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| **MA (Social Sciences)****Guide for Students****2023/24**Updated 1/8/23 |



***Dear Student***

Welcome to the College of Social Sciences and to the [MA (Social Sciences) degree](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) in the [College of Social Sciences](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) at the University of Glasgow.

We hope that the time you spend with us will be both productive and enjoyable for you and that you will take an active part in College and University life. We are proud of our teaching and research record across all the Social Sciences subjects and want you to benefit from this excellence.

The MA (Social Sciences) degree offers opportunities to study a number of topics within your degree, giving you both a breadth of study and the chance to specialise in areas of interest to you in later years of your studies.

The flexibility of the MA (Social Sciences) degree allows you to study some subjects from other Colleges, within the limits of the degree, and depending on space being available.

The College of Social Sciences believes strongly in the value of international experiences for our students and offers first year students the opportunity to take short “taster” visits to other partner Universities in European countries. We strongly encourage our students to consider studying abroad, whether for one semester or a full year, in their third year of study.

Here’s the link to the New Student web pages at UofG – make good use of the information available to you: [MyGlasgow>New Students](https://www.gla.ac.uk/myglasgow/students/new/)

We look forward to welcoming you to Glasgow during **Fresher’s Week** and to meeting you at your **Advising & Orientation** meeting which will take place the week before Fresher's Week. Look out for emails from the team about this.

Good luck to you all for the coming year.

**Zsuzsa Varga & the MA (Social Sciences)**

**Advising & Student Support Team**

2023/24 – New Student [Web Pages](https://www.gla.ac.uk/myglasgow/students/new/) – your main link to all info for new students

Get the UofG [Welcome App](https://guidebook.com/g/teamuofg202021/) 2023/24

On campus find your way with the [class timetable and room finder app](https://frontdoor.spa.gla.ac.uk/spacett/login.m): use your campus ID

Here’s a link to the web pages for the MA (Social Sciences) and the Advising Support Team.

Table of Contents

[1. What Happens Next? 3](#_Toc48214550)

[2. MA (Social Sciences) – Who’s Who? 4](#_Toc48214551)

[3. Registering to be a Student 5](#_Toc48214552)

[4. Orientation for New Students 6](#_Toc48214553)

[5. Enrolment 6](#_Toc48214554)

[6. Support with Registration and Enrolment 7](#_Toc48214555)

[7. MA (Social Sciences) Degree 8](#_Toc48214556)

[8. Degree Structure 9](#_Toc48214557)

[9. Advising Support 10](#_Toc48214558)

[10. Your Responsibilities 11](#_Toc48214559)

[11. Adviser of Studies 11](#_Toc48214560)

[12. Student Wellbeing 13](#_Toc48214561)

[13. Degree Regulations 13](#_Toc48214562)

[14. Progress Committee 15](#_Toc48214563)

[15. Academic Appeals 16](#_Toc48214564)

[16. Code of Student Conduct 16](#_Toc48214565)

[17. Information Technology 17](#_Toc48214566)

[18. Employability 18](#_Toc48214567)

[19. International Opportunities 18](#_Toc48214568)

[20. Academic & Study Support 19](#_Toc48214569)

[21. Student Financials 20](#_Toc48214570)

[22. Students’ Representative Council (SRC) 21](#_Toc48214571)

# What Happens Next?

Timetable of upcoming events

All emails will be sent to your University of Glasgow student email.

|  |  |  |
| --- | --- | --- |
| **Information** | **Event** | **When** |
| Complete Academic & Financial Registration | [**Register as a Student**](https://www.gla.ac.uk/myglasgow/registry/registration/) | Opens on August 9th for returning students and August 21st for new students.  |
| Use “Add by Requirements” to enrol in MyCampus | [**Enrol in Classes**](https://www.gla.ac.uk/myglasgow/registry/enrolment/) | Opens on August 9th for returning students and August 21st for new students.  |
| Attend Orientation & AdvisingWe’ll send you an email with the details about your group meeting. | **Orientation for the MA (Social Sciences degree)** | Email link will be sent at the start of September (later for late Admissions) |
| Meet some new fellow students and two of our Senior Academic Advisers of Studies | **Follows on from Orientation Meeting****Meet a Senior Adviser of Studies** | See above dates.Late admissions will have meetings in the week of 11th September |
| Orientation for 2nd year entrants from GIC | **Orientation Meeting for 2nd Year Direct Entrants** | 2nd week in September |
| Monday 18th September | **Teaching Begins** | Final chance to change enrolments ends 2nd October |
| Add/Drop Period | **No more class changes** | Ends 29th September  |
| Don’t book your trip home until after 16th | **End of Exam Period Semester 1** | Last exams Friday 15th December |
| \*Information about these sessions will be sent at the start of the academic session |

# MA (Social Sciences) – Who’s Who?

**Chief Adviser of Studies for the MA (Social Sciences)**

Dr Zsuzsanna Varga

**Senior Advisers of Studies:**

Dr Jo Ferrie, Mrs Nicola Birkin, Dr Tony Gloyne, Dr Lovleen Kushwah, Dr Jim Phillips, Dr James Wilson

[MA (Social Sciences) Advising & Student Support Team](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/):

Ian McElroy, Ellen Runciman, Fran Grimshaw, Carol Whyte, Megan Farrell

socsci-ma@glasgow.ac.uk

**Advisers of Studies**

There is a team of around 140 [Advisers of Studies](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) based in our two main Schools: Adam Smith Business School and the School of Social & Political Sciences.

First year students will normally be allocated an Adviser of Studies in **the week ending 29th September**, at the end of week two of teaching, once registration and enrolling is complete.

