept on record. The existence of a record for a particular student will be made known to any other School seeking to assess the seriousness of other issues (see §31.6 and §31.7).

31.17 If it is judged that there is no case for the student to answer, the student will be informed in writing and the piece of work in question will be marked in accordance with normal arrangements, without penalty. The Senate Office does not need to be notified of such instances.

31.18 The Head of School shall inform the Board of Examiners of any reduction in marks. The Board of Examiners shall not have the authority to revisit or alter academic penalties imposed by this process.

**Right of Appeal**

31.19 The student shall have the right of appeal to the Senate Assessors for Student Conduct in respect of any penalty imposed by the Head of School. A student who wishes to appeal must do so in writing to the Director of the Senate Office within 10 working days of the date of the issue of the written decision of the Head of School.

31.20 The Senate Assessors for Student Conduct will consider an appeal against the penalty imposed by a Head of School only on the grounds that:

i) new evidence has emerged which could not reasonably have been produced to the Head of School;

ii) there has been defective procedure at the Head of School level;

iii) the penalty imposed by the Head of School was clearly unreasonable.

The letter of appeal must clearly specify the details of any new evidence, the manner in which the procedures were defective or in what respects he or she believes the Head of School has erred or been mistaken in imposing a penalty. The letter should also specify the remedy that the student seeks.

**Plagiarism in the Work of a Graduate**

31.21 The University will investigate any suspected case of plagiarism in the work of a graduate, which has already been assessed for an award of the University, to determine if the nature and extent of the plagiarism had been material to the award of the degree, diploma or certificate, or class within the degree.

31.22 All such cases will be considered as severe plagiarism. The Head of School will conduct an investigation and refer the case to the Clerk of Senate or the Director of the Senate Office in accordance with §31.7 above.

Extract taken from the University Calendar 2015-16: http://www.gla.ac.uk/services/senateoffice/policies/calendar/calendar2015-16/
## Extension Form (for essay extensions of up to 3 days)

**Student name:** ________________________________

**Student Number:** _______________________________________

<table>
<thead>
<tr>
<th>Courses</th>
<th>Original Due Date</th>
<th>Length of Extension</th>
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**Reason (to be completed by student):**

Evidence submitted:

Please contact your relevant course administrator in either the Undergraduate Office, Room 210, Adam Smith Building or the Postgraduate office, Room 208C, Adam Smith Building

For Admin Staff only

Date received
Decision
Revised Submission Date
APPENDIX 3: ADMINISTRATIVE SUPPORT AND RESPONSIBILITIES

Undergraduate Support
The Undergraduate Office entrance is at room 210 Adam Smith Building. The Office is open to students from 10.30-12.30 and 1.30-4.00.

Caroline McGarvie /Tom Mathieson are the Undergraduate Team Leader. Within the Undergraduate Team the course responsibilities are designated as:

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Contact</th>
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<tr>
<td>CEES</td>
<td>L1</td>
<td>Lauren Hoare</td>
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<td></td>
<td>L2 and Honours</td>
<td>Tom Mathieson/Caroline McGarvie</td>
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<tr>
<td>ESH</td>
<td>L1</td>
<td>Eileen Douglas</td>
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<td>L2, Hons</td>
<td>Lauren Hoare</td>
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<tr>
<td>Politics</td>
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<td>Karen Masterson</td>
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<td>Hons</td>
<td>Maggie Murray</td>
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<td>Olive Bredin</td>
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<tr>
<td></td>
<td>L2</td>
<td>Clare Robertson</td>
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<td>Lesley Scott</td>
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<tr>
<td>Social and</td>
<td>L1, L2, Hons</td>
<td>Susanna Oelschlagel</td>
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<td>Public Policy</td>
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