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INTRODUCTION

On behalf of the Department, we would like to welcome you to our Graduate School in Politics. The Graduate School was launched in 2008 to bring together highly successful postgraduate teaching provision including Masters and PhD students within a single structure. We believe this reinforces the sense of community amongst all our postgraduate students to enhance your learning experience. The Graduate School in Politics provides even more opportunities for you to participate in our thriving academic community. We seek to ensure that all our Masters students feel part of a vibrant academic community and experience a learning and teaching environment of the very highest standard. In addition to the taught programme, MA students will be offered the opportunity to participate in our Graduate School Masterclass programme as well as seminars, workshops and guest lectures throughout the year.

The main aim of this handbook is to supply you with some of the most important information that you will need about the Graduate School in Politics during your studies. It is very important that you read through the Handbook carefully before the teaching begins, and also use it as a point of reference throughout your time in Sheffield. In particular, it contains important advice on such topics as: study techniques; guidance about the writing of essays; and the nature of seminar presentations. Within it you will also find a description of the criteria that your tutors use when they mark your written work, and information about the procedures we need you to follow when you submit your essays. More generally, it supplies you with an overview of the workings of the Graduate School, and, perhaps most importantly of all, it tells you where to go to get help and advice, both within and outside the Department and Graduate School.

The Department of Politics within which the Graduate School is located enjoys a well deserved reputation for the friendly and supportive atmosphere within which its teaching is conducted and for the high quality of its modules. The calibre of our teaching is reflected in the maximum score of 24 that we achieved in the last Quality Assurance Agency subject review and also in the year-on-year results of our student evaluation questionnaires. We will ask you to complete one of these questionnaire forms for every module that you take. We take the feedback that we receive from these evaluations very seriously, and require all course tutors to analyse the responses they contain, and respond to the comments within them. We do therefore ask for your full support in the completion of these questionnaires, which are, of course, anonymous. A good number of the modules within the Graduate School have been improved through this process of consultation. More generally, we encourage students to raise issues and engage in dialogue through the Graduate School Student-Staff Committee where representatives from the student body meet regularly with staff members. Issues arising from these meetings are then fed into the regular meetings of Graduate School staff. As well as these formal consultative procedures, there is also ample opportunity for informal contact with staff. All staff have consultation and feedback hours when they are available to meet with students during each week of the teaching semester.

Throughout your time in our Graduate School we ask for your co-operation in providing us with the information that we need to ensure that things run smoothly. We will need to know, for instance, the reason why you may have to be absent from a seminar, or if your address changes. We ask too that you make a habit of looking at the notice boards and checking student pigeon holes and your university email account regularly since we use these to communicate with you collectively and individually.

We do hope that you find this handbook useful and informative. We update it each year and welcome your feedback on its contents. More generally, we wish you well in your studies and hope that you find your time in our Graduate School enjoyable and stimulating.

Andrew Geddes
Head of Department

David Richards
Departmental MA Director

UNIVERSITY REQUIREMENTS

Admission to the University is subject to the requirement that you will comply with the University's registration procedure and will duly observe the Charter, Statutes, Ordinances and Regulations of the University. Your attention is particularly drawn to the following:

- Every student is required to attend punctually and regularly the courses, lectures, laboratory work and tutorial periods prescribed in the relevant scheme of study, together with such other lectures or classes as may be directed, and to provide the text books and apparatus prescribed.
- A student is normally required to be in residence throughout the whole of each semester and may not be absent during the normal working week without permission from the Dean of the Faculty.
- In cases of enforced absence a written explanation must be sent to the Dean (or Deans) of the Faculty (or Faculties) concerned.
- A student who does not return punctually at the beginning of any semester is liable to be refused permission to attend that semester.
- Failure to observe the above Regulations may be treated as failure to satisfy the conditions of attendance laid down in the Ordinances and Regulations for degrees, diplomas, associateships, and certificates.
- Students considering withdrawing from courses to which they have been admitted are strongly advised to consult the Dean of the Faculty before leaving the University.

Please note that you are required to perform satisfactorily in all components of a module, before credits can be awarded for that module. In cases where a student fails to achieve a pass grade in a particular module, the examiners may, in conjunction with the External Examiner, allow the candidate to resubmit assessed work on one further occasion to see if the pass mark of 50 can be achieved. The resubmission of any coursework can only be given a maximum mark of 50. However, the decision to grant students this opportunity is entirely at the discretion of the Department. Attendance at seminars is required: all unauthorised absences are recorded and may result in disciplinary action.

THE DEPARTMENT OF POLITICS

The Department of Politics is based at Elmfield, Northumberland Road, Sheffield, S10 2TU. Fax: 0114 222 1717. The MA Taught Courses Administrator is Mrs Sue Kelk. Telephone: 0114 222 1642. E-Mail: s.kelk@sheffield.ac.uk

Visit our website:

<http://www.shef.ac.uk/politics/index.html>

ACADEMIC STAFF

HEAD OF DEPARTMENT

Professor Andrew Geddes

Room: 1:22 Tel: 22 21703 Email: a.geddes@sheffield.ac.uk

Specialist subjects: British, European and EU politics, immigration and asylum.

PROFESSORS

Professor Ian Bache (Study Leave Semester Two)

Room: 2:01 Tel: 22 21678 Email: i.bache@sheffield.ac.uk

European Union, governance and multi-level governance, regions and cohesion policy.

Professor Simon Bulmer

Room: G:60 Tel: 222 1706 Email: s.bulmer@sheffield.ac.uk

Specialist subjects: European and EU politics, state relations and political economy, new institutionalism.

Professor Matt Flinders

Room: G:65 Tel: 22 21680 Email: m.v.flinders@sheffield.ac.uk

Specialist subjects: public sector reform, governance, legislative laws.

Professor Jean Grugel

Room: 1:24 Tel: 22 21662 Email: j.b.grugel@sheffield.ac.uk

Specialist subjects: democratisation, development, global governance, transnational activism.

Professor Colin Hay

Room: 1:28 Tel: 22 21707 Email: c.hay@sheffield.ac.uk

Specialist subjects: Political disaffection, globalisation, social democracy, political economy, political analysis.

Professor John Hobson

Room: 1:32 Tel: 22 21669 Email: j.m.hobson@sheffield.ac.uk

Specialist subjects: global history, IR theory, state theory and IPE, inter-civilisational analysis.

Professor Michael Kenny (Sabbatical)

Email: m.kenny@sheffield.ac.uk

Specialist subjects: contemporary political theory, the history of modern political thought and ideologies.

Professor Tony Payne (Pro Vice-Chancellor for the Faculty of Social Sciences)
Room: 1:25 Tel: 22 21653 Email: a.j.payne@sheffield.ac.uk
Specialist subjects: the Caribbean, international political economy and the politics of development.

Professor Martin Smith
Room: 2.0 Tel: 22 21667 Email: m.j.smith@sheffield.ac.uk
Specialist subjects: British Politics, public policy and the changing nature of the state.

Professor Andrew Taylor
Room: G:53 Tel: 22 21689 Email: a.j.taylor@sheffield.ac.uk
Specialist subjects: political reconstruction of post-conflict societies, state failure, British politics.

Professor Andrew Vincent
Room: G:55 Tel: 22 21691 Email: andrew.vincent@sheffield.ac.uk
Specialist subjects: contemporary political philosophy and ideologies, state theory, nationalism.

Professor Georgina Waylen
Room: 1:31 Tel: 22 21668 Email: g.waylen@sheffield.ac.uk
Specialist subjects: political economy, Latin America and gender and politics

Professor Brian White
Room: 1:29 Tel: 222 1708 Email: b.white@sheffield.ac.uk
Specialist subjects: European (EU) foreign and security policy; foreign policy analysis; British and US foreign policy.

READERS

Dr Graham Harrison
Room: G:59 Tel: 22 21686 Email: g.harrison@sheffield.ac.uk
Specialist subjects: democratisation, African politics, developmental studies, the World Bank.

Dr David Richards
Room: 2:05 Tel: 22 21666 Email: d.richards@sheffield.ac.uk
Specialist subjects: British politics, governance, the regulatory state, public policy, state transformation and Australia.

SENIOR LECTURERS

Dr Katharine Adeney (Research Leave Semester One)
Room: G:62 Tel: 22 21704 Email: k.adeney@sheffield.ac.uk
Specialist subjects: nationalism, ethnic conflict, federalism, democratisation, South Asia.

Dr Tony Heron (Research Leave Semester One)
Room: 2:02 Tel: 22 21695 Email: t.heron@sheffield.ac.uk
Specialist subjects: international political economy, the politics of trade and development.

Dr Charles Lees
Room: G:52 Tel: 22 21702 Email: c.s.j.lees@sheffield.ac.uk
Specialist subjects: German politics, environmental politics, institutional approaches to politics.

