

THE UNIVERSITY OF SHEFFIELD
DEPARTMENT OF PHILOSOPHY
INFORMATION FOR MA STUDENTS 2017-2018

This document contains details of regulations for the Philosophy MA, information about MA modules, departmental facilities and activities, supervision arrangements, and so on. Please read it carefully now, and keep it available for future reference. Comments and suggestions on these arrangements would be welcome.

LINES OF COMMUNICATION

Email: Please note that many important messages are sent out to students via e-mail. So please check your university email account regularly.

Student Mail: Graduate mail is deposited in the pigeonholes in the Kitchen (B21). Other information may be distributed this way, so please check your pigeonhole regularly. Marked MA essays will also be put in your student mail pigeon hole.

The Departmental Office is open from 9.00 am to 12.30 pm and from 1.30 to 4.00 pm each day.

Change of address: It is important that the department has an up-to-date record of your address and phone number, so please remember to keep your student record update (accessed through MUSE).

Staff Office Hours: Each member of staff will be available for at least two hours a week to see any student. These hours are posted on the member of staff's door and in the departmental office. You are encouraged to make use of this facility. However, you should note that staff availability is not limited to these times.

RESPONSIBLE STAFF

The Director of Graduate Studies for MA students (DGS) is Paul Faulkner <paul.faulkner@sheffield.ac.uk>.

The Secretary for Graduate Studies (SGS) is Joanne Renshaw <j.renshaw@sheffield.ac.uk>.

These are the people to contact if you have queries, problems, suggestions etc.

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1 THE SHAPE OF THE YEAR

The Academic Year is divided into two semesters, distributed across three terms, thus:

AUTUMN SEMESTER	18 - 24 September 2017: Intro week 25 September - 15 December 2017: 12 weeks of teaching 11 December 2017: Essay Deadline for one MA module (FT students) 16 December 2017 - 14 January 2018: 4 weeks vacation 15 January - 4 February 2018: UG exams (no lectures or seminars) 29 January 2018: Essay Deadline for one MA module (FT and PT students)
SPRING SEMESTER	5 February - 23 March 2018: 7 weeks of teaching 24 March - 15 April 2018: 3 weeks vacation 16 April - 18 May 2018: 5 weeks teaching 19 May - 8 June 2018: UG exams (no lectures or seminars) 4 June 2018: Essay Deadline for two MA modules (FT) or one MA module (PT)
SUMMER PERIOD	31 August 2018: MA dissertation due (or 3 rd module for PT)

Writing Weeks

Week 7 of the Autumn Semester and week 12 of Spring Semesters are currently planned be writing weeks in the Department of Philosophy, during which no lectures or seminars will take place. MA students should use writing weeks to work on drafting essays or plans.

Coursework submission and penalties:

Note that the above deadlines are strict deadlines, and the department is required to apply penalties if these deadlines are missed. Work should be submitted to the departmental office by 12.00 noon on the dates specified above.

For detailed advice on submission, extensions and penalties, see #5.

2 FACILITIES

The Graduate Computer Rooms (C32 and D07) contain a number of computers for graduate use; there are also Graduate Reading Rooms B23 and the attic space for quiet study. All rooms have wireless internet access for you to use your laptop, if you have one. The Common Room (B21) contains tea and coffee-making equipment, a fridge and cupboard space for the use of graduates and staff. It also gives access to the patio garden.

There are lockers that you can use in C32: keys are available from the departmental office.

Printing and photocopying: There is a printer in the Philosophy Reception for all Taught Students, you top up your ucard with credit and then swipe to make print outs. Photo copying for reading groups and modules can be requested from the Office.

Your Ucard will allow you to swipe into the building beyond the reception area. During the working week, the main outer door is open access between 9am and 5pm and can be opened with swipe cards of Philosophy staff and postgraduates 8-9am and 5-6pm. The weekends count as out-of-hours.

3 SECURITY, HEALTH AND SAFETY

Sally Weston is the department's Health and Safety Officer. Any accidents or issues should be reported to her.

In case of emergency, please contact the University Emergency Control Centre by telephoning 4444 (from an internal phone, or 222 4444 from a mobile). For non-emergencies, Security Services can be contacted on (222) 4085.

There are First Aid Boxes in B01 (the office), B21 (big kitchen), C07 (little kitchen), C32 (PG computer room) and D07 (attic).

Security Procedures

It is everyone's responsibility to make sure the building is secured and that the alarm is set at all times when no-one is in the building. To this end, we must all observe the following procedures:

1. No entry or exit except through the main entrance by reception. Other exits should only be used in an emergency.
2. If you are in the building after 5pm, you need to sign the out-of-hours sign-in book at reception, and sign out when you leave. This may mean coming down from the room you are working in to sign it before staying on. And you need to sign in and out at weekends.
3. Last person to leave the building must always set alarm (even if wasn't set when they came in or you suspect people will come in later) - for postgraduates, this applies after 5pm on weekdays and anytime at weekends. Code available from the office. Even if you don't have out-of-hours access, the alarm may sometimes need setting before 6pm. If you leave after the cleaners have been, you need to follow the checks in 4.

The alarm is situated in the small cream box on the wall to the left as you walk in the main entrance. The code is the same for setting and disarming the alarm, and the box has a cover which needs to be opened first.

To set the alarm, enter the code and press A. You have 30 seconds to leave.

To disarm the alarm, enter the code and press enter.

4. You determine whether you're the last in by checking the in-out board (which staff should keep up-to-date) and the sign-in book at reception.

If the board says "out" for everyone, that should mean no staff are in. You can then check the sign-in book by the entrance to check whether any postgrads are signed in but not signed out again.

If you have reasons to doubt about the accuracy of the board as you leave (e.g. someone surprisingly down as in), please try to confirm by ringing the relevant offices with the phone by the entrance (then correct the board if need be).