If you need help or advice before then, contact the central team. **Email us at:** socsci-ma@glasgow.ac.uk

Normally you can contact the team by telephone, but we can deal with your query more effectively if you email us with your question.

You will find information about the MA (Social Sciences) degree on our [web pages.](http://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/) Please take some time to explore these pages.

# Registering to be a Student

* 1. **MyCampus Registration**

All students are required to [**register online**](http://www.gla.ac.uk/services/registry/registration/) every academic year using **MyCampus**, the University's student information system.

You will receive an email from Registry at the start of each academic year, to let you know that it is time to register as a student. This is called your [**Account Access Notification**](https://www.gla.ac.uk/myglasgow/registry/registration/#/accesstoregistration).

The Registration process allows you to register and confirm your personal, academic and financial information, and confirm that you agree to observe the University Oath, regulations and requirements. [Registration support information](http://www.gla.ac.uk/services/registry/registration/) is provided online by Registry with lots of hints and tips.

[MyGlasgow](https://www.gla.ac.uk/myglasgow/students/)is the student portal andprovides direct access to University Web services including:

* **MyCampus** – access once you receive an Account Access Notification email (if you do not receive this email 2 weeks prior to your agreed start date, then fill out the online Help and Support form)
* **Student Email** - links to the IT Services web pages
* **Moodle** – the University’s online virtual learning environment
* **Library Account** – access your account once you have registered; Search the Top 10 Library Tips
* **IT Helpdesk** – and IT Services for Students

[MyGlasgow](https://www.gla.ac.uk/myglasgow/students/) also provides relevant student news, help, support and guidance, and links to university and student web pages.

You can also access MyCampus through the link for Current Students at the bottom of most University Web pages, which leads to [MyGlasgow students](http://www.gla.ac.uk/students/myglasgow/)

**\*\* For questions about course choices: Email:** **socsci-****ma@glasgow.ac.uk**

[Student Services Enquiry Team](http://www.gla.ac.uk/students/sset/) – Normally located in the Fraser Building – E2 on the campus map.

[Online Help and Support Form](http://www.gla.ac.uk/students/support/) – fill in this form if:

* You are not able to log into MyCampus
* You have not received your Account Access Notification
* You already have an existing GUID (Glasgow University Identity)
* You are not taking up your place
* You would like to defer your offer
	1. **Full Registration**

Students are expected to **complete full registration** (both academic and financial) prior to starting studies and **no later than 2nd October 2023.**

Failure to complete registration by this time will mean you will be withdrawn and you will not be able to attend classes and Campus cards will be inactivated.

* 1. **Your Campus Card**

After registration your Campus ID card will normally be available for collection during orientation week and the timetable for collection is at [Step 6 on the Registry guide to registration](http://www.gla.ac.uk/services/registry/registration/#/step6:collectcampuscard(newstudentsonly)).

Your Campus Card grants you access to University facilities such as the library and sports facilities and will entitle you to student discount in a wide variety of shops, bars, cinemas and online.

# Orientation for New Students

The orientation meetings and meeting a Senior Adviser for the MA (Social Sciences) will take place online before the start of teaching. Please keep a close watch on your emails for more details on these events.

# Enrolment

* 1. **Enrol Online**

Enrolment in courses and classes will only be available to you following successful completion of academic registration.

[Enrolment](http://www.gla.ac.uk/services/registry/enrolment/%23/self-serviceguide) is the process for selecting courses in line with your plan requirements. Your plan is the main subject/s that you applied to study in first year: for example, Economics & Politics, or Management & History.

The programme and plan rules have been written into MyCampus and by following the guidance in MyCampus, adding courses to your MyChoices, **using Add by Requirements** you will be guided to the correct courses for your plan.

As you begin to select your options you will be able to see how these classes fit into your timetable in ‘My Choices’. This will help you to identify potential timetable clashes before completing your enrolment.

Remember: putting the courses in MyChoices (they appear as blue in colour) is not enrolling, you have to complete the final step and select them. Once you do that they will appear in green in your timetable.

Places in classes will be available on a first-come-first-served basis so early enrolment is recommended.

We expect you to enrol in your classes, before you come to Glasgow, following the guidance in MyCampus, with help from the online sources and from the [Advising & Student Support Team](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) for the MA (Social Sciences).

The [self-service enrolment](http://www.gla.ac.uk/services/registry/enrolment/%23/self-serviceguide) guides are easy to follow, from the [Registry](http://www.gla.ac.uk/services/registry/enrolment/%23/self-serviceguide) web pages, look for the “Self-service step-by-step” heading.

You will have been admitted to the MA (Social Sciences) on either a single or joint plan (this means either one or two subjects are named in your admission letter).

Students should seek advice or guidance about course choices from the [Advising and Student Support Team](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) – they have expert knowledge about the options open to you and they are the only people who can make changes to your Student Record in MyCampus.

* 1. **Checking Your Enrolments**

The Advising & Student Support Team will check enrolments for **ALL** first years, second years and Ordinary Degree students.

Students in Honours are responsible for choosing the correct courses and these are checked by the Honours Admin teams. However, the Advising and student support team will carry out regular checks on all students during enrolment and email you about problems.

# Support with Registration and Enrolment

Support will be provided throughout the registration and enrolment period. Guidance and FAQs are available online to help you to navigate the enrolment process in MyCampus.

This support and guidance material can be found at your MyGlasgow portal at: [www.glasgow.ac.uk/students/myglasgow](http://www.glasgow.ac.uk/students/myglasgow)

MyCampus also provides guidance to help you select a suitable curriculum for your Academic Level and Academic Plan. The ‘My Requirements’ tab describes overall course, grade and credit requirements.