Dr Steve Ludlam

Room: G:58 Tel: 22 21665 Email: s.ludlam@sheffield.ac.uk

Specialist subjects: the Labour movement and the politics of Cuba.

Dr Alistair McMillan

(Study leave in Semester One)

Room: G:61 Tel: 22 21657 Email: a.mcmillan@sheffield.ac.uk

Specialist subjects: Elections and representation, voting behaviour, South Asian politics, devolution and UK politics, social choice.

Dr Rhiannon Vickers

Room: 1:30 Tel: 22 21694 Email: r.m.vickers@sheffield.ac.uk

Specialist subjects: the Labour Party's foreign policy, international role of the trade union movement.

LECTURERS

Dr Garrett Brown

(Study Leave Semester Two)

Room: G:51 Tel: 22 21656 Email: g.w.brown@sheffield.ac.uk

Specialist subjects: Cosmopolitanism, Global Ethics, Universal Human Rights and International Relations Theory

Dr Sean Carey

Room: G:66 Tel: 22 21650 Email: s.carey@sheffield.ac.uk

Specialist subjects: public attitudes towards European integration, economic theories of voting.

Dr Matt Sleat

Room: G:54 Tel: 21692 Email: m.sleat@sheffield.ac.uk

Liberal political philosophy, history of political thought, privatisation.

Dr Claire Thomas

Room: 2:03 Tel: 21655 Email: Claire.thomas@sheffield.ac.uk

International relations, globalisation, anti-globalisation protest.

Dr Alex Kirkup

Elmfield Lodge B1 Tel: 21710 Email: a.kirkup@sheffield.ac.uk

Specialist subjects: Global political economy and global governance.

Dr Adam White

Elmfield Lodge A6 Tel: 20665 Email: adam.white@sheffield.ac.uk

Specialist subjects: British State, Regulation and Security Studies.

SUPPORT STAFF

Your first point of contact should be the Taught MA Office (Room 1:20). You will then be directed to the appropriate member of office/academic staff.

MA TAUGHT PROGRAMMES ADMINISTRATOR

Mrs Sue Kelk

Room: 1:20 Tel: 22 21642 Email: s.kelk@sheffield.ac.uk

SUPPORT MA OFFICER and RESEARCH SUPPORT OFFICER

Mrs Margaret Holder

Room: 1:20 Tel: 222 1645 Email: m.holder@sheffield.ac.uk

DEPARTMENTAL AND RESEARCH ADMINISTRATOR

Mrs Sarah Cooke
Room: 1:21 Tel: 22 21640 Email: s.cooke@sheffield.ac.uk

UNDERGRADUATE AND EXAMINATIONS SECRETARY

Mrs Sarah Moga
Room: 1:16 Tel: 22 21643 Email: s.l.moga@sheffield.ac.uk

UNDERGRADUATE LEVEL ONE AND ADMISSIONS SECRETARY

Miss Katie Middleton
Room: 1:16 Tel: 22 21641 Email: k.middleton@sheffield.ac.uk

UNDERGRADUATE LEVEL TWO AND THREE SECRETARY

Sarah Archibald
Room: 1:16 Tel: 22 21676 Email: s.archibald@sheffield.ac.uk

DEPARTMENTAL ADMINISTRATOR

Mr Rob Collins
Room: 1:29 Tel: 22 21644 Email: r.collins@sheffield.ac.uk

ACCOUNTS AND MARKETING MANAGER

Mrs Angela Hill
Room: 1:29 Tel: 22 21646 Email: a.hill@sheffield.ac.uk

OFFICE HOURS

During term time only, all academic members of staff are available at set times to see any student who wishes to contact them. Students should note that office hours are likely to change in the second semester and will vary from year to year. Please note that office hours are not kept during vacation. Please email the tutor to arrange an appointment.

Staff office hours are displayed on the general noticeboards in the Politics Department and on the Department's web site at:

<http://www.shef.ac.uk/politics/current/dept.html>

The MA Office located in room 1:20 is open every day between the hours of 9.30 am and 3.30 pm, with the exception of Mondays between 9.30 and 1.00 pm.

NOTICEBOARDS

Please check all noticeboards frequently:

A general noticeboard is situated on the wall opposite the MA room 1.20.

Please also check your university email account on a daily basis.

THE MA COURSES

THE COURSE TEAM

Director of Taught MA Courses	Dr Dave Richards
Deputy Director of Taught MA Courses	Professor John Hobson
Graduate School Officer	Dr Alex Kirkup
The MA Taught Courses Administrator	Mrs Sue Kelk
Support Secretary for MA Programmes	Mrs Margaret Holder

PERSONAL TUTORS

Each student is allocated a personal tutor for welfare and academic advice. **Your personal tutor will meet with you during the first and last weeks of each semester to informally discuss your progress.** Formal office hours when the tutor is available to see any student without appointment are advertised on Departmental notice boards, but you are also welcome to see your tutor outside these hours by arrangement.

The role of the personal tutor covers help with your choice of options, counselling on essay performance in all modules, and being prepared to act as a referee after you leave the University. If you need help or guidance or if you find yourself falling behind with essays it is important that you should talk over the situation with your personal tutor. Please do not hesitate to get in contact if you need assistance. Your personal tutor should be your first port of call if you have a problem of an academic nature or of a personal nature likely to interfere with academic progress (e.g. illness). It may well be that your tutor will then refer you to another member of staff or university service to address the problem more effectively. If your personal tutor is unavailable please contact the MA Administrator who will direct you to the appropriate member of staff.

The Deputy Director of Teaching Affairs Dr. Rhiannon Vickers offers pastoral support for both women students and overseas students. Her office is room 1.30 and she can be contacted either by telephone Ext.21694 or email: r.m.vickers@sheffield.ac.uk.

If your problem is of a non-academic nature and you do not wish to discuss it with your Personal Tutor, you may seek advice through the University Health Service, the Students' Union Counselling Service, the Student Advice Centre, or the Women's Sabbatical Officer in the Students' Union. Further information on welfare services is given later in this Handbook.

THE STRUCTURE OF THE MA COURSES

The MA courses that we offer have different combinations of core and optional modules. **It is important that you familiarise yourself with:**

- (a) Which core modules you must take for your course
- (b) Which pathway specific option modules and unrestricted option modules you may take for your course.

The taught element of your course takes place from October 2009 to June 2010 and is generally examined by essays and other forms of written work; the rest of the year (June 2010 to September 2010) is devoted to the preparation and writing of the dissertation.

When you come to make your selection of modules, we strongly recommend that full-time students take two modules (i.e. 60 credits) in each semester of the academic year. You will be given help and guidance in making your choices during the Induction Week (21 - 27 September 2009). Please note that credit transfers or exemption from any attendance or submission of assessed work **must** have been agreed as part of the admissions process.

Each module is worth 30 credits and the dissertation counts for 60 credits. To gain the credits for a module you must achieve an overall pass mark of at least 50 per cent.

- To gain a *Diploma* you must successfully complete the four taught modules and thus gain 120 credits.
- To gain an *MA* you must successfully complete four taught modules plus the dissertation giving a total of 180 credits.

The Department currently offers the following MA Courses:

- MA IN POLITICS
- MA IN RESEARCH METHODS IN POLITICS/INTERNATIONAL RELATIONS
- MA IN INTERNATIONAL STUDIES
- MA IN INTERNATIONAL POLITICAL ECONOMY
- MA IN GOVERNANCE AND PUBLIC POLICY
- MA IN GLOBALISATION AND DEVELOPMENT
- MA IN GLOBAL SECURITY (new for 2009/10)
- MA IN EUROPEAN GOVERNANCE AND POLITICS (new for 2009/10)
- MA IN POLITICAL THEORY (JOINTLY WITH THE DEPARTMENT OF PHILOSOPHY)
- MA IN GLOBAL POLITICS AND LAW (JOINTLY WITH THE DEPARTMENT OF LAW)
- MA IN EUROPEAN LAW, GOVERNANCE AND POLITICS (JOINTLY WITH THE DEPARTMENT OF LAW) (new for 2009/10)

For more details see: <http://www.shef.ac.uk/politics/prospectivepg/masters>

POLITICS MODULES

The link below gives brief descriptions of modules taught within the Department. The member of staff listed by each module is the module leader:

<http://www.shef.ac.uk/politics/prospectivepg/masters>

Not all modules will necessarily be available every year. The departmental registration website will list the modules that are running in a particular year:

<http://www.shef.ac.uk/politics/prospectivepg/masters/preregistration.html>

In the event of modules being over-subscribed, the Head of Department in discussion with the Director of MA Studies reserves the right to limit the numbers on any module. Modules failing to attract the required number of students may be cancelled.