5. If the alarm goes off when you are in the building, you can go down and turn it off. In case of problems, ring security control room (222 4085).

6. Blinds should be shut as well as windows closed, when you leave your office.

7. Out-of-hours training must be in-date if you are working out of hours (after 6pm or at the weekend).

8. In order to bring visitors into the department out-of-hours (e.g. if you want to arrange a small meeting with people from outside the department or those without out-of-hours access): the person arranging the meeting (who must have out-of-hours access) must 1) check with Sally/the office in advance and 2) sign in the visitors as visitors and stays with them in the building, also explaining about fire exits etc if they aren't familiar with the building

Fire alarm and Fire Training

The Fire Alarm is tested every Monday at around 2.30pm – there is no need to vacate the building unless the alarm lasts more than one minute.

In case of an alarm, otherwise, please leave the building promptly by the nearest exit, ensuring that the door is closed behind you if no-one is following you. The Assembly point is at the top of Victoria Street, outside the ICOSS Building.

If you are likely to require assistance to evacuate the building in an emergency, please contact the Office and a personal emergency evacuation plan will be designed for you (with the help of Safety Services, if necessary).

All postgraduate students are required to undertake fire training annually. Please complete this online Fire Awareness Training course: <https://hs.shef.ac.uk/subject-areas/fire-safety/online>

4 AIMS AND OBJECTIVES OF GRADUATE STUDY

Aims and objectives common to Postgraduate Diploma and the MA.

The Department endorses the University's Mission, 'to maintain the highest standards of excellence as a research-led institution, whose staff work at the frontiers of academic enquiry and educate students in a research environment'.

The Department aims to:

- a) equip students with an understanding of a range of philosophers and philosophical problems, while encouraging as deep a critical engagement with those philosophers and problems as is feasible in the time available
- b) promote respect for the norms of – clarity; careful analysis; critical reflection; rational argument; sympathetic interpretation and understanding; and impartial pursuit of truth
- c) promote independence of thought and a critical and analytical approach, not only to theories and concepts, but to the assumptions on which they are based
- d) equip students with the core skills involved in – careful reading, comprehension and compression of textual material; clear thinking; sound argumentation; and the clear and well-organised expression of ideas
- e) provide high quality teaching which is informed and invigorated by the research activities of members of staff
- f) facilitate an awareness of the application of philosophical thought to other academic disciplines or to matters of public interest, encouraging students to apply philosophical skills more widely where appropriate
- g) encourage students to plan for themselves the contents of their degree programmes in philosophy, and to plan and organise their own work, within the constraints and advice provided by the Department
- h) recruit highly qualified students, while at the same time providing access for those with non-standard qualifications who can benefit successfully from the postgraduate programme.
- i) enable students who have previous knowledge of Philosophy to deepen their understanding of the subject, and to test out their aptitude for further research.

By the end of a Postgraduate Diploma or MA, students will:

- Understand a range of fundamental terms and concepts essential to the discipline of philosophical investigation
- Be able, not only to assess critically both their own thinking and the work of other philosophers, but also to make out their own positive case for their views
- Have an awareness of selected current philosophical debates, and be able to engage with central philosophical issues
- Have acquired a high level of understanding of a number of areas of philosophical work, and an informed grasp of the strengths and weaknesses of different proposals made within those areas
- Be able to write effectively, and will have developed a range of intellectual virtues and core skills (see Aims b, c, d above)
- Have displayed their core skills in assessed work, as well as their knowledge and understanding of the subject area
- Have had the opportunity to take courses introducing them to some major figures from the history of philosophical thought, and which encourage careful reading, sympathetic exegesis, and critical engagement with their works

Students who complete an MA will in addition have:

- Pursued a particular topic in greater depth through the writing of a dissertation.

Many students will in addition have:

- Been provided with training in research and research methods, and equipped to begin writing their PhD dissertations (through the PhD Proposal module).
- Been placed in their strongest possible position to compete for PhD funding during the course of the year.
- Been encouraged to develop a substantive body of written work relevant to the subject of their proposed PhD.

5 MA REGULATIONS AND SUBMISSION DATES

- Two printed copies of all work should be handed in to the Department Office in person, and a plagiarism declaration signed. (For details on plagiarism, see #11 below.) Each piece of work should be accompanied by a word count. You also need to submit your essay electronically through MOLE on the Philosophy PG Online page.

- You will be assigned a Supervisor/Personal Advisor when you begin the MA. You'll meet with this person regularly, and they will be available to discuss any concerns you have throughout your pre-dissertation period. This supervisor will oversee your studies and may or may not be the main person you work with for each of your modules: most commonly you will work primarily with the module lecturer for a given module, discussing plans and drafts of your essays with them. (For more on the role of the supervisor, see #17 below.) You may continue with your assigned supervisor for the dissertation; but if there is a more appropriate supervisor for that topic, you can usually change to them (see #8, below).
- If you take the PhD proposal module, you will usually do this with the supervisor you are initially assigned, though this can be changed if there is someone more suitable for the topic. Regardless of whether you are taking this module in the Autumn or the Spring semester, you need to attend a short course in Autumn Semester on Research and Research Methods, taught by members of the department. This, together with the PhD Proposal itself, constitutes a module entitled PHI 6700.
- Students without a substantial background in Philosophy (e.g. those whose first degrees are in another subject) are strongly advised, in their first semester, to take either one or two modules based on the Second-Year modules (see Section 6 below). They are also advised to opt for two shorter essays rather than one longer essay for such modules (and for the others, if they wish). Lecturers and personal advisors are happy to give detailed advice on writing Philosophy essays, especially if this is something a student has not done much of before. Students should also consider sitting in on first-year and other second-year courses put on by the department to give them further background in the subject.