**For further assistance or specific queries relating to registration you can use** [Online Help and Support](http://www.gla.ac.uk/students/support/) [Form](http://www.gla.ac.uk/students/support/) – fill in this form if:

* You are not able to log into MyCampus
* You have not received your Account Access Notification
* You are not taking up your place
* You would like to defer your offer
* You already have an existing GUID (Glasgow University Identity)

You should try to complete enrolment in all your classes well before the start of teaching to ensure you have a place in the classes you might want to take.

# MA (Social Sciences) Degree

* 1. **What can I Study?**

You can choose between a wide range of core social sciences subjects (known as **Group A** subjects):

* Business & Management,
* Central & East European Studies,
* Economic & Social History,
* Economics,
* Geography,
* International Relations,
* Politics,
* Psychology,
* Social & Public Policy,
* Sociology

Additional subjects which our students may study, but which are not offered as a single Honours degree on the MA (Social Sciences) are: Mathematics and Philosophy. Although your interest is likely to be in social sciences subjects, you can choose to take an arts or science subject too.

The key point is that each year of full-time study must contain courses adding up to **120 credits** and meet our programme regulations. Students are expected to complete at least 160 credits over first and second years, from the core Group A list of subjects for the MA (Social Sciences).

* 1. **Excluded Combinations**

Many degree combinations are available but, where combinations are not available, it is generally because a timetable clash exists at either level 1 or level 2, which cannot be avoided.

A good guide to available combinations is to check if the combination is offered through UCAS. From the University home page the available combinations can be found by searching the [subject combinations](http://www.gla.ac.uk/undergraduate/degrees/) on offer.

To check if a degree in the subjects you want to study, is offered, look on the degrees offered section on the web. For example, Politics: if there is no combination, the degree is not offered.

Here are some, but not all, of the excluded combinations - this means you cannot take these subjects together in first year:

* Psychology / Geography timetable clash at level 2;
* Philosophy / Social & Public Policy timetable clash at level 2;
* Geography / Italian timetable clash at level 2;
* Social & Public Policy / Philosophy timetable clash at level 1;
* Social & Public Policy / History timetable clash at level 1;
* Business & Management / Central & East European Studies timetable clash at levels 1 and 2
* Economics/Computing Science clash at Level 3

# Degree Structure

The MA (Social Sciences) degree requires that students study **three** subject areas in year 1, and **two** of these subject areas are carried through to year 2. The subject structure requires you to select courses that (normally) add up to 40 credits for each subject. In some subjects this will involve selecting one 40 credit course whereas in other subjects, for example, Business & Management, it will be necessary to select four courses of 10 credits each.

***There is no standard curriculum.*** These curriculum examples are designed as examples only. They are designed to show the route through the degree and not any preference for subjects. Note: There are three Honours options possible from this course selection, **highlighted in bold**

**Example 1**

|  |  |  |
| --- | --- | --- |
| **3 x Level 1 Subjects****Total 120 credits** | **2 Level 2 and 1 x Level 1****Total 120 credits** | **120 credits of Level 4 in each** **Year Total 240 credits** |
| Year 1 | Year 2 | Years 3 & 4 |
| Sociology 1A 20 credits | Sociology 2A 20 credits | **Sociology Single Honours** |
| Sociology 1B 20 credits | Sociology 2B 20 credits | **OR** |
| Social & Public Policy 1A 20 credits | Public Policy 2A 20 credits | **Social & Public Policy** **Single Honours** |
| Social & Public Policy 1B 20 credits | Public Policy 2B 20 credits | **OR** |
| Politics 1A 20 credits | Geography 1 40 credits | **Sociology/Social & Public** **Policy Joint Honours** |
| Politics 1B 20 credits |  |  |

**Example 2**

|  |  |  |
| --- | --- | --- |
| **3 x Level 1 Subjects****Total 120 credits** | **2 Level 2 and 1 x Level 1****Total 120 credits** | **120 credits of Level 4 in each year Total 240 credits** |
| Year 1 | Year 2 | Years 3 & 4 Honours |
| Business & Management 4 x 10 credits, level 1 | Business & Management 4 x 10 credits, level 2 | Business & Management **Single Honours** |
| Economics 1a 20 credits | Economics 2a 20 credits | **Economics or Business Economics Single Honours** |
| Economics 1b 20 credits | Economics 2b 20 credits | **OR** |
| Psychology 1a 20 credits | Geography 1 40 credits | **Business & Management /Economics** **or Business & Management /Business Economics Joint Honours** |
| Psychology 1b 20 credits |  |  |

# Advising Support

* 1. **The Advising & Student Support Team**

[The MA (Social Sciences) Advising & Student Support Team](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) can offer advice and guidance on University’s procedures and systems relating to your studies e.g. the requirements of the Degree and Progress Regulations, where to find further information or direct you to other University support services. The Advising and Student Support Team will:

* Be your **first point of contact** with general questions about your studies
* Make **all necessary changes** to your MyCampus student record
* Send out regular emails to students with guidance and information, so check your student email regularly
* From the opening of Registration (for new students, Monday 21st August) we will try to use both your student and your personal email address to contact you for the first few days.
* To be sure you do not miss important information you MUST use your student email account

Don’t hesitate to ask your own adviser or the Advising & Student Support Team for help.