Contact hours for 30 credit modules will usually be 24 timetable hours per semester, although the variation in distribution will depend on the methods of teaching adopted by the module leader. Assessment of modules reflects the expectation that you spend around 120 hours per semester in private study for each module, including reading, completing coursework and preparing for seminars.

Graduate School Masterclass Series

Each year, the Department runs a series of Graduate School 'Masterclasses', which are timetabled for the Thursday 12-2pm slot across the autumn and spring semesters. Each masterclass will be led by a different member of staff and will be typically based on their latest research and/or a current issue, event or political controversy. The masterclasses should not be seen as lectures but as an opportunity for you to engage critically with members of staff and their research. Approximately 6 masterclasses are scheduled for the 2009-10 academic year and all students are expected to attend. More details can be found at:

<http://www.shef.ac.uk/politics/prospectivepg/masters/masterclass.html>

ENGLISH LANGUAGE TEACHING CENTRE (ELTC)

The ELTC provides in-house English language training which is tailored specifically for the Politics MA programme and will cater exclusively for MA students. In semester one, ELTC classes will be organised into two groups (a 'basic' group and an 'advanced' group), each consisting of nine two-hour sessions (which have been scheduled so as not to clash with taught modules), covering issues such as effective reading, essay writing and seminar/group work. In semester two, a further 10 hours of individual writing advice (WAS) will be available after the Christmas vacation. The WAS sessions, which will be based on one-to-one tuition, are designed to help students with feedback from essays and have been scheduled deliberately to coincide with the return of seminar one essays. Finally, the ELTC will provide a two-hour dissertation writing workshop for all MA Politics students towards the end of the spring semester.

The ELTC classes are strongly recommended for students whose first language is not English, while all other students are encouraged to attend. In addition to the ELTC courses, a departmental essay-writing workshop has been organised for Friday 16th October 2009 at 2-4pm in Elmfield Lecture Theatre 1.

THE AIMS AND OBJECTIVES OF MA STUDY

AIMS

In the teaching it delivers to MA students, the Department of Politics pursues these principal aims:

- To provide teaching that is informed and invigorated by the research and scholarship of the staff
- To deliver a curriculum that develops for each of its degree programmes, as appropriate, an understanding of the nature and significance of Politics
- To respond to the diversity of student interests by offering a range of modules in Politics together with access to modules offered by other providers across the University
- To develop in students a critical approach to evidence, theories and concepts in the study of Politics
- To assist students to develop a range of cognitive, communication, and transferable skills
- To provide a supportive environment for students with effective mechanisms for referral to specialist services when required
- To offer access to degree courses to a wide range of students capable of meeting its intellectual standards
- To prepare students for further studies or professional careers

OBJECTIVES

By the end of all courses of study, MA students will be able to:

- Demonstrate a broad understanding of political phenomena, and of a particular sub-field of the discipline of political studies at advanced level
- Apply the concepts, theories and methods used in the study of a particular sub-field of Politics to an advanced level
- Design and carry out a research project

In addition, students will be able to:

- Demonstrate a range of distinctive skills used in the study of political phenomena, including the evaluation of different interpretations of political events, and the gathering, organisation and deployment of evidence, data and information from a variety of primary and secondary sources

- Demonstrate appropriate general intellectual and communicative skills, including the ability to construct a reasoned argument, synthesise relevant information, exercise critical judgement, and communicate effectively both orally and in writing
- Manage their own learning, reflect on it critically, and seek and use constructive feedback
- Assess whether they have the ability, motivation, and interest to pursue further training at postgraduate level
- Reflect on career choices, and compete effectively for employment in the job market

In addition, MA students on Research Methods in Politics and International Relations will be able to identify data sources and apply quantitative and qualitative approaches to their analysis.

There are specific objectives for each of the different MA courses. These are described under the section on The Curricula of MA Courses 2009-10 available at:

<http://www.shef.ac.uk/politics/prospectivepg/masters>

STUDENT EVALUATION AND REPRESENTATION

STUDENT EVALUATION

The Department attaches great importance to constructive student opinion on the content and delivery of its modules. With this in mind questionnaires are posted on MOLE, completed and collated towards the end of every module. These questionnaires are completed anonymously, and students are encouraged to be frank but constructive. Apart from specific questions, each questionnaire contains a section inviting general comments. For the results to be representative it is important that there be as high a response rate as possible.

The results of the questionnaires for each module are sent to the relevant module team. The module tutors and leaders then comment in writing to the Chair of the Teaching Committee, responding to the points raised by the survey and detailing any changes they propose to make in the light of the student evaluation. Where particular problems appear in relation to a specific module, further discussions involving teaching staff and students may be held in order to improve matters. The Departmental Teaching Committee also reviews the results of all questionnaires in order to identify general issues raised by the student evaluation of modules taught in the Department. The responses written by the module leaders are posted on the Department website at:

<http://www.shef.ac.uk/politics/current/dept.html>

STUDENT REPRESENTATION

The University places great value on the opinions of its students and there are numerous opportunities for you to get involved to have your say and also to represent the views of other students. These opportunities are supplemented by a range of surveys and evaluations which you will be invited to participate in. The Department strongly encourages

student participation in the committees which manage matters of concern to postgraduate students.

THE GRADUATE SCHOOL STUDENT-STAFF COMMITTEE

The Graduate School Student-Staff Committee consists of one or more members of staff (nominated by the Head of Department) and student representatives. Students may nominate themselves for the GSSSC, with elections held if necessary. One student representative acts as joint chair of the Committee with a member of staff from the MA Team. The GSSSC meets at least twice a semester with a formal agenda, and its proceedings are minuted and circulated electronically to student representatives. The Committee may include reserved business, at which student representatives will not normally be present. Getting involved will enable you to join in discussions and decision-making ranging across such topics as:

- student feedback on the quality of teaching;
- inputs to the planning of curriculum changes;
- departmental/school services (e.g. hand-in arrangements, office opening times, study facilities, availability of personal tutors);
- improving channels of communication with students.

Dr Dave Richards (email: d.richards@sheffield.ac.uk) is the Chair of the Graduate School Student-Staff Committee and will provide more information on the arrangements for nominating student representatives. If you have issues you wish raising on this Committee please contact one of the elected representatives or alternatively directly email the MA office (m.holder@sheffield.ac.uk).

THE TEACHING COMMITTEE

This consists of staff representatives, three undergraduate representatives, a representative of the MA students and a part time tutor. Again, students may nominate themselves for the Teaching Committee, with elections held if necessary. The Teaching Committee exists in order to monitor the quality of teaching in the Department. Its terms of reference include curriculum development; the rolling review of existing courses, modules and relevant documentation; the consideration of student evaluation of modules; and the production of documentary material for Faculty, University and other teaching review exercises. Recommendations made by this committee go to the Department Meeting for a final decision. As with the Graduate School Student-Staff Committee, the business of the Committee may include reserved and non-reserved areas. The student representatives will not be present for discussion of reserved business.

OTHER STUDENT REPRESENTATIVES

The Politics Department is part of the Faculty of Social Sciences. There are reserved places for students on a range of faculty-level committees within which you can get involved in:

- policy developments
- student surveys
- reviews of learning and teaching quality
- design of new degree programmes and amendment of existing programmes
- reflections on external reviews of the University.

This is rewarding work which will build your communications skills, offer you the opportunity for valuable networking and contribute to your personal development with skills to put on

your CV.

Further information on all student representation opportunities can be found at

http://www.tlsu.dept.shef.ac.uk/handbook/29_Studentrepresentation.doc

ELECTIONS

The Department will organise the election of Course Representatives in the first week of the semester. Nominations must be received by the end of the second week and, if necessary, elections will be held in the third week of the semester.

The number of student representatives on each committee varies but for more information on becoming a Faculty student representative please contact the Teaching and Learning Support Unit and ask to speak to the Faculty officer for our Faculty on 0114 2221203. Other opportunities may exist for students to become involved in Faculty Library and Graduate Research Committees.

Students' Union Link

Union Links are students hired and paid by the Student's Union to communicate issues between the Department and the Union. There is one Union Link in each Department.

Union links are working behind the scenes to make sure that student representation is effective in the Department. Union Links sit at the Departments Staff-Student Committee and relate important academic advice and welfare issues back to the Union and vice-versa.