(1) Full-time MA candidates

The degree is of 12 months duration, and consists of 180 credits. This will be made up of four 30 credit modules and a dissertation (60 credits). The courses available are listed in #6 and described in #24 below. Each module will be assessed by means of either one 4-6,000 word essay, or two 2-3,000 word essays. Two courses should normally be taken in Autumn Semester and two in Spring Semester, though a distribution of three in Autumn and one in Spring is also possible, with permission from the DGS (in which case, the written work for the modules will still fit the pattern of two in Autumn and one in Spring). Work on the dissertation should begin around the Easter Vacation (if not before) and the dissertation will be completed between mid-June and the end of August. It should be between 9,000 and 12,000 words. Candidates may also elect to submit only the four pieces of coursework to obtain a PG Diploma.

- Submit assessed work for your first module by 11th December 2017.
- Submit assessed work for your second module by 29th January 2018.
- Submit assessed work for the two remaining modules by 4th June 2018.
- The MA dissertation must then be submitted by 31st August 2018.

(2) Part-time MA candidates

The degree is of 24 months duration, and consists of 180 credits. This will be made up of four 30 credit modules and a dissertation (60 credits). Three courses will be taken in the first year (two in one semester and one in the other, a further course is taken in the second year, and the remaining time that year is devoted to the dissertation). The courses available are listed in #6 and #24 below. Each module will be assessed by means of either one 4-6,000 word essay, or two 2-3,000 word essays. The dissertation should be between 9,000 and 12,000 words. Candidates may also elect to submit only the four pieces of coursework to obtain a PG Diploma.

First year of study:

- Submit assessed work for one module by 29th January 2018.
- Submit assessed work for a second module by 4th June 2018.
- Submit assessed work for a third module by 31st August 2018.

Second year of study:

- Submit assessed work for the fourth module by Monday of week 15 of the Autumn Semester, or Monday of week 15 of the Spring Semester, depending upon the semester in which the module is taken.
- Submit the dissertation by the last working day in August of the second year.

6 LATE SUBMISSION PENALTIES, EXTENSIONS AND ADVISORY DEADLINES

Late Submission Penalties

If an essay is submitted late and you have not been granted an extension, a penalty of 5% of the mark will be deducted for each working day after the submission date.

Number of days late	Penalty applied Multiply mark by	Examples		
		Original 70	Original 60	Original 50
1	0.95	67	57	48
2	0.90	63	54	45
3	0.85	60	51	43
4	0.80	56	48	40
5	0.75	53	45	38

There is a 5 working day deadline for late submission. This deadline is absolute and any work submitted after the 5 working day period without a special dispensation should receive zero.

Extensions

An extension will be granted for a major and clearly unforeseeable or unavoidable incapacity to do the normal academic work. This covers medical problems, significant personal and family problems, force majeure and in the case of part-time students only, work-related problems.

If you need, or would like, to talk about these problems with us, please get in contact with the DGS. If it is just a matter of arranging an extension, please get in contact the SGS.

With regards to arranging an extension, if you think you need (or are likely to need) an extension, you should contact the SGS as early as possible in advance of the normal submission date and no later than that date. An email explaining the situation is sufficient, but supporting evidence might be required; e.g. students making a request for an extension who have been ill for up to seven days should obtain a Medical Self-Certificate from the Student Services Information Desk; for longer periods a medical certificate should be obtained from the UHS or a personal physician.

If you have problems that prevent you from working for more than 2 or 3 weeks, you can discuss the possibility of a Leave of Absence with the DGS. You can also apply for a university extension to your MA, which may incur further fees depending on the circumstances. Please speak to the DGS about these options.

Advisory Deadlines

Students work towards deadlines in very different ways. For example, given the same deadline for two essays, some may prefer to complete one before starting the second, while others may prefer to work on both concurrently. We offer the advisory schedule below to help ensure that you meet the official deadlines detailed above. If you intend to work to a different pattern, you should discuss this with your supervisor.

First and second essays: Meet with supervisor and/or course lecturers at least once a month while deciding on topics for both essays. Produce a detailed plan of both essays in time to discuss these with your supervisor before the Christmas vacation (if possible, also give them an early draft of one of the essays). Draft essays and meet supervisor/lecturer about those drafts as soon as possible after the vacation. Redraft in the light of supervisor's/lecturer's comments. (If you are submitting two shorter essays for a module, then you are strongly advised to complete one of essays (and meet with your supervisor) not much later than half way through the semester.)

Third and fourth essays or third essay and PhD proposal: Meet with supervisor and/or course lecturer early in semester to discuss topics. Produce at least one detailed plan (for an essay or PhD proposal) before the Easter vacation. Produce second detailed plan or draft of first piece of work as soon as possible after the Easter vacation. Try to have drafts of both pieces of work by the end of the teaching period. Discuss those drafts with supervisor/lecturer and rewrite accordingly.

Advisory Deadlines:

- (i) Submit 1st essay plan for discussion with supervisor by 30th October 2017.
- (ii) Submit 2nd essay plan for discussion with supervisor by 18th December 2017.
- (iii) Submit 3rd essay plan for discussion with supervisor by 12th March 2018
- (iv) Submit 4th essay plan for discussion with supervisor by 23rd April 2018
- (iv) Submit dissertation plan for discussion with supervisor by 25th June 2018.

Remember to allow your supervisor sufficient time to read your drafts. They will advise you how long they need. Some supervisors may be available to meet you, or at least communicate by email, over the vacations, while others will not be: again you should make plans with them.

The department offers a range of modules of different types, and MA students choose 4. There are no compulsory modules and no restrictions on combinations of modules chosen. Students can also attend classes for modules for which they aren't officially registered, if they wish.

More detailed outlines of the courses can be found in #24 below. Students register for their chosen modules in Intro week (or at the beginning of week 1), after a brief discussion with the DGS. If you subsequently want to change to a different module, you should talk to the DGS.