* 1. **Meeting a Senior Adviser of Studies and Orientation (First Year Students)**

It is important that you set aside time to attend your orientation and advising meeting. The meeting will take around 2 hours. All new students are expected to attend. This is where you find out about the basics of what you need to be a successful student. At this meeting you will have the opportunity to meet a small group of fellow students

Your first meeting will be an online orientation and groups advising session these sessions will:

* Explain the structure of the MA (Social Sciences) degree and summarises the Regulations, of the MA (Social Sciences) degree
* Explain how your choices this session can create or limit opportunities for study in subsequent years of your study
* Talk about study and academic life
* Absence from classes and what to do if you miss an exam or hand in work late
* The Support Services you can access
* Employability, Graduate Attributes, Transferrable Skills
* Life outside study

**You** are responsible for choosing suitable courses and ensuring you have enrolled in the correct number of credits for the year (120 credits per year), which match your plan.

If you follow the guidance in MyCampus, using “Add by Requirements” you will make the correct choices. Make sure you **choose courses for the whole year**, not just for the first semester.

**Note: *If you want to change your Academic Plan*** (the subjects noted in your admission letter) for any reason you must email the MA (Social Sciences) Advising Support team socsci-ma@glasgow.ac.uk asking to change it before you enrol on courses/classes, as your course requirements may be different when you change plan.

# Your Responsibilities

It is **YOUR** responsibility to

* **Keep your contact details up to date on MyCampus**. It is good practice to include a personal email address, in addition to your student email. Use MyCampus to update your address and/or phone number if they change
* **Keep up to date with your email**. The University, the Advising Support Team, School, Subjects, etc., **will only use your student email** to contact you, so it is important that you manage this effectively
* **Report Absences from Classes, using MyCampus.** Make sure you keep your Adviser and any other relevant staff such as the MA (Social Sciences) Advising Support Team, Registry and/or Course Co-ordinators informed of any changes to your circumstances or any problems or concerns you may have

Tell us when you think you might need some help or support, or get in touch with questions

# Adviser of Studies

All undergraduate student on the MA (Social Sciences) are allocated an [Adviser of Studies](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/) at the start of their academic career (week ending 2nd October).

Where possible, you will have the same Adviser throughout your degree, but sometimes this is not possible. Remember that academic staff are active researchers and may from time to time be away from campus on business, undertaking research, have study leave, or other leave, and so may not be available.

If your Adviser of Studies will be off campus for a longer period of time you will normally be given another Adviser of Studies. At all times, MA (Social Sciences) students have access to help and support from the [Advising & Student Support Team](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/supportavailable/).

Some examples of the assistance that **Advisers of Studies** may provide are:

* Advice on your course choices (but may refer you to the Advising & Student Support Team with complex queries) and will offer pastoral support throughout your University career.
* Academic advice and information if you get into difficulties affecting your academic performance, e.g. if you fail examinations, or feel that you have made the wrong course choices or do not satisfy the Progress Regulations
* Personal advice, e.g. if you find it difficult to adjust to University life, you become ill or your personal circumstances change
* Financial advice, e.g. if you find it impossible to make ends meet, your Adviser can support any requests for financial or other assistance
* Guidance on making the most of your time at University
* Information about other sources of assistance or relevant specialist support services in the University such as the Student Counselling and Psychological Services (CAPS).

Although the University can sometimes seem an impersonal and large place, staff are keen to ensure that you have a rewarding and enjoyable time as an undergraduate student, both academically and personally. Please do not be reluctant to use these services.

* 1. **When should you see your Adviser of Studies**
* **New Students**: contact the central support team for enrolment advice and course choice options.
* **First year Students & Direct Entrants to 2nd Year**: Your first meeting with a Senior Adviser of Studies is in September, in a group meeting, and you will be sent an appointment for this meeting by email (both to your student email and your personal email, if you provided one).
* **Continuing Students**: during the first two weeks of Semester 1. If you feel you have made the wrong choices of subjects you can change courses freely, providing there are spaces in the class you want to take, and that the course is on the approved list of courses. Contact the Advising & Student Support Team.
* At any other time if a serious problem of any kind develops. It is better for you to take the initiative and make an appointment with your Adviser if you are having problems with your studies.
	1. **How can I arrange to meet my Adviser of Studies?**

Your Adviser will inform you of availability and office hours, by email. To see your Adviser of Studies, just email the contact address in your student centre.

Your Adviser’s name and contact details appear in your Student Centre on MyCampus. (For first year students – you will not have a named Adviser of Studies until the week ending 6th October 2023 – until then you can speak to the Advising & Student Support Team or, if necessary, a Senior Adviser of Studies, concerning any questions or problems).

Your Adviser will routinely be informed by Course Co-ordinators / Administrators about students they may believe are having difficulties and may therefore get in touch with you.

* 1. **Availability of your Adviser of Studies**

It is important that you understand that your Adviser of Studies is an academic member of staff from one of two Schools covering nine subject areas and ***may not be from the subject areas in which you choose to study***.

Your Adviser may refer more complicated questions to the Advising & Student Support Team, or to a Senior Adviser of Studies.

**If you make an appointment with your adviser of studies, and then find you cannot make the appointment, *it is courteous, to let your adviser know this****.*

If your Adviser is not available, or you then need further advice, please contact the MA (Social Sciences) Advising & Student Support Team: email socsci-ma@glasgow.ac.uk

Advisers of Studies are active members of the University of Glasgow research themes and so, from time to time, may not be on campus. They may have field research to complete or be off campus on University business. If you email your Adviser of Studies and don’t hear back within a couple of days, you can contact the Advising & Student Support Team, or drop into their office.

Your Adviser of Studies will offer you the best advice they can and will support you throughout your studies – **BUT** that advice and support will always be dependent on the information you provide.

# Student Wellbeing

Unfortunately, some students do encounter serious problems for a variety of reasons over which they may have no control. If you are finding things a bit tough, or are feeling overwhelmed, it’s always better to address problems as soon as you can. Your Adviser of Studies, or the [Advising & Student Support Team,](http://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/youradviser/) can help direct you to the appropriate service for help.

**REMEMBER:** As a student on the MA (Social Sciences), the central Advising Support Team are there to help you.

Check out the web pages for [Undergraduate Student Wellbeing](https://www.gla.ac.uk/colleges/socialsciences/students/wellbeing/).

The University operates the [Counselling & Psychological Service](http://www.gla.ac.uk/services/counselling/) (CAPS) which provides additional support for students. CAPS run drop-in sessions or you can book an appointment, they provide links to self-help and offer peer support training.

There is a vast amount of support available covering all aspects of your general and mental health. Please have a look at <https://www.gla.ac.uk/myglasgow/students/safetyhealth/>

Some of the topics covered that may be of interest include:

* [**Mental Health Advice and Support**](https://www.gla.ac.uk/myglasgow/students/safetyhealth/mymentalhealth/)
* [**Registering with the Disability Service**](https://www.gla.ac.uk/myglasgow/disability/contact/register/)
* [**College of Social Sciences: UG Student Wellbeing Resources**](https://www.gla.ac.uk/colleges/socialsciences/students/wellbeing/)
* [**Support for Student Carers**](https://www.gla.ac.uk/study/wp/studentcarers/) **– if you are a Carer please contact the Advising Team**

# Degree Regulations

Please make sure you are aware of the Degree Regulations that apply to the MA (Social Sciences) degree programme by reading the relevant sections of the [University Regulations](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/) under College of Social Sciences. Both the Generic Undergraduate Regulations and Master of Arts (Social Sciences) supplementary regulations) are available from the [Senate](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/) web pages.

The following information is taken from the University and Degree Regulations and should always be consulted in full in the on-line version on the Senate web site.

* 1. **MA (Social Sciences) Honours Degree**

In order to graduate with an Honours degree:

* Complete 240 credits at levels 1 and 2 with a grade point average (GPA) of at least 9.0;
* at least 160 of these credits must be derived from the list of recognised courses for the degree (Group A);
* 80 credits must be at level 2, and you must meet the required GPA for each subject you intend to study in Honours (level 4)
* you must take 240 credits at Honours (taught at level 4) in years 3 and 4, and have 240 credits at levels 1 and 2.

**Criteria for entry to Joint or Single Honours for 2023/24 is:**

* a grade D3 or better in 200 credits, 80 credits of which must be at level 2
* each Social Sciences subject normally requires 40 credits\* at level 2 with a GPA of 12.0 (equivalent to a C3 grade) for each Subject Honours entry **but**
* check for details in your level 2 course subject handbook for subject specific detail

\*(Note that Psychology, Geography, Mathematics and Computing Science come under other Colleges, and both of them will specify own their criteria for entry to Honours in the information you receive at the start of your second year.)

* 1. **MA (Social Sciences) Ordinary Degree**

A graduating curriculum for the Ordinary (General) Degree must contain a minimum of 360 credits and an overall grade point average of at least 9.0.

Within the 360 credits at least 120 must be at level 2 or above and at least 280 must be at grade D or better, including at least 60 at level 3 or higher and with not more than 120 credits derived from non-core Social Sciences (Group A) courses.

Honours students may, after commencement, elect to take the 120 credits accumulated in Junior Honours and seek early exit, graduating with the MA (Social Sciences) (Ordinary) degree – contact the Advising & Student Support Team if you are considering this.

* 1. **Examination & Examination Resits**

If you know that you will have to take an exam or re-sit in the August exam diet, you must ensure that you are in Glasgow to do this OR that you have made arrangements to take the exam overseas. Information and guidance can be found on the [Registry](http://www.gla.ac.uk/services/registry/exams/) exams web pages.

Do NOT make arrangements to travel away from Glasgow unless you are confident that you can make arrangements to sit any exam/s needed in the August exam diet – remember time difference is important.

* In the case of examination re-sits, the results are capped in terms of grade points. Candidates are therefore advised of the alphanumeric grade achieved (A2, B3, C1, D2, etc.) will be published but the grade point awarded is capped at 9 (the grade point awarded for a grade D3).
* Student transcripts will indicate where grade points have been capped.
* Students selecting the Ordinary Degree will be offered selected Level 3 non-Honours courses and must achieve at least a D3 grade at Level 2 in the subject they intend to study, before entry to the Level 3 classes is permitted. An overall GPA of 8.0 or better is required.
	1. **Progression**

All undergraduates are subject to the Progress Regulations for the MA (Social Sciences) degree, which can be found in the [University Regulations](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/).

Full-time Students must obtain:

* After one session - the candidate must have obtained at least 80 credits, of which at least 60 must be at grade D3 or above, and achieved a grade point average of at least 8.0.
* After two sessions - the candidate must have obtained at least 160 credits, of which at least 120 must be at grade D3 or above and 40 of these must be at level 2, and achieved a grade point average of at least 8.0.
* After three Sessions - the candidate must be in a position to complete the requirements for the award of an ordinary degree in one further session of full-time study.

Notwithstanding the above, any student entitled to progress but whose achievement falls short of the requirements set out below will have their curriculum approved by the [MA (Social Sciences) Progress](http://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/progresscommittee/) [Committee:](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/policiesandprocedures/progresscommittee/)

* 80 credits at grade D3 or better by after one session;
* A minimum of 260 credits at a grade point average of at least 8.0 after three sessions

Part-time Students must obtain:

* A minimum of 40 credits at grade D3 or above in each academic session to progress.
	1. **Withdrawal or Temporary Withdrawal from Study**

If you are considering withdrawing, or temporarily withdrawing from study, for any reason, it is very important that you get advice from the Advising & Student Support Team, a Senior Adviser or your adviser of studies.

Withdrawing from study can have financial implications, or visa implications, and the Advising & Student Support Team can help you to make sure that your record is in order before you leave and also that you have the information you need to seek readmission and to return to study, with minimum difficulty.

# Progress Committee

If you fail to meet the progress requirements, then you will be referred to the [MA (Social Sciences) Progress](https://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/policiesandprocedures/progresscommittee/) [Committee.](http://www.gla.ac.uk/colleges/socialsciences/students/socialsciences/progresscommittee/)

* Since there is only a short time between the August re-sit diet and the meeting of the Progress Committee in mid-September each year, you may not have very much notice that you have been referred to the Committee.
* You will be informed by **email** letter that you are subject to the progress regulations and consideration by the Progress Committee, once the August re-sit diet results are published in early September.
* Students should be aware that the progress committee procedures take place out with the usual term time dates.
* If referred to the Progress Committee, you have the opportunity to submit a statement outlining any mitigating circumstances or illness that may have affected your academic performance.
* First year students are also provided with the opportunity of an interview with the Progress Committee.

# Academic Appeals

There is an [Academic Appeals Policy](https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/https%3A/www.gla.ac.uk/myglasgow/senateoffice/studentcodes/academicappealsstudents/) for any student who might wish to appeal against an academic decision, e.g. appeal against a grade awarded for an assessment or examination or refusal of entry to Honours.

Details and deadlines for the Code of Procedure for Appeals by Students against Academic Decisions and the Code of Procedure for Appeals to a College Appeals Committee can be found in the [University Regulations](https://www.gla.ac.uk/myglasgow/senateoffice/policies/uniregs/).

The College Appeals Committee **can consider an appeal** against a decision of an academic body **only on the three following grounds:**

* unfair or defective procedure;
* a failure to take account of medical or other adverse personal circumstances;
* there are relevant medical or other adverse personal circumstances which for good reason have not previously been presented.

If you think you have grounds for an Appeal you must **notify your intention to appeal** to Ms Rosalind Wright, Learning and Teaching Coordinator, College of Social Sciences Graduate School **within 10 working days of receipt of the result or decision that you wish to appeal against**.

* 1. **Advice on Academic Appeals**

The [Students’ Representative Council (SRC) Advice Centre](https://www.glasgowstudent.net/advice/the-advice-centre/) can provide support and guidance when submitting your formal appeal.

Your Adviser of Studies and the MA (Social Sciences) Advising and Student Support Team can also provide guidance on appealing a decision or result.

There is also an article in Knowledge Base on the helpdesk in regard to appeals on progression decisions.

# Code of Student Conduct

The [Senate Office](http://www.gla.ac.uk/services/senateoffice/policies/) oversees academic policy, strategy and regulations.

The University has a [Code of Student](https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/studentconductstudents/) [Conduct,](http://www.gla.ac.uk/services/senateoffice/studentcodes/students/studentconduct/) which includes powers to deal with general matters of inappropriate behaviour by students, which includes [plagiarism.](http://www.gla.ac.uk/services/sls/plagiarism/)

# Information Technology

* 1. **IT Services for Students**

[UofG web pages for IT Services for Students](https://www.gla.ac.uk/myglasgow/it/forstudents/)

From the web page above, you’ll find information about: getting online, desktop computing and printing, email, passwords, web apps, and IT Support.

* 1. **IT Training for students**

All undergraduates are expected to have a certain level of computer literacy; IT Services have a free [Basic IT Skills](https://www.gla.ac.uk/myglasgow/it/training/basic/) which can be taken by students if they choose.

Information about this, and more of the [IT Services available for students](http://www.gla.ac.uk/services/it/forstudents/%23/) can be found on the IT Services web pages.

Look under the [Web Apps](https://www.gla.ac.uk/myglasgow/it/forstudents/https%3A/www.gla.ac.uk/myglasgow/it/forstudents/) section for information about: Webmail, Wi-Fi, Moodle, Software for students (Office 365), and IT security.

When you register as a student, you will receive the necessary instructions to access the University computers. You will find many other [computer clusters for student use,](http://www.gla.ac.uk/services/it/forstudents/%23/training%2Ccomputersandprinting) across campus, including those in the University Library.

* 1. **Student Email**

Your student email is the only one used by the University to contact students with both routine and urgent information. You are strongly advised to read your University email regularly (at least once a week). We would strongly recommend that you record a personal email address in your My Campus Student Record.

* 1. **Virtual Learning Environment (VLE) - Moodle**

The University uses Web-based Virtual Learning Environments (VLEs) to assist learning on many courses and the most widely used University VLE is [Moodle.](https://moodle2.gla.ac.uk/login/index.php)

For courses where Moodle is used you will be able to login from either the College Web site or the central University Moodle Web page using your GUID and password. The system can be accessed from anywhere on or off campus.

Once you enrol in a course – for example Politics 1a, it will normally take 24 hours for your access to that Moodle site to become active.

For more information about [**Moodle**](http://www.gla.ac.uk/services/moodle/) and how to use it check out the guides and information.

# Employability

* 1. **Social Sciences Graduate Skills Programme**

The [Graduate Skills Programme](http://www.gla.ac.uk/colleges/socialsciences/students/employability/) (GSP) is the College of Social Sciences' employability award and is designed to help undergraduate students and postgraduate taught students in the College make the most of their time at university and enhance their transferable and employability skills.

In an increasingly competitive job market leaving university with a good degree may not be enough on its own to land you that first graduate job. The GSP will help you to develop the skills you need to succeed in your academic studies and your future career; will help you to market yourself effectively to potential employers; allow you to reflect on all of your university experiences and consider how they contribute to your personal and professional development.

The GSP gives students recognition for activities and experience not traditionally covered by their particular degree programme. The GSP is free to join and open to undergraduate students of any level in the College of Social Sciences.

[Employability](http://www.gla.ac.uk/colleges/socialsciences/students/employability/) in the College of Social Sciences is a great place to begin to think about how to maximise your opportunities while you study with us at Glasgow. Check the [testimonials](https://www.gla.ac.uk/colleges/socialsciences/students/employability/testimonials/) to see what some of our students have been up to.

* 1. **Part-time work, internships & volunteering**

If you are considering ***part-time work or an internship***, then the [Careers](http://www.gla.ac.uk/services/careers/) web pages are a great place to begin your search. The [Internship Hub](https://www.gla.ac.uk/myglasgow/careers/findingjobs/internships/) is a great source of information and support to help you find: an internship, a placement, part-time work or a volunteering opportunity – all of which can help you develop transferrable skills and enhance your graduate attributes. There is a useful archive of feedback from previous students who found their experience valuable.

The [Students’ Representative Council](https://www.glasgowstudent.net/volunteer/about/) web page is a good place to start if you are considering volunteering while you are a student.

# International Opportunities

The College International Student Mobility Officer has a [message](file:///%5C%5Ccampus.gla.ac.uk%5CSSD_Dept_Data_D%5CCSS%5CCSSPublic%5CStudentMobility%5CMessage%20for%20New%20Students.docx) for students interested in study abroad or gaining international experiences.

The College is keen to help students explore the wide variety of opportunities ranging from short 2/4 day trips, to taking part in the College Mentorship Scheme for incoming exchange students, to a whole semester or year abroad during your Junior Honours (3rd) year. Find out more and hear from our students about their involvement on our [CoSS International Mobility moodle page](https://moodle.gla.ac.uk/course/view.php?id=7799). The enrolment key is “studyabroad”.

There are a lot of exciting plans which will be taking off in the coming year and you will receive lots of information via email about opportunities and you can do some research yourself, to see the types of experiences you can gain. Keep watching our [College International pages](http://www.gla.ac.uk/colleges/socialsciences/international/students/) for updates. The main places to find initial information will be the [Study Abroad & Exchange](http://www.gla.ac.uk/international/abroadexchange/exchangeprogrammeoutgoing/) office web pages – and by email from the College Student Mobility office.

# Academic & Study Support

The University and the College both offer support throughout your academic career. Most services have their own information packs and websites. A summary of the main support services is available at: <http://www.gla.ac.uk/studentlife/support/>

* [Careers](http://www.gla.ac.uk/services/careers/) & [Employability](http://www.gla.ac.uk/colleges/socialsciences/students/employability/)
* [Accommodation Services](http://www.gla.ac.uk/services/accommodation/)
* [Disability Service](http://www.gla.ac.uk/services/disability/)
* [IT Services](http://www.gla.ac.uk/services/it/forstudents/)
* [English for Academic Study](http://www.gla.ac.uk/schools/mlc/eas/)
* [Registry](http://www.gla.ac.uk/services/registry/)
* [Ask a Student](http://www.gla.ac.uk/studentlife/askastudent/)
* [Student Services Enquiry Team](http://www.gla.ac.uk/students/sset/)
* Sports
* [Inter-faith Chaplaincy](http://www.gla.ac.uk/services/chaplaincy/)
* [International Student Handbook](http://www.gla.ac.uk/international/support/before/handbook/)
* [International Student Support & Visas](http://www.gla.ac.uk/international/support/)
* [Library](http://www.gla.ac.uk/services/library/)
* [Parent / Carer Guide](http://www.gla.ac.uk/media/media_456626_en.pdf)
* [Student Enterprise](http://www.gla.ac.uk/services/careers/enterprise/)
* [Student Representative Council (SRC)](https://www.glasgowstudent.net/about/)
* [Widening Participation Team](http://www.gla.ac.uk/about/wideningparticipation/supportduringyourstudies/)
	1. **Learning Enhancement & Academic Development Service (LEADS)**

The University’s [Learning Enhancement & Academic Development Service](http://www.gla.ac.uk/myglasgow/leads/students/) offers study skills advice, guidance and support to all students. If you would like to make your learning techniques more effective, you can attend [workshops](http://www.gla.ac.uk/services/sls/offer/workshops/) which take place regularly in the McMillan Reading Room. Further information about **LEADS** is available from their [web pages.](http://www.gla.ac.uk/services/sls/)

What can Effective Learning Advice from LEADS do for YOU?

Students in Social Sciences can [make an appointment](https://sharepoint.gla.ac.uk/_layouts/AppointmentService/FastBook.aspx?MeetingTypeId=70) OR [go to a class with the Effective Learning Adviser](http://www.gla.ac.uk/myglasgow/leads/students/writingstudyadvice/arts/artssocsciclassesmirrored/) for the College (or her Graduate Teaching Assistants) to talk about anything related to their academic work. Common topics include:

* academic writing (essays, dissertations, research proposals)
* argumentation
* engagement with literature, referencing and using/critiquing sources
* time and project management
* effective, evidence-based study and revision methods

**LEADS** can advise you on current unmarked work, including helping you in how you:

* interpret the question
* think about your argument
* plan your essay
* research and use your sources
* write and edit your work

**LEADS** can advise you within the context of your subject but are unable to advise on specific content. Similarly, they encourage your ability to edit and assess your work and, therefore, cannot offer proof reading. They can also advise you on past assignments, and their feedback, to help you to use that feedback to improve your writing.

**LEADS** can also provide access to [support for undergraduate students](http://www.gla.ac.uk/myglasgow/leads/students/mathsandstats/maths/) taking level 1 [Maths and/or Stats.](http://www.gla.ac.uk/services/sls/offer/mathsstats/) They have drop in sessions and students can also book appointments.

# Student Financials

Links to Student Finance, student loans, financial support and related information can be found on the [Registry](http://www.gla.ac.uk/services/registry/finance/) web pages, along with contact details for the Student Financial Aid Team.

* 1. **Ask for Help**

***If you get into financial difficulties, don’t ignore the problem, ask for help.***

The main sources of guidance, and additional / emergency financial support (often referred to as [Financial Aid](http://www.gla.ac.uk/services/registry/finance/funds/)) are:-

* [University Hardship Fund](http://www.gla.ac.uk/services/registry/finance/funds/%23/hardshipfund) – eligibility and exceptions are detailed here, along with how to apply
* [Crisis Loans](http://www.gla.ac.uk/services/registry/finance/funds/%23/hardshipfund%2Ccrisisloans) – eligibility and how to access are available here
* [Part-time fee grant](http://www.gla.ac.uk/services/registry/finance/funds/%23/hardshipfund%2Ccrisisloans%2Cpart-timefeegrant) – application form is available on the SAAS [web site](https://www.saas.gov.uk/forms_and_guides/part_time.htm)

The [University of Glasgow Financial Aid Team](http://www.gla.ac.uk/services/registry/finance/funds/) offers financial support to registered students who are experiencing financial difficulties or hardship during the course of their studies.

* 1. **SAAS HEI Discretionary & Childcare Funds**

Government funding available via the University to home UK undergraduates and postgraduates who have received their full Student Loans Company (SLC) loan entitlement (when eligible).

* Provides support across the academic session under several categories: accommodation; childcare; disability; mature students
* Students who live with their parent(s) are ineligible for funding
* Funding does not cover tuition fees and is not intended as a primary source of income
* Applicants must demonstrate clear hardship i.e. a monthly shortfall between income and expenditure across the academic session, in order to be considered
* Applicants must also take reasonable steps to reduce outgoings before submitting an application e.g. reducing budget for socialising; food budget; club memberships etc.
	1. **UofG Hardship Fund**
* University funds available to part-time and full-time registered students.
* Students should exhaust all other resources available to them before submitting an application e.g. personal loans, overdraft etc.
* The fund will not provide ongoing support to any single individual. Payments can be made as a loan and/or a grant.
* Applications from students undertaking a one-year Masters programme will only be considered in exceptional circumstances.
* International students should refer to the International Student Support team before completing and application.

Full information on eligibility and application processes is available via the links above. If you have any questions regarding any of the funds please contact the Financial Aid Team.

* 1. **Scholarships & Funding**

Information about available scholarships and funding on this [web page.](http://www.gla.ac.uk/scholarships/)

# Students’ Representative Council (SRC)

The [Students’ Representative Council (SRC)](https://www.glasgowstudent.net/) is an independent, student-led organisation recognised as the representative body for students registered at the University of Glasgow.

The SRC provides a variety of services for students including:

* 1. **Student Advice Centre and many other services for students**
* [Student Advice Centre](https://www.glasgowstudent.net/advice/) offering information and representation for all University of Glasgow students on a free and confidential basis, covering a wide range of subjects. Open from 11:30-16:00, Monday to Friday. Email: advice@src.gla.ac.uk or call 0141 330 5360
* Campus-to-halls minibus service
* [Clubs and Societies](https://www.glasgowstudent.net/clubs/) – follow the link to find some of the clubs and societies already available
* [Flatshare](https://www.glasgowstudent.net/services/flatshare/) – when you’re ready to move out of halls, or want to change where you stay; Useful tips if you are [looking for accommodation](https://www.glasgowstudent.net/advice/accommodation/)
* [Job shop](https://www.glasgowstudent.net/services/jobshop/) – a student-run employment service for students
* [Nightline](https://www.glasgowstudent.net/services/nightline/) (a free and confidential service from 7pm to 7am every night - 0141 334 9516) –or visit their [instant messaging site](https://www.gunightline.org/) for confidential, non-judgmental information and listening.
* [Photocopying & Printing facilities](https://www.glasgowstudent.net/services/copying/)
* Representation on student issues, including [University or Study-related issues](https://www.glasgowstudent.net/advice/academic/)
* Second-hand [Bookshop](https://www.glasgowstudent.net/services/bookshop/)
* [Send or receive parcels from home](https://www.glasgowstudent.net/services/parcels/)? SRC and Doddle have a site on campus to make this easy for you.
* [University Tours](https://www.glasgowstudent.net/services/university-tours/) – SRC organise and run campus tours
* [Volunteering](https://www.glasgowstudent.net/volunteer/about/) - Student Volunteer Support Service is provided by the SRC for all Glasgow University students and offers you the opportunity to undertake a wide range of volunteering opportunities both on and off campus, and to provide a valuable link and input into the local community.

[Contact the SRC](https://www.glasgowstudent.net/about/contacts/) –

The SRC is located in the John McIntyre Building – right beside the Main Entrance Gates on University Avenue. Telephone enquiries: 0141 330 5360 Email: enquiries@src.gla.ac.uk Web site: <https://www.glasgowstudent.net/>