For more information on what a Union Link is, or details on how you could be a Union Link contact unionlinks@sheffield.ac.uk or visit their website:

<http://www.shef.ac.uk/union/pages/union-links.php>

Politics Society

There is a student run Politics Society that organises academic and social events. Elections are held for its organising committee in the summer term:

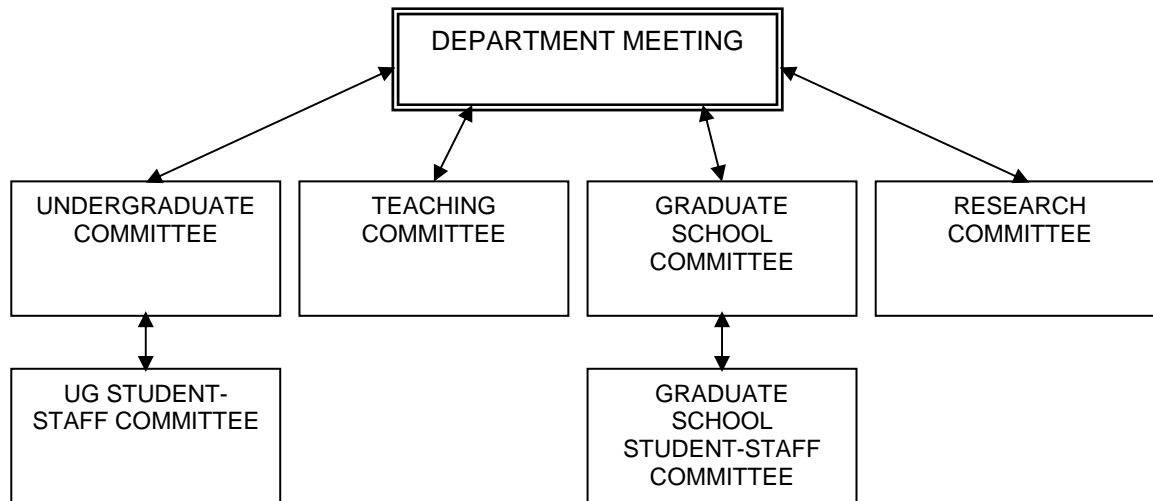
<http://www.freewebs.com/politicssociety/>

Graduate School 'Facebook' Group

There is also a designated Graduate School Facebook group, set up and run by students of the Graduate School. The group offers updates on both social and academic activities going on in the Department, as well as a discussion board. Membership is open to all MA and PhD students in the Politics Department. The group's formal name is 'University of Sheffield Graduate School in Politics' and the URL can be found at:

<http://www.facebook.com/groups.php?ref=sb#/group.php?gid=93781656173>

THE MANAGEMENT STRUCTURE OF THE DEPARTMENT



TEACHING, LEARNING AND ASSESSMENT

TEACHING METHODS

MA teaching in the Department encourages students to develop a critical approach to learning. To do this, teaching is delivered through regular seminars for each module. While individual teaching styles and methods vary between individuals, the seminar approach enables maximum student participation and allows for critical discussion of subject materials.

While the content of the curriculum is focused on politics, your degree programme has been structured to assist you in developing a broad range of cognitive, communication and transferable skills that will be of use in later life. These include skills related to gathering and analysing data, synthesising and assessing material, developing reasoned and structured arguments, communicating clearly and effectively in written and oral forms, using information technology, learning to work independently, and also to collaborate with others to attain common objectives. Feedback on your progress in acquiring such skills is integrated with the general feedback and assessment procedures employed by the Department.

Typically, students will be asked to prepare for seminars by reading recommended texts or by conducting independent investigations. Seminars may begin by:

- a) An introduction on the topic by the seminar tutor
- b) A presentation on the topic by one or more students
- c) A presentation on the topic by a group or groups of students
- d) A plenary discussion involving the entire group

Small group teaching is also a feature of many MA modules. Here, the tutor will divide the seminar group into a number of smaller groups, each of which is assigned a particular task or question(s). For the first part of the seminar, students will work within their small groups.

This is followed by each group reporting back to the whole group as a means to stimulate general discussion.

Details on the teaching methods of each module are given on the module outlines. If you require any clarification of the contents of module outlines, you should consult the module leader.

ASSESSMENT

The University is committed to providing fair, valid and reliable assessment, both formative and summative. For more details see the University's The Learning, Teaching and Assessment Strategy at:

<http://www.shef.ac.uk/content/1/c6/04/83/65/lta-strategy2.pdf>

ASSESSMENT METHODS

Assessment is an important part of the learning process. Producing work for assessment provides a focus for your studies that allows you to reflect on the value of the material you are studying and to develop your skills of analysis and critique. In preparing your written work, you are encouraged to draw together insights from different sources (seminars, recommended reading, independent investigations, discussions with students and staff etc). The assessment process provides both student and teacher with feedback on how learning and teaching are progressing. Students are allocated a mark (out of 100) to reflect learning demonstrated by each particular piece of work.

The Department assesses students in a variety of ways in order to test a range of skills and capabilities through modes of assessment appropriate to the specific subject. The main modes of assessment at MA level are the essay and the dissertation, although on some occasions short papers, oral presentation and group work may also be assessed.

ESSAYS

All modules involve assessed essays. An essay is a piece of structured and discursive prose that addresses a question seen in advance. For assessment purposes, essays are particularly helpful for allowing evaluation of the extent to which students are able to draw on independent research and reflections, present well-documented argument and illustrate analytical and critical skills. As well as providing an overall grade (out of 100) and written feedback, tutors provide students with a breakdown of their achievement according to a number of categories. These are listed on the assessment profile cover sheet that all tutors complete and return to students with the essay.

SUMMER EXAM BOARD

An exam board meeting is held during the summer term and all essay marks are confirmed at this meeting. Particular attention will be given to students who have failed a module. A letter will be sent to the student informing them that they have been given permission to re-sit the failed essay together with a date for resubmission. An approximate fee of £72.00 per

module will be incurred and will need to be paid to the Fees and Registration section in the Students Union before the deadline date.

THE DISSERTATION

The dissertation is the focus of the work of MA students. The MA Coordinator will hold a meeting in early March to advise you on your dissertation and what is expected. A follow up workshop will be organised approximately one month later where you will be allocated one supervisor who will help guide you through the preparation of the dissertation. You will have a minimum of three meetings with your supervisor, and on each occasion a form is completed by the supervisor and signed by you, to record the meetings that you have had.

A detailed timetable for the preparation of the dissertation should be worked out with your supervisor. Your supervisor will help you conceptualise your project and will provide feedback on excerpts of the draft dissertation. **Please note that supervisors are under no obligation to read full drafts (although they may offer to do so at their own discretion) and, in fairness to all students, the submission of draft material is not normally permitted after the end of August.**

Dissertations must be submitted by the 15 September (2010 for full-time students, and 2011 for part-timers). If an extension is required beyond this date, and is granted, the University will charge a continuation fee of approximately £30 per month

The normal length of the dissertation is between 12,000 and 15,000 words (10,000-13,000 words for the Work Based Learning Dissertation – see below). **Any excess beyond this figure will be penalised.** A full dissertation handbook with all the necessary details concerning the planning, execution and presentation of the dissertation will be given to all students at the dissertation meeting in May where the MA Coordinator will be available to answer any questions you may have about the dissertation.

For the moment you should note the following:

- Past copies of dissertations can be borrowed from the MA Office should you wish to examine the work of previously successful MA candidates.
- Each dissertation will be marked by your supervisor and by one member of staff anonymously. Their marks, comments and the dissertation may also be sent to the External Examiner who will decide the final mark. As indicated previously, the dissertation counts for 60 out of the 180 credits required to complete the course.

Work Based Learning Dissertation

The Work Based Learning Dissertation [WBLD] offers students the opportunity to work with an external collaborative organisation to produce a piece of independent research on a topic which is tailored to their needs but still submitted as an assessed academic piece of work. It is an initiative set up by the Department as part of our 'Business in the Community' project, which aims to give students a broader experience of engaging in independent research and to integrate real experience of the world of politics into their degree programmes.

Students interested in pursuing a WBLD are encouraged at the earliest possible stage to establish contact and develop research projects in collaboration with an external organisation. Examples of collaborative organisations could include pressure groups, voluntary organisations, think-tanks, charities, bureaucrats, local government, business, political parties, politicians etc. **These need not necessarily be based in the UK, and can be international.** If you have any further queries, please email the module convenor for

WBLDs, Dr. Matt Sleat (m.sleat@sheffield.ac.uk) or visit the module's page on the website: <http://www.shef.ac.uk/politics/prospectivepg/masters/pol0000wbld.html>

ETHICS

All research projects that involve 'human participants' must be ethically approved prior to the involvement of the human participants. Detailed guidance will be given on ethical issues when you start your dissertation or project, and can be downloaded from the link below.

<http://www.shef.ac.uk/content/1/c6/05/10/77/student.doc>

OTHER FORMS OF ASSESSMENT

Short forms of written assessment include book reviews and summary papers on important issues or works. They are useful for assessing how well students have understood a particular reading, concept, policy issue or political problem. For each of these assessment types, module tutors have prepared guidance notes that will be provided where appropriate. Sometimes, these short assessments may be linked with an oral seminar presentation. Alternatively, they may be circulated to other students to serve as the basis for seminar discussion.

For **oral presentations**, students are assessed on: content; clarity of oral expression; the ability to hold the attention of the audience; and the use of visual aids, where appropriate.

Group work can be assessed collectively and/or individually. This may be a joint piece of written work on an oral presentation which counts for assessment purposes. The relevant module tutors will provide detailed procedures where collective assessment is used.

NB - Remember that this list of assessment methods provides an overview of the range used in the Department. The mix of methods used will vary across modules.

RULES FOR THE PREPARATION AND SUBMISSION OF ASSESSED WORK

It is important to note that in order to pass a module, you must submit **all the assigned assessed work**. Failure to submit any individual item of assessed work will result in failure of the module as a whole.

FORMAT, WORD LENGTH AND SUBMISSION

- **Assessed work must be word processed or typed in 12-point font with either 1.5 or double-spacing.**
- **Assessed work must not exceed the word limit set in the module outline (See penalties).**
- The Department requires that you submit **two hard copies of your work in the black essay box in the foyer outside Room 1:20 in Elmfield, before 2pm on the day of the deadline**. When submitting a piece of assessed work, you should include a copy of the MA Assessment Profile as a cover sheet, filling in the general section with your registration number, the module details, and the title. Blank Assessment Sheets are

kept outside Room 1:20 in the blue holder next to the bookcase, near where the work is submitted.

- **In addition to this you should submit an electronic copy via MOLE also before 2pm. This electronic version will serve as proof of submission and will be scanned for plagiarism by the Department’s plagiarism detection software (see electronic essay submission below).**

DEADLINES

- **Deadlines for the submission of assessed work must be taken seriously.** They are necessary in order to structure the learning environment, to allow students to benefit from timely feedback and to permit tutors to plan their workloads.
- **Deadlines will be applied strictly unless there are convincing reasons for the granting of an extension.** For written forms of assessment a deadline will specify a time by which the work must be delivered to the Departmental Office.
- **Applications for an extension of the original essay deadline must be made in advance, on an application form available from the MA Office, Room 1:20.** Applications will be considered by the PGT Deputy Director, Professor John Hobson, not by individual tutors on the module, and, if agreed, a new deadline will be set. Requests for extensions will not be considered unless made in this way and accompanied by appropriate documentary evidence (e.g. a medical certificate). Other than in exceptional circumstances extensional requests made via email will not be considered.
- Once granted, extended deadlines must be met unless a further deadline has been agreed in advance by the PGT Deputy Director.
- Extensions will **NOT** be approved for cases involving any of the following:

COMPUTER FAILURE

PRINTER QUEUES

ILLNESS FOR WHICH A MEDICAL CERTIFICATE IS NOT AVAILABLE

POOR TIME MANAGEMENT

MORE THAN ONE DEADLINE ON THE SAME DAY

PENALTIES

Late submission of essays will result in a deduction of 5% of the total mark awarded for each working day after the submission date. Please note that working days include working days within standard vacation times. For example, if a submission date falls on the last day before the start of the Easter vacation, penalties would start to be applied from the following working day and not from the first day following the vacation. This is a university wide policy.

Day late	Mark reduced by 5% Multiply by	Mark Awarded When Reduced by 5%*	
		Original 60	Original 50
1	0.95	57	47.5
2	0.90	54	45
3	0.85	51	42.5
4	0.80	48	40
5	0.75	45	37.5

** standard mathematical rounding rules should be applied and marks should be rounded up.*

The 5 working day deadline for late submission is absolute and any work submitted after the 5 working day period without a special dispensation will receive a mark of zero.

If you are encountering difficulties that may affect the submission of assessed work, your Personal Tutor is available for consultation and help.

REFERENCING

A fundamental tenet of serious scholarship and honest intellectual exchange is to give appropriate recognition to those from whom we draw insights. Whatever the system of references you employ, the purpose is to identify the sources on which you have relied. Thus when preparing any form of assessed work students must provide proper acknowledgement of the sources for the information and ideas which they have drawn upon.

Written work should be referenced using one or the other of two standard formats that are explained in detail below. Each format includes reference points in the text and a bibliography at the end of the work. Whichever system you choose, it must be strictly applied. This includes the order of items, abbreviation conventions and punctuation. You are not free to mix systems, to adopt some other system, or to invent one of your own. If you are unclear about how to reference a particular item, your tutor can provide guidance. Please note that the Harvard system puts more of the reference into the text of the essay which is included in the final word count. It is your responsibility to take this into account when ensuring that your essay is not over the maximum word limit.

Option A: the 'Harvard System'

This system provides a parenthetical reference (to the author and date of the source) in the text. The first component of the system is that the author's last name and date of publication are given at the reference point in the main text, enclosed in brackets:

(Rawls, 1971).

If an author has more than one cited publication for this year, add a, b, c etc. to the date. Pages numbers should be given when quoting, paraphrasing or drawing on specific ideas or arguments. Pages can be denoted by p. and pp. although this is not necessary when a colon separates publication year and page numbers, e.g.:

(Rawls, 1992b, pp. 47-48) or (Rawls, 1992b: 47-48)

Where two or three works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:

(Rawls, 1971; Smith 1979: 24).

Where four or more works are referenced at the same point in the main text this could disrupt the flow of the argument and look off-putting. On such occasions only an endnote/footnote number may be inserted instead, leading to an endnote/footnote listing the works cited in the normal Harvard style, but without accompanying brackets since the endnote is a discrete unit:

1. Rawls, 1971; Smith, 1979: 29; Walzer, 1985; Jones and Johnson, 1999.

The second component of the Harvard system is a single complete list of references (bibliography) given at the end of the article, arranged in alphabetical order of the author's last name. The reference list must contain all literature cited in the main text and any occasional endnotes: it may not contain any reference unless it has been specifically cited at some point. The format of each reference starts with the last name of the author, followed

by her initials, a full stop and, then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

Books:

Inglehart, R. (1990) *Culture Shift in Advanced Industrial Societies*, Princeton, NJ: Princeton University Press.

Holliday, I., Gamble, G. and Parry, G. (eds) (1999) *Fundamentals in British Politics*, Basingstoke: Macmillan.

Chapters in edited books:

Allen, D. (1988) 'British Foreign Policy and West European Co-operation' in P. Byrd (ed), *British Foreign Policy Under Thatcher*, Deddington: Philip Allen, pp. 210-18.

Articles:

Abrahams, P. (1998) 'Notes on the Difficulty of Studying the State', *Journal of Historical Sociology*, 1 (1), pp. 15-21.

Try to avoid Latin referencing expressions, e.g. op. cit., loc. cit, ibid.

Endnotes/footnotes may be very sparingly used for three specific purposes only:

- to include contextual or scholarship background information
- to provide details of variables or methods
- to include other vital material which would none the less be disruptive of the flow of the main text, or of interest only to a minority of readers.

You should never use endnotes to create 'sub-texts' containing critical commentary on other authors, digressions or asides.

Option B: the 'footnote system'

As the name suggests, this referencing system employs footnotes to provide details of sources. It is particularly appropriate when sources include documents and archival material that do not readily lend themselves to an author/date format.

Footnotes should be numbered sequentially throughout the text, i.e. 1,2,3, using superscript, e.g.¹ The footnote number should be placed after the punctuation at the end of a sentence. The footnote itself should appear either at the bottom of the page of text in which the footnote number appears, or on a separate sheet at the end of the essay (as 'endnotes'). Footnotes are preferable.

The precise format for the footnote depends on the type of source used. Note that a footnote is to be treated as a sentence. It must begin with a capital letter and end with a full stop. If it includes any prose of your own (rather than simply the source of the information given in the text) that prose must be in complete sentences. You do not need to give full bibliographical data in every footnote citation; instead after the first time you refer to a work you may use short-titles or abbreviations.

If the source is a book:

M. Kenny (2004) *The Politics of Identity*, Cambridge, Polity Press, p.18.

[author with first name or initial first; year of publication in brackets; title underlined or italicised; place of publication and publisher in brackets; page number or numbers where appropriate, using **p.** for single pages and **pp.** for more than one page. Note: if you are citing a specific quotation or piece of evidence the specific page reference **MUST** be provided.]

On each subsequent occasion you can cite a short version, giving only the author's surname and a shortened title of the work:

Kenny, *Politics*, p. 18.

If the source is a journal article:

S. Carey (2002) 'Undivided Loyalties: Is National Identity an Obstacle to European Integration?' *European Union Politics*, Vol. 3, p. 388.

[author with first name or initial first; title inside inverted commas, title of journal or book underlined or italicised; journal volume number; year of publication in brackets; page reference as for books. Note the title of the article is not underlined or italicised.]

On each subsequent occasion you can cite a short version, giving only the author's surname, and a shortened version of the article title:

Carey, 'Undivided Loyalties', p. 389.

If the source is a chapter in an edited book:

K. Adeney (2004) 'Hindu Nationalists and Federal Structures in an Era of Regionalism', in K. Adeney and L. Sáez (eds.) *Coalition Politics and Hindu Nationalism*, London: Routledge, p. 96.

On each subsequent occasion you can cite a short version, as with journal articles.

Unpublished research work: Typescripts and dissertations are not published works and their titles are not underlined; place the title within quotation marks.

Internet sources: Provide a title describing the page you consulted, the full actual electronic address (URL) address in angled brackets, and the date you consulted it in brackets (this is because the content of websites changes frequently). Thus a reference to the Department of Politics' webpage on Undergraduate studies would be as follows:

University of Sheffield, Department of Politics, Information for Current Students, <http://www.shef.ac.uk/politics/current> (accessed 3 August 2006).

Other Sources: Consult your tutor on the proper form of reference if you are using sources that cannot be referred to using the formats listed above.

If two consecutive notes refer to the same authority, you may use *ibid.* (an abbreviation of ibidem, meaning 'in the same place'). Note that the word must be underlined or italicised, and followed by a full stop. For example:

5. Kenny, *Politics*, p. 18.

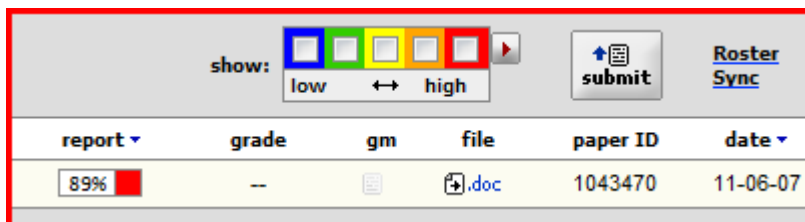
6. *Ibid.*, p. 24.

The bibliography includes all publications referred to in footnotes. In the bibliography the author's surname should precede their initial or first name. With articles, you should provide the full page numbers for the whole article. Otherwise the information conveyed is precisely the same as that given in the footnotes.

PLAGIARISM AND COLLUSION

Assessment, whatever form it takes, is the means by which the University tests whether a student has achieved the objectives of a course and the standards of an award. It is fundamentally important that students are assessed fairly, and on equal terms with each other for the same award. Any attempt by a student to gain unfair advantage over another student in the completion of an assessment, or to assist someone else to gain an unfair advantage is **cheating**.

Cheating undermines the standards of the University's awards and disadvantages those students who have attempted to complete assessments honestly and fairly. It is an offence against the values of the academic community of which students and staff are both part of. **The electronic essay submission tool on MOLE automatically checks every piece of work submitted for plagiarism and collusion. It automatically produces a report detailing the extent of suspected plagiarism and collusion.**



The screenshot shows a user interface for a submission tool. At the top, there is a 'show:' section with a color-coded progress bar (blue, green, yellow, red) and a range from 'low' to 'high'. To the right are 'submit' and 'Roster Sync' buttons. Below this is a table with columns: report, grade, gm, file, paper ID, and date. The first row shows a report of 89% (with a red bar), a grade of --, a file icon and '.doc', paper ID 1043470, and date 11-06-07.

report ▾	grade	gm	file	paper ID	date ▾
89% ■	--		.doc	1043470	11-06-07

When preparing essays, projects, dissertations or other work, you will read widely and become familiar with the work of others. You should ensure that the materials you prepare for submission would be accepted as your own original work. A lecturer or tutor who is assessing your work is interested in your understanding of an idea and you should use your own words to demonstrate your understanding. The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources by means of quotation marks. In assessed essays, a footnote or brackets naming the author and the title of the text plus the dates of publication and the pages cited would be required, as would a bibliography that provides full references of all the material consulted or used.

The basic principle underlying the preparation of any piece of academic work is that **the work submitted must be your own original work**. Plagiarism and collusion are not allowed because they go against this principle. Please note that the rules about plagiarism and collusion apply to all assessed and non-assessed work. Cutting and pasting from web sites is considered to be a form of plagiarism. The University offers the following guidance:

USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non invigilated exams): **ADVICE TO STUDENTS**

The University expects its graduates to have acquired certain attributes. (See the **Sheffield Graduate**) Many of these relate to good academic practice:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- a flexible team worker
- an accomplished communicator
- competent in applying their knowledge and skills
- professional and adaptable.

Throughout your programme of study at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and also means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, submitting bought or commissioned work, double submission (or self plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

- 1. Plagiarism (either intentional or unintentional)** is the stealing of ideas or work of another person (including experts and fellow or former students) and is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
- 2. Submitting bought or commissioned work** (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole assignment or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assignments to other students
- 3. Double submission (or self plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole assignment or part of it. Normally credit will already have been given for this work.
- 4. Collusion** is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
- 5. Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to attach a **declaration form** to all submitted work (including work submitted online), stating that the work submitted is entirely your own work.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor or a member of staff involved with that unit of study.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

The **Library** provides online information literacy skills tutorials
<http://www.shef.ac.uk/library/services/infoskills.html>

The **Library** also has information on reference management software
<http://www.shef.ac.uk/library/refmant/refmant.html>

The English Language Teaching Centre operates a Writing Advisory Service through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English.

<http://www.shef.ac.uk/eltc/services/writingadvisory>

What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding a grade of zero for the assignment through to expulsion from the University in extremely serious cases.

Detection of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For further information

www.shef.ac.uk/ssid/charter/guidance_taught.html)

www.shef.ac.uk/ssid/procedures/grid.html#discipline)

The rules for citation and referencing of sources can be found on page. There is no objection to your discussing the subject of an essay or project with fellow students in general terms, or to quoting from various sources in the work submitted. However, if you have any problems with an assignment you should always consult your module tutor, who will give general advice and help.

Both plagiarism and collusion are strictly forbidden. Any concerns about a student's work will be investigated according to University guidelines which are available at:

<http://www.shef.ac.uk/ssid/procedures/grid.html#discipline>

STUDENTS ARE REQUIRED TO SUBMIT AN ELECTRONIC VERSION OF EACH ESSAY. AS A MATTER OF ROUTINE ALL ESSAYS WILL BE SEARCHED FOR PLAGIARISM BY THE DEPARTMENT'S PLAGIARISM DETECTION SOFTWARE.

ELECTRONIC ESSAY SUBMISSION (TURNITIN)

The Department requires that you submit **two** hard copies of your work to the MA Office Room 1.20 in Elmfield **before 2pm** on the day of the deadline. In addition to this you should submit an electronic copy via MOLE also **before 2pm**. Please note that there are no extensions permitted for computer problems, it is your responsibility to ensure you give yourself sufficient time to find a computer and upload your file.

Directions for submitting a paper to Turnitin through MOLE

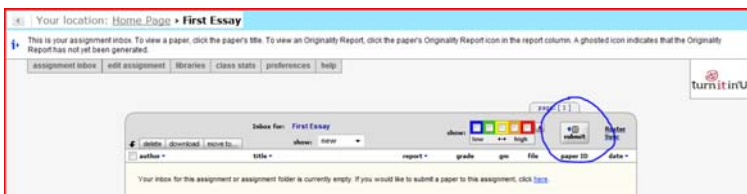
1. Log into MOLE
2. Click on the module containing the Turnitin assignment you want to submit your assignment to.

[POL - POL6280 Ethnic Conflict Regulation in Asia \(AUTUMN 2006~07\)](#)
Section Instructor: Margaret Holder , Sarah Moga , Katharine Adeney

3. Click on the ICON inviting you to submit your work



4. From the Turnitin assignment box click on the submit button



5. Fill out the Turnitin submission form and browse for the file you wish to upload. Click on the submit button. Note – your name will probably appear in the author section, if not, then type in your first and last name.

submit a paper by: file upload submit

author: non-enrolled student

first name: Daisy

last name: Richens

submission title: Pol6280 First Essay

browse for the file to upload:
E:\2006-7\Pol6280\pol6280 Browse...

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

File size limit:
~10 MB

6. Click on yes, submit, you confirm you have submitted the correct file.

Is this the paper you want to submit? yes, submit no, go back

On clicking the submit button, you will be presented with a digital receipt which can be printed as proof of submission.

MARKING PROCEDURES

The Department takes great care to ensure that all assessed work receives the appropriate mark. Approximately 20 per cent of essays will be double marked, along with all fails, distinctions and borderline cases. A sample of essays from each module and any potential failures are referred to the External Examiner for moderation.

THE ASSESSMENT CRITERIA

The marking of various types of assessed work involve somewhat different criteria, but in general terms:

Work of a distinction standard (70+) can be described as excellent. It shows:

- A high degree of analytical skill in answering the question
- An excellent critical understanding of the relevant literature
- Evidence of wide reading around the question
- The ability to develop a clear, well structured and logical answer to the question
- The ability to write according to the rules of standard English

Work of a pass standard (50-69) can be described as competent, good or very good. It shows to differing degrees:

- A substantial degree of analytical skill in answering a particular question
- A clear knowledge and understanding of the relevant literature
- Evidence of reading beyond the core literature
- The ability to write according to the rules of standard English
- The ability to develop a clear, well structured and logical answer to the question

Work of a fail standard (1-49) shows weaknesses such as:

- A poor understanding of the relevant subject
- A poor knowledge and understanding of the relevant literature
- Poor organisation of the argument in terms of structure and logic
- An inability to write according to the rules of standard English

FEEDBACK AND THE RETURN OF ASSESSED WORK

Tutors provide feedback on all forms of assessment so that you can monitor and improve your performance. The Department aims to mark and return all essays and other work submitted during the semester within three weeks of its receipt (excluding vacations). All essays which contribute to the assessment will be returned personally to students, wherever possible.

Feedback on **assessed work** is given in written form through the Essay Coversheets, which are returned to each student with comments on the strengths and weaknesses of the piece of work. Headings on the form cover the core criteria which tutors consider when marking work. Knowing how an essay was judged (on a scale ranging from 'poor' to 'excellent') on each of these criteria should help you to understand how well you are progressing in the skills of writing an essay. The written comments will provide students with a more detailed and discursive commentary on the essay which is more subject-specific, including both

formative and summative feedback. Tutors are also available for further consultation on assessed work on an individual basis, in their office hours.

The deadline for making appeals against an essay mark is two weeks after receipt of the mark.

FAILURES

In cases where a student fails to achieve a pass grade in a particular module, the examiners may, in conjunction with the External Examiner, allow the candidate to resubmit assessed work on one further occasion to see if the pass mark of 50 can be achieved. The resubmission of any coursework can only be given a maximum mark of 50. However, the decision to grant students this opportunity is entirely at the discretion of the Department. Resubmission of essays will take place in the summer at a cost of approximately £72 per module after the summer Exam Board.

THE APPEALS PROCEDURE

If you feel that a mark does not adequately reflect the merit of the work, you should speak to your module tutor in the first instance. If you wish to request formally for a piece of work to be re-marked, this must be initiated within two weeks of the receipt of the mark. You will be invited to discuss the essay with the PGT Deputy Director, Professor John Hobson and you will be expected to provide reasons why you are not satisfied with the mark. The work may then be examined and arbitrated by the PGT Deputy Director. When work is re-marked it may be awarded a mark higher or lower than initially awarded.

Should you wish to take the matter further, the University has an official Appeals procedure to handle student grievances. Details may be found at:

http://www.shef.ac.uk/ssid/procedures/appeals_procedure.html

You may also find useful information in the Charter for Students on the University website at:

<http://www.shef.ac.uk/~ssid/charter/>

THE EXTERNAL EXAMINER

The University appoints an External Examiner to oversee the assessment and examinations process in the Department. S/he is always a senior member of another Department of Politics in the United Kingdom.

The External Examiner sees a sample of essays from each module, adjudicates in cases where the two markers disagree and provides an overview of the Department's MA marking as a whole. S/he attends the Examination Board in person and provides guidance on cases where students have failed modules.

If you have any questions regarding the examinations and assessment process, please contact the PGT Deputy Director, Professor John Hobson.

DEGREE CLASSIFICATION

Your work for each module is graded out of 100. For each module you are required to submit a number of assessed pieces of work; the weighting of each of these pieces in relation to your overall module mark is explained in the module outline. However, the pass mark for each module is 50 so **to gain the credits for a module or the dissertation you must gain an overall mark of at least 50.**

Given that each module is worth 30 credits, and the dissertation counts for 60 credits, these are the rules governing the allocation of degrees at this level of study:

- To gain the award of a Master's degree, you are required to pass all four modules and the dissertation (i.e. a total of 180 credits).
- To gain a *Diploma* you must successfully complete the four taught modules or two taught modules and the dissertation and thus gain 120 credits.
- To achieve a distinction in the Master's degree, you must: (a) score at least 70% for 90 credits, 60 of which should come from the dissertation; and (b) where there is no grade below 60 or where a grade below 60 is compensated for by an additional higher grade.
- To achieve a merit in the Master's degree, you must score at least 65% for 90 credits, 60 of which should come from the dissertation; and (b) where there is no grade below 60 or where a grade below 60 is compensated for by an additional higher grade.

Notwithstanding the above, the Examiners shall in every case recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the candidate.

PRIZES

The Department awards three prizes to graduating MA students at the end of each academic year.

THE LIAM HOLDEN MEMORIAL PRIZE

The first award is in memory of Liam Holden, a former student in the Department, who died shortly after completing his MA studies. The prize, a book token to the value of £100, will be awarded on the recommendation of the Examinations Board to a student whose performance on the course is deemed to be particularly commendable.

THE BETHAN REEVES MEMORIAL PRIZE

The second award is in memory of Bethan Reeves, a former Undergraduate student in the Department. The prize, a book token to the value of £100, will be awarded on the recommendation of the Examinations Board to the student with the best record of academic attainment in a given year.

THE BEST MA DISSERTATION PRIZE

The third award will be a book token to the value of £100 and will be awarded, on the recommendation of the Examinations Board, to the student who has produced the best dissertation in their year of study.

ADVICE ON PREPARING WRITTEN WORK

ESSAYS

An essay is a piece of structured and discursive prose that addresses a question set in advance. Essay titles are given in the module outlines. In some cases, the module outline may specify that the essay title may be determined by the student with the agreement of the module tutor. The PGT Deputy Director will run a study skills workshop on **Friday 16th October 2009 at 2-4pm in Elmfield Lecture Theatre 1** and all students are expected to attend.

STRUCTURE

The essay should order the material in a logical manner, and include a clear introduction and conclusion. Sub-headings may be used to break up the text of any essay if it will make the argument clearer. The introduction to the essay should indicate clearly and accurately what the overall structure of the essay will be.

CONTENT

The essay should show familiarity with a range of reading on the issue. Factual material should be accurate and the essay should include critical analysis of factual material, and of arguments put forward by other writers. Originality and signs of serious thought about the topic will be rewarded in the marking, as will the range of source material consulted, the rigour of the analysis to which this is subjected, and the extent to which the essay presents a clear and cogent argument. If the essay is written in response to a set question, be sure to answer the question as actually posed, and to exclude extraneous material.

STYLE

Essays should be written in a clear and straightforward manner, in 12-point font and either 1.5 or double-spacing; they should not contain spelling and grammatical errors. Students should use English rather than American spelling, although for commonly used words or concepts (e.g. globalization) the latter is acceptable.

THE DISSERTATION

The general principles of essay writing apply also for the dissertation. In their dissertations, students are expected to build upon work that they have completed in the taught modules. Their completed research should reflect an awareness of issues and ideas covered in their courses.

In particular, students are encouraged to illustrate some theoretical awareness in conducting research for their dissertation. Supervisors will advise you as to how this is best done.

The primary responsibility for the dissertation rests with the student. The role of the supervisor is to offer advice and guidance to students and help them if they encounter particular problems. A dissertation workshop will take place in April and all students are expected to attend.

LEARNING RESOURCES

STUDENT COMMON ROOM

There is a student common room (G08) behind the Porters' Lodge that can be used as a quiet place to study.

COMPUTING SERVICES

Corporate Information and Computing Services (CICS) provides computing facilities, including word-processing, electronic mail and access to the World Wide Web, for all MA students. The Department **requires** that all students studying politics register for a computer account and that you should check your email on a daily basis. This service is free and students can register by presenting their student union card to the IT Centre Reception, Education Building (Glossop Road).

CICS has installed a large number of networked IBM compatible PCs, and Apple Macintoshes and over 600 of these are in open access areas, including the Elmfield site. The mainframe computers and the networked PCs are all interconnected in a campus network which is in turn linked via the Joint Academic Network (JANET) to the World Wide Web. This enables staff and students to use electronic mail to keep in touch with friends and colleagues in other Universities in the UK and overseas.

MA students have full access to all the software available on all computers, and this ranges from statistics packages and software for driving numerically controlled machine tools, to the excellent word-processor, spreadsheet and database facilities that are provided by the PCs.

Students who are registered users have full access to networked computers, including email, World Wide Web (Internet), word-processing, spreadsheet and database programs, as well as a wide range of information sources including the Library STAR catalogue, and the Department's own on-line resources including the British Politics Surveys Resource.

The Department's web homepage, which offers links to other useful sites and to module links, is at:

<http://www.shef.ac.uk/politics>

INFORMATION COMMONS AND WESTERN BANK LIBRARY

The Information Commons provides an invaluable resource remaining open 24 hours a day through much of the year. It contains a vast array of books, periodicals and electronic material that you will need to consult during your studies. Reading matter included in module outlines is available in the Information Commons, which has 1300 well-equipped study spaces, full wireless access, plus 110,000 of the most in-demand books and periodicals. The Western Bank Library provides broader collections for use in project, essay and dissertation work. Politics students are actively encouraged to visit the Western Bank Library in order to access the full range of resources available beyond the scope of the reading lists.

Within the Library system there are over 1,000,000 items including microfilms, audio-tapes, video cassettes, DVDs and CD-ROMS in addition to the main collection of books and

periodicals. There are also some 10,000 electronic journals and 20,000 electronic books. E-resources are listed on the Library's on-line catalogue, STAR and are available remotely via the MUSE portal. Full details of customer services, including information, document supply, and photocopying and printing services are available from the Library homepages below.

Electronic library sources are becoming increasingly important and students should familiarise themselves with these at the earliest opportunity.

The Academic Liaison Librarian for the Politics Department is Gill Goddard: email g.m.goddard@sheffield.ac.uk. A designated member of staff has responsibility for liaising between the Department and the Library (see the Departmental Noticeboard for which member of staff is performing this role), and comments or suggestions of a more general nature should be taken to him/her.

Library homepage:

<http://www.shef.ac.uk/library/>

STAR Library Catalogue:

<http://library.shef.ac.uk/>

BOOKSHOPS

Students are normally expected to purchase one or two key books for each module. Blackwells Bookshop in Mappin Street stocks many of the core texts on module outlines. Waterstones in Orchard Square also has good sections on Politics, Economics, Philosophy, etc.

There are quite a number of second-hand bookshops in Sheffield where you may be able to get the books you need more cheaply. These include Rare & Racy on Devonshire Street and shops on Glossop Road and Sharrow Vale Road. The Politics Society usually organises a second hand book sale early in the semester.

Another option you might like to consider is to join with other students to buy books collectively.

STUDENT WELFARE AND OTHER USEFUL SERVICES

ILLNESS OR PERSONAL DIFFICULTY

If you are unable for any reason to attend a seminar you should let the office know in advance. Unauthorised absences are recorded.

Should you experience illness or another problem (personal, financial, family, and so on) that prevents you from attending lectures or seminars, from meeting deadlines for assessed work, or from concentrating fully on your studies, please **let someone in the Department know as soon as possible**. Get in touch with your Personal Tutor, module tutor, departmental office staff, or one of the specialist tutors. Talk to the person with whom you feel most comfortable, but do talk to someone. If we are not aware that you are having difficulties we cannot make an effort to help.

In the event of illness you should submit a medical certificate to the MA Office to cover your absences. Self-certification is permitted for the first week of illness, after which a doctor's note is required. Self-certification forms are available from the Politics General Office. **Self-**

certification is NOT ACCEPTED for absences from examinations or for course work deadline extension applications. Medical notes that are placed on file can be considered by the Examinations Board when it meets to consider results and degree classifications. For further relevant information on this, students should familiarise themselves with the section on Seminar Attendance elsewhere in this handbook.

PERSONAL INFORMATION

Student records are governed by the Data Protection Act of 1998. For information on how the University implements this, see <http://www.shef.ac.uk/cics/dataprotection/> A student who wishes to see his or her file in the Politics Department may do so, if he or she makes a written request to the MA Director. The student may then view the file, in the presence of a member of staff.

CHANGE OF STATUS

If things are not going well with your course, you may consider changing your degree programme or repeating a period of study, applying for a period of leave of absence from the University, or withdrawing from the University altogether. You should discuss your proposed course of action with your Personal Tutor: please remember that your Personal Tutor is available to discuss in strict confidence any difficulties you may be having with your course. You may also wish to consult the Careers Service and to read the leaflet, *Changing Your Course or Leaving Altogether*, available from the Union of Students Advice Centre. There is also helpful information available from the Student Services Information Desk, located in the Union Building, or from Taught Programmes Office on 2221289/ 2221278.

COUNSELLING SERVICES

Sometimes you may prefer to talk to somebody outside the Department. The University offers confidential counselling services, free of charge to any student requiring the service. The address is: Counselling Service, 36 Wilkinson Street, Sheffield, Tel No: 0114 22 24134. The website address is: <http://www.shef.ac.uk/ssid/contacts/counselling.html>

Other useful telephone numbers:

Student Advice Centre:	0114 222 8660
University Health Service:	0114 222 2100
Rape Crisis Centre:	0114 244 7936
Samaritans:	0114 276 7277
Samaritans Linkline:	0845 790 9090
Sheffield Victims Support Group:	0114 275 8411

NIGHTLINE

Nightline is the University of Sheffield's confidential listening and information telephone service. It is run by trained student volunteers, and operates from 8pm until 8am every night during term time. It offers students everything from the phone number of a twenty-four hour taxi company, to exam dates, times and locations, and information about every issue that can be encountered within student life. It provides a vital support network for all students, and the service can be called free from phones in Halls of Residence. If you think you would like to volunteer for Nightline, contact nightline@shef.ac.uk for more information.

Listening Line:	0114 222 8787
Information Line:	0114 222 8788

DISABILITIES

If you have a disability, or become aware of an issue during the course of your studies (for example, the identification of dyslexia), please talk to your Personal Tutor. The departmental Tutor for Disabled Students is also available to help make any special arrangements that may be required. The University is committed to providing services for students with disabilities. For a statement of policy on this issue see the Student Services Information Desk on the University website at: <http://www.shef.ac.uk/ssid/disabilities>

HARASSMENT

The University is committed to eliminating harassment experienced by students and staff and will take steps to investigate complaints thoroughly. There are specially trained members of staff available for advice and help. A booklet and further details are available from the Department of Human Resources (222 1618), or the Students Union Advice Centre (222 8660). Please feel free to consult your Personal Tutor, the Department's Tutor for Women Students, or any other member of the Politics Department, if you have concerns. Further details of University policy and sources of help may be accessed on the University website at: <http://www.shef.ac.uk/ssid/welfare/harassment.html>

HEALTH AND SAFETY

The Department's Safety Representative is Angela Hill (Room 1:29, Tel: 222 1646). There are first-aid boxes in the Porter's Lodge and the Politics Department Staff Room.

The University Safety Services booklet *Health and Safety - Code of Practice* is made available to all students and must be taken seriously in the light of recent legislation. The code involves both rights and duties. Everyone has responsibilities for safety.

The Elmfield building is normally open between 8.00 am and 6.00 pm Monday to Friday, and between 8.00 am and 12.00 noon Saturday.

EMERGENCY EVACUATION IN THE EVENT OF A FIRE

On hearing a fire alarm all staff and students must leave the building immediately by the nearest fire exit or stairs and then assemble on the playing field at Goodwin Sports Centre.

ACCIDENTS AND INJURIES

In emergency telephone 4444 on a University internal phone and give details clearly and concisely.

Any accident resulting in injury must be reported to either the Porters' Lodge or the Politics Reception and entered in the Accidents Notification Book.

SECURITY

Please do not leave personal possessions around. If you have reason to feel suspicious about anything please tell the Porters.

You should note that the University will accept no responsibility for damage to, or loss of, any personal property.

There is NO SMOKING in University buildings.

STUDENT SERVICES INFORMATION DESK

Located in the Union Building, SSID should be your first port of call for general inquiries on a range of issues not confined to this Department. For an indication of the range of issues covered by SSID, consult its website at: <http://www.shef.ac.uk/ssid/> Specifically, *information on fees* is provided by the SSID.

Please remember to inform Student Services Information Desk of any change of address.

TAUGHT PROGRAMMES OFFICE

During your time as a student most of your daily contact with the University will be through staff in the Department of Politics. However for certain administrative matters you will need to deal directly with Taught Programmes Office.

Formally, this central Department is responsible for:

- Processing and publishing of examination results (including servicing of boards of examiners, award of degrees and prizes, administration of academic appeals procedures, transcripts of qualifications);
- Student progress and progression (including implementation of progress of students regulations and servicing of Appeals Committee of the Senate relating to the progress of students);
- Administration of approval of student status changes (degree programme changes, leave of absence, withdrawals, transfers, etc., including update of individual student records);

Taught Programmes Office is situated on Level Six, University House.