Research Seminars (Autumn Semester)

Students with a first degree in Philosophy (and especially those interested in going on to a PhD in the subject) will usually take at least one Research Seminar, and can take more than one. They are taught through a 2-hour seminar each week, plus individual supervisions on ideas for the essay, plans and drafts.

PHI 6016 Cognitive Studies Research Seminar Monday 4-6

PHI 6601 Political Philosophy Research Seminar Tuesday 10-12

PHI 6603 Morals and Other Values Research Seminar Thursday 4-6

PHI 6670 Mind and Language Research Seminar Friday 11-1

PHI 6680 Metaphysics and Epistemology Research Seminar Thursday 12-2

PHI 6026 Guided Reading (Either Autumn or Spring)

This module offers students the flexibility to write an essay on a topic not covered within our other modules. One way (but not the only way) to take this module is to attend one of the many reading groups already on offer in the department and to write an essay related to that. A suitable supervisor will be assigned to the student.

PHI 6700 PhD Proposal (Autumn or Spring)

PHI6700 is a module for those aiming to go on to a PhD in Philosophy. Usually most of the written work – and work with supervisors – takes place in Spring. If you are planning to go straight in to a PhD after your MA and need to prepare funding applications, it may be advisable to take the PhD Proposal module in Autumn. If you are planning to take a gap year or do not require funding, you might prefer to take the PhD Proposal module in the Spring (this will allow more time to consider topics) Assessment is by a 6000-8000 word PhD proposal outlining (chapter-by-chapter) the form the proposed PhD thesis would take and including a substantial annotated bibliography. There is one seminar session for this module, on 3 November at 1PM.

PHI6100 Work Placement in Political Theory (Spring)

Instead of attending lectures or seminars, you'll volunteer with an organization from the voluntary sector in Sheffield. This will enable you to gain skills and experience relevant to political theory in an applied setting. You'll write a piece of coursework based on a practical issue that arises in the course of the work placement.

In volunteering with a local organization in the voluntary sector, you will experience firsthand the practical challenges and problems facing the organization. At the end of the module, it is our intention that you will have:

- the ability to apply ideas from contemporary political theory in rigorously assessing the challenges facing specific local voluntary organizations, and interrogating potential solutions to them
- insight into the practical application of theoretical issues raised in other modules of the MA
- practical experience that will make you a strong candidate for jobs in the charitable sector

Lecture-based modules

The following MA modules share lectures with advanced undergraduate modules. MA students have a separate MA seminar provided 3 or more MA students are registered for the module, and they also have individual supervisions on plans and drafts of the essay. If fewer than 3 MA students are registered, those students will still have supervisions with the module lecturer and are invited to go along to the undergraduate seminars. The lecture times are given here and the initials in brackets are those of the lecturer.

Note:

- (1) All lectures begin on the hour, and finish at 10 minutes to the hour
- (2) Modules with very few students enrolled (undergraduate plus postgraduates) may be deemed unviable and not offered (though this is very unusual).

AUTUMN	SPRING
PHI6320 Metaphysics [EO] Thu 2-3, 4-5	PHI6600 Phenomenology [KRR] Thurs 2-3, 4-5
PHI6430 Epistemology [PF] Mon 2-3, 3-4	PHI6660 Philosophy of Psychology [SL] Thu 3-4, Fri 11-12
PHI6590 Feminism [JS] Mon 12-1, Tues 12-1	PHI6630 Philosophical Probs 1 – Conceptual Engineering: Sex and Gender [RV&MC] Mon 10-11, Tues 10-11
PHI6640 Philosophical Probs 2 – I, You, We [JL&DS] Mon 10-11, 11-12	PHI6820 Advanced Logic [DG] Tue 12-1, Wed 12-1
PHI6373 Political Obligation [AT] Mon 1-2, 5-6	PHI6009 Global Justice [TBA] Mon 11-12, 12-1
PHI6710 Aristotle [SM] Thu 1-2, 3-4	PHI6364 Philosophy of Law [CB] Tue 1-2 2-3
PHI6370 Free Will & Religion [RB] Thurs 10-11, 11-12	PHI6366 Plato's Symposium [AH] Tues 3-4, Wed 11-12
PHI6372 Pleasure Pain and Emotion [LB] Tue 1-2, 2-3	PHI6368 Practical Reason [YS] Mon 1-2, 2-3
PHI6374 The Radical Demand in Logstrup's Ethics [RS] Wed 12-1, 1-2	PHI6375 Philosophy of Medicine [AC] Mon 3-4, 5-6
PHI6016 Cognitive Studies Research Seminar [LB] Mon 4-6	
PHI6603 Morals and other Values Research Seminar [YS] Thurs 4-6	
PHI6670 Mind and Language Research Seminar [KRR] Fri 11-1	
PHI6680 Metaphysics and Epistemology Research Seminar [DG] Thurs 12-2	
PHI6601 Political Philosophy Research Seminar [AT] Tue 10-12	

Additionally, there are modules sharing lectures with 2nd year undergraduate modules that are particularly suitable for students with less background in Philosophy or those who feel they would benefit from taking a more general module.

8 MA COURSEWORK

Each MA course will normally be assessed entirely on the basis of coursework – either one long essay or two shorter essays – to be submitted in accord with the schedules specified in #4 above. (Students should consult with course teachers before deciding whether to submit one long or two short essays.)

Topics - Essay topics should be chosen in consultation with the course teacher concerned. The essays should be thought of as mini research-papers, whose content can be related more or less loosely to the material covered in the course. They should be written so that they can be understood by someone who is philosophically sophisticated, but not familiar with the area or the literature.

Format - Long essays should be between 4000 and 6000 words in length, short essays should be between 2000 and 3000 words in length. These word limits are inclusive of all quotations and notes, but exclusive of bibliography. Essays should be accompanied by an accurate word-count. Examiners will cease reading over-length essays at the point where they judge them to exceed the word-limit. All essays should be typed, double spaced, with margins of at least an inch.

Examples of previously submitted MA coursework essays, which may help to guide you in the standard of work that is required, are available on the Philosophy PG Online MOLE page.

Drafts - Preliminary drafts of all essays should be submitted to the relevant course teacher well in advance of submission. These will then be the subject of an advisory tutorial and will be returned with comments. Tutorial times will need to be negotiated with each of the course teachers concerned (and cannot always be expected at short notice, especially at busy times, such as during the undergraduate examining period of each semester).

The University offers a Writing Advisory Service to help improve the writing skills of both home and international students. If you feel this would benefit you (e.g. if English is not your first language), you can make an appointment to go through part of a draft of one of your essays. Please note, though, that it can take a while to make an appointment, so you need to plan for this substantially ahead of the deadline for the relevant essay. See: <http://www.shef.ac.uk/eltc/services/writingadvisory>

9 MA DISSERTATION

All MA candidates will need to submit two copies of the MA dissertation by the deadline specified in #4 above.

Topics - Students should be thinking about possible topics for their dissertation throughout the course of the year, and holding preliminary discussions with potential supervisors. The topic of the dissertation need not be related to the content of any of the MA courses being taken. Full-time MA candidates should present their intended topic to the DGS for approval, and for a suitable supervisor to be appointed, before or around the start of the Easter Vacation. Serious work on the dissertation should then begin in that vacation. Part-time candidates should present their intended topic to the DGS for approval, and for a suitable supervisor to be appointed, before the start of the second year of study.

Format - The MA dissertation should be between 9,000 and 12,000 words in length, inclusive of all notes and quotations (but exclusive of bibliography). It should be typed on A4 paper, double-spaced, with margins of at least an inch. All dissertations should be accompanied by an accurate word-count. Examiners will cease reading over-length dissertations at the point where they judge them to exceed the word-limit. The pages of the dissertation should be securely bound together, not merely held with a paper-clip.

Supervision - Students should (in consultation with the DGS) arrange for a supervisor appropriate to their topics by early Spring. There should be approximately four meetings through the period in which the dissertation is to be written, to discuss readings and a dissertation plan, draft written material, and to discuss a full preliminary draft of the dissertation. The timetable of work will need to be negotiated between student and supervisor. But students should note that supervisors will normally not be available for one full month during the Summer vacation (often August).

10 PhD PROPOSAL MA MODULE

Students thinking of going on to a PhD (at Sheffield or elsewhere) should consider taking the PhD proposal module. If you are planning to go straight into a PhD and need to prepare funding applications, it may be advisable to take the PhD Proposal module in Autumn. If you are planning to take a gap year or do not require funding, you might prefer to take the PhD Proposal module in the Spring (this will allow more time to consider topics). Students should be working on this proposal with their Supervisors from the start of the relevant semester, meeting at least three times in each term to discuss and frame a topic area, to discuss relevant preparatory reading, and to discuss drafts of the proposal itself.

Format — the normal format for a PhD proposal would consist of an outline of the projected thesis of about 4,000-5,000 words, accompanied by an annotated bibliography or literature search of about 2,000-3,000 words (between 6,000 and 8,000 words in total). The precise format may vary from case to case, depending upon the nature of the project, and should be negotiated with your Supervisor. But the outline of the project will often be divided into chapters, with a summary of the material in each chapter, including both exposition of the state of art and a sketch of the ideas to be pursued. All PhD proposals should be accompanied by an accurate word-count. Examples of previously submitted PhD proposals, which may help to guide you in what is required, will be available for consultation on the PG Philosophy Online MOLE page; there is also a session about what is expected put on by the DGS at the beginning of the Spring Semester (a delayed part of the PHI6700 seminar series).

Note that the outline of the thesis should do more than map out a research area; it should also indicate the lines of argument to be pursued, or the overall positions to be defended. Of course you cannot be expected, at this stage, to know in any detail what you will say. But the PhD proposal as a whole should give a clear indication of the research potential of your proposed thesis. Good proposals will demonstrate that the student has found an interesting project and has ideas worth exploring; the very best proposals will typically describe and partially develop original ideas.

11 MA, PG Diploma and PG Certificate: ASSESSMENT

Marking Policy – MA essays and dissertations will each be marked by two people, assigned by the DGS. One will normally be the module convenor/supervisor, but if for any reason that person is unavailable, DGS will assign someone else with knowledge of the area.

The markers will separately read the piece of work, assign it a mark, and write comments. They will reach an agreed mark through discussion. Markers should not just 'split the difference' between the two marks, although they may decide in discussion that a mark in the middle of the two is appropriate.

Where they cannot agree, DGS will assign a third marker with – as far as possible – knowledge of the area. The third marker will assign a mark based on first reading the piece of work, then consulting the first and second markers.

The mark given by the third marker is final (subject to the approval of the External Examiner).

Double marking — all work is double-marked within the Department, and a selection is then sent to the External Examiner for approval. Marks (with feedback from the examiners) will be released to students as soon as they are available.

MA degree classification — in fixing the classification of an MA candidate's degree as a whole, the following principles will be employed:

- A student with 180 credits (i.e. with marks of at least 50 for each module) will be awarded the MA.
- A student with 120 credits worth of passing marks of 50 or above (not including dissertation credits) can be awarded a Postgraduate Diploma in Philosophy.
- A student with 60 credits of passing marks can be awarded a Postgraduate Certificate.
- In order to obtain an MA with merit, candidates will normally have a weighted mean of not less than 59.5 across all units, and a grade of not less than 60 in units to the value of at least 90 credits.
- In order to obtain an MA with distinction, candidates will normally have a weighted mean of not less than 69.5 across all units, and a grade of not less than 70 in units to the value of not less than 90 credits.
- Students may also be awarded a merit or distinction for a Diploma. In order to obtain a Diploma with merit, a student must have obtained a weighted mean grade of not less than 59.5 and a grade of not less than 60 in units to the value of not less than 60 credits. In order to obtain a Diploma with distinction, a student must have obtained a weighted mean grade of not less than 69.5 and a grade of not less than 70 in units to the value of not less than 60 credits.

Resits: There is an opportunity to resit a failed component of an MA, Diploma, or Certificate once within a year. The deadline for resubmission of an essay is the same as the final deadline for the dissertation; failed dissertations may also be resubmitted, with a deadline for this being set separately. Any work that is resat and deemed to have passed can only be awarded a bare pass mark of 50. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

Marking Criteria

All marks are assigned on the 100-point scale. Plain pass-marks for all individual pieces of work range from 50 to 59, pass-with-merit marks from 60 to 69, distinction-marks from 70 to 100.

Distinction: 70-100

Work at this level should have the following virtues: it should be very clearly written, and be very well-organised and well-structured; it should display detailed and sophisticated knowledge and understanding of the subject-area; and it should deal critically and intelligently with its material. It should also display a good level of independence (either at the level of argument, of theory, or in choice and treatment of material).

A distinction MA dissertation and PhD proposal should display all of the virtues required of a distinction essay, but should also provide evidence of the research-potential of the candidate in question and, in the case of the proposal, of the project in question.

Marks of 70-73 will be given for material that minimally fulfils the criteria for a distinction. Marks of 74-77 will be given for material that clearly and solidly meets the criteria for a distinction. Marks of 78-89 will be given to material that is very good or excellent in relation to the criteria for a distinction. Marks of 90 and above will be awarded to work of particularly outstanding and exemplary quality.

Merit: 60-69

Work at this level should have the following virtues: it should be clearly written, well organised and structured; it should display a good understanding and knowledge of the relevant literature; it should be cogently argued in general, displaying a capacity for good, critical assessment.

Pass: 50-59

Work at this level should have the following virtues: it should be written fairly clearly, with reasonable organisation and structure; it should display fairly good understanding and knowledge of the subject area; it should contain some cogent argumentation and critical assessment.

Failing Marks (0-49)

Marks of 40-49 will be given to work that falls short of MA standard. It may fail to show adequate knowledge or sufficient understanding; it may contain material that is irrelevant to the assignment or be badly structured or poorly written; or it may contain little cogent argument or critical assessment of material. Marks of 20-39 will be given to work which fails to a considerable extent to meet the standard for a passing mark at the MA level. Marks of 0-19 will be given to unacceptable work which shows no or very little evidence of meeting the standard for a passing mark at the MA level.

Note: Many students wrongly believe that postgraduate work must exhibit far greater breadth than undergraduate work, and they make the mistake of trying to cover far too much. It is much better to focus your essay carefully, on a topic that really can be adequately dealt with within the word limits.

12 PLAGIARISM AND FOOTNOTES

The following four examples of unfair means are serious academic offences and may result in penalties that could have a lasting effect on a student's career, both at University and beyond (including possible expulsion from the University).

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.

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.

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.

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.

For the University guidelines, see <http://www.shef.ac.uk/ssid/exams/plagiarism.html>. Although collusion is not permitted, you are encouraged to discuss your work with others on the course. Developing your ideas in conversation with others is a highly valuable part of philosophical work. What matters is that the work you submit for assessment clearly indicates where any ideas or material are not your own. If in doubt about whether what you propose to do is appropriate, consult your supervisor or the DGS.

In any essay submitted for assessment, all passages taken from other people's work, either word for word, or with small changes, must be placed within quotation marks, with specific reference to author, title and page. No excuse can be accepted for any failure to do so, nor will inclusion of the source in a bibliography be considered an adequate acknowledgement. Note that verbatim or near-verbatim reproduction of material from lecture hand outs or lecture notes/transcripts is also unacceptable.

If the marker decides that plagiarism has occurred, the student may be judged to have failed either the module or the degree (depending on the degree of severity). The plagiarism will also be recorded on the student's permanent record.

The library offers a "Guide to Plagiarism" tutorial, available here:

http://www.librarydevelopment.group.shef.ac.uk/shef-only/research/plagiarism_rsched.html

Format of Footnotes and references

You must also footnote ideas that you have taken from other authors, even if you use your own words to express them. You need not footnote ideas that are common philosophical knowledge (e.g., "Ethics is the study of how one should live"). But you should indicate where ideas not your own come from (e.g., you should footnote Mill when you say, "Mill believed that it is better to be reflective and dissatisfied than unreflective and content"—and, if you got this idea from Mill, you should also footnote when you say, "It is better to be reflective and dissatisfied than unreflective and content.")

References can be given in full in footnotes, or in short-hand there – e.g. McGinn (1997) – with full details in the bibliography. The page numbers given within the footnote should indicate the page/s from which the passage or idea is taken.

There are a number of different formats that you could follow for your references: just choose one to follow consistently. See, e.g. <http://www.ex.ac.uk/Affiliate/stloyes/harv.htm> for the Harvard system, http://campusgw.library.cornell.edu/newhelp/res_strategy/citing/mla.html for MLA and <http://library.osu.edu/sites/guides/chicagogd.html> for the Chicago Manual of Style Citation Guide. Here, in more detail, are guidelines for one format you could use:

For citing books, the format is:

Author, Title [Translator, trans. if applicable] (Place of Publication: Publisher, Date of Publication), page number/s.

For example:

Ludwig Wittgenstein, *Philosophical Investigations* Elizabeth Anscombe, trans. (Oxford: Basil Blackwell, 1953), p. 5.

For journal articles, the format is:

Author, "Title", Journal Journal number (Date of Publication), page number/s.

For instance:

Marie McGinn, "The Writer and Society: An Interpretation of Nausea", *British Journal of Aesthetics* 37 (1997), pp. 118-28.

For chapters of edited books, the format is:

Author, "Chapter Title," in Editor, ed., Title (Place of Publication: Publisher, Date of Publication), page number/s.

For example:

J.W. Allard, "Degrees of Truth in F.H. Bradley," in W. Mander, ed. *Perspectives on the Logic and Metaphysics of F.H. Bradley* (Bristol: Thoemmes Press, 1995), p. 138.

For lecture handouts, the format is:

Lecturer, "Title," Course number, University, Term.

For example:

A.N. Other, "Lecture Handout 16," PHI254, University of Sheffield, Spring Term 2003.

For websites, the format is:

Author, "Title," Source of Publication (Date of Publication). Available at: Web Address.

For example:

C. Collins, "Critiques of Humanitarianism and Humanitarian Action," Report for the UN Office for the Coordination of Humanitarian Affairs (1998).

Available at: <http://www.reliefweb.int/library/documents/stock.html#F>.

The library offers a tutorial on referencing correctly and one on referencing with EndNote which can be carried out online from here: <http://www.librarydevelopment.group.shef.ac.uk/research.html>

13 APPEALS PROCEDURES

Students have a right of appeal against the grade assigned for pieces of coursework, if they feel that the intellectual content of their coursework has been wrongly assessed. In such a case, the student is encouraged, before appeal, to discuss the matter with the person who marked the work in the first instance, or, if this is problematic, with the DGS or the Head of Department (Rosanna Keefe).

Should the student wish to proceed with an appeal, a signed statement should be submitted that details

reasons for believing that the piece of work has not been marked fairly. If those reasons are judged by the DGS to make a sufficiently strong case, the work will be re-marked by a third internal marker. This mark is then final, and it should be noted, that it can be either higher or lower than the original.

It should be emphasised that these are departmental Appeals Procedures, and nothing in the above pre-empts the rights that any party may have to pursue an appeal at University level, more information about which can be found here: < <https://www.sheffield.ac.uk/postgraduate/info/appeals-complaints> >.

14 EXTERNAL EXAMINING

The external examiner for MAs in the Philosophy department in 2017-18 is Professor Greg Currie (York University).

The University of Sheffield employs external examiners to oversee every programme of study undertaken by its students, in common with all other universities in the UK.

An external examiner is usually employed at another university, but is also appointed by the University of Sheffield to impartially oversee the assessment of a course or parts of one or more taught courses. This allows the University to be sure that its assessment processes work well, that the appropriate marks are awarded and that departments benefit from suggestions for improvement from respected academics with expertise in the subject in other universities. For more details on the role of the external examiner see “for students” download on the right-hand side of this page: <http://www.sheffield.ac.uk/lets/pp/assessment/external>.

15 STUDENT EVALUATION OF THE POSTGRADUATE PROGRAMMES

Since the Department is always keen to improve the quality of its teaching, your thoughts on these matters are taken very seriously. There are three main methods by which the department seeks student evaluation of its courses: (a) via the student representatives on Postgraduate Affairs Committee (see #16 below); (b) via module-specific questionnaires, issued towards the end of each semester; and (c) via a year-wide questionnaire covering the overall postgraduate provision, issued towards the end of each academic year. You should also feel free to talk to the DGS (or Head of Department) at any point during the year.

16 SATISFACTORY PROGRESS

Every year, the department is required to report both to the university and to any relevant funding bodies on the progress of students. This report is taken very seriously. If a student is not making satisfactory progress, this will be reported. This should never come as a shock to the student. If either the student or the supervisor feels that there are serious problems, they are obligated to raise these problems for discussion early enough for there to be every chance of solving them well in advance of the need to submit reports of satisfactory or unsatisfactory progress. A record should be kept of such discussions.

17 SUPPORT AND STUDENT WELFARE

The Personal Tutor for all MA students is the DGS. You should let them know if you are facing personal difficulties that are affecting your work. This is in your interest. Unless you tell us about factors that adversely affect your performance, we can neither make allowance for them nor do anything to direct you to possible sources of help. Although the DGS is the natural first port of call on all such matters, you should if you prefer feel free to talk instead to your supervisor, or any member of staff you find sympathetic.

The Department and University both have frameworks of support. For example, among many other things, through the University, students have access to the Counselling Service, Disability and Dyslexia Services, and Advice Services. See <http://www.shef.ac.uk/ssid/contacts>

The University has issued a Code of Practice on Personal Harassment (to be found at <http://www.shef.ac.uk/ssid/harassment>). The department has a strong commitment to a collegial, supportive and professional atmosphere. No members of the department should be made to feel uncomfortable on the basis of gender or gender expression, race or ethnicity, sexual orientation, disability or religion. If you feel any behaviour is occurring that makes you or other uncomfortable, please either speak or let a member of staff know about it.

Within the department, the Women's Tutor is Rosanna Keefe, the Caregivers Tutor is Steve Makin and Eric Olson is the Disabled Student's Tutor.

Nightline is the University of Sheffield's confidential listening and information telephone service. It is run by trained student volunteers, and operates from 8pm til 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. If you think you would like to volunteer for Nightline, contact nightline@shef.ac.uk for more information. Listening Line: (0114) 222 8787, Info Line: (0114) 222 8788

18 STUDENT REPRESENTATION

The University places great value on the opinions of its students and there are various opportunities for you to have your say and also to represent the views of other students. Here are the main avenues open to you.

(A) In the department

Postgraduate Affairs Committee

This committee is responsible for all matters relating to postgraduates. It is chaired by the DGS. The exact number of representatives on this committee varies, but we strive to maintain equal numbers of postgraduate and staff members. Each meeting of the committee may involve reserved area business, for the discussion of which the postgraduate representatives will be asked to withdraw.

The committee will normally meet at least once each semester; but a meeting of the committee can be convened at any time at the request of one of the postgraduate representatives. Otherwise it will meet periodically to discuss postgraduate issues, review policies relating to admissions and publicity, and so on. Suggestions for the agendas of these meetings are always welcome. Any difficulties or complaints relating to any aspect of the postgraduate provision within the Department should normally be raised with the DGS, or with the Head of Department, in the first instance, who may recommend that the matter be dealt with by the Postgraduate Affairs Committee. Alternatively, difficulties may be brought directly to that Committee by the student representatives.

Teaching Committee and Staff-Student Committee

These committees discuss all aspects of teaching provision in the Department, at undergraduate and MA level. They contain both student and staff representatives, and a call will go out early in the year for members.

Equality and Diversity Committee: This committee, always chaired by a postgraduate student, includes all staff and students who wish to serve on it. It tackles all issues related to equality and diversity in the department. For more about this committee, see here: <https://www.sheffield.ac.uk/philosophy/staff/committees/edc>.

(B) In the Faculty of Arts

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.

The number of student representatives on faculty committees varies but for more information on becoming a Faculty student representative please speak to the DGS.

19 SUPERVISION

Your supervisor is responsible for overseeing your work and progress throughout the year. Supervisors meet with their students about once each month, to advise on the PhD proposal, essays, planned MA thesis and general academic and relevant personal issues.

For some of their modules, MA students will be supervised by the module lecturer/convenor instead (or as well) as their allocated supervisor. Occasionally a different member of staff will be recommended as most suitable for a particular topic. Members of staff supervising an essay should (time constraints permitting) assist students as needed at all stages of essay writing: shaping of initial topic, planning of essay, and various stages of drafting. If students have difficulty obtaining the feedback that they need, they should discuss this with their supervisors or the DGS, who will try to rectify the situation.

For those taking the PhD proposal in the Spring Semester, work should begin late in the first semester, but in the second semester this should become a main topic of supervisory meetings. For those taking the PhD proposal in the Autumn Semester, work should begin as early as possible. Later in the second semester, planning for the MA dissertation (to be written over the summer) should begin. Your DGS will contact you to ask about topics and assign you to a Dissertation supervisor around Easter.

At any point along the way, it may become clear that the current supervisor is not an appropriate one for the student's planned PhD proposal and/or MA dissertation. If this happens, student/supervisor (or preferably both) should discuss alternative supervisory arrangements with the DGS.

Both the supervisor and student should also keep a file of all correspondence, including emails.

The supervision relationship

The student's relationship with their Supervisor is an important ingredient in postgraduate success, and both student and Supervisor should make their expectations of one another explicit, and should voice any worries or concerns that they may have at an early stage. The following guidelines may prove helpful.

Responsibilities of the Student:

1. To be familiar with University regulations, and to discuss these with their supervisor at an early meeting, if need be.
2. To meet supervisors at least once each month (as a default), and take the initiative in requesting meetings as necessary.
3. To have their own agenda of topics and issues that they would like to discuss with their supervisor.
4. To submit written work regularly to their supervisors, either word-processed or typed.
5. To take note of the guidance and feedback received from their supervisors.
6. To take increasing responsibility for the conduct and direction of their research.
7. To organise their programme of work so as to be in position to submit their essays and dissertation on schedule.
8. To find ways of contributing to the intellectual life of the Department beyond pursuing their own studies, e.g. by contributing to seminars and discussion groups.
9. To discuss problems relating to supervision with either their supervisor or the DGS or HoD.
10. To treat supervisors with respect.

Responsibilities of the Primary Supervisor

1. To be familiar with current University regulations), and to discuss these with the student at an early meeting, if necessary.
2. To help students identify their research interests and topics.
3. To discuss with students research planning, goal setting, methodology, writing, and publishing, making their own experience available without insisting that students work in the same way.
4. To meet students individually at least once each month (as a default), and to be willing to exceed these minimum expectations.
5. To respond as helpfully as possible to student requests for exceptional meetings at short notice.
6. To read the student's written work on a regular basis, providing both written and oral advice on content and presentation, and on the shape and direction of the student's research.
7. To suggest suitable further readings and topics to be considered.
8. To be familiar with University policies and procedures regarding equal opportunities (relating to gender, race, and disability), and particularly to policies and procedures regarding sexual harassment.
9. To discuss problems relating either to student progress or to the supervision process with the DGS.
10. To involve students as fully as possible in the intellectual life of the Department, and to help them to develop research contacts outside the Department.
11. To assist students to plan and execute their work in such a way that work is submitted on time.
12. To treat students with respect.

20 SENIOR POSTGRADUATE SEMINAR

The Graduate Seminar meets weekly through both semesters on Wednesday afternoons (2:00-4:00) Hicks LT 4. All PhD students are expected to attend, and a different PhD student presents a paper on their research each week. All MA students are invited (but not obliged) to attend, and can attend regularly or just go along occasionally (e.g. when the topic appeals to them). The format of the seminar is usually a talk of up to 40 minutes, followed by a very brief break, then a discussion for the remaining time within the session.

21 OTHER POSTGRADUATE RESEARCH ACTIVITIES

In addition to the Graduate Seminar, there are various other research-related activities open to graduate students. These fall into six categories:

(1) The Philosophy Department Seminar meets on Friday afternoons through the Autumn and Spring terms (2:30-4:30). Visiting speakers from various institutions present papers to the Department for discussion and all postgraduates are strongly encouraged to attend. Copies of these papers are emailed to students about a week in advance, or hard copies are available to collect from the Office.

(2) Reading Groups. Various reading groups are arranged throughout the year, both by members of staff and postgraduate students. Recently there have been reading groups on The Philosophy of Language, The Philosophy of Psychology, Ethics, Pragmatism, The Philosophy of Race, Feminism, Idealism and Political Philosophy. This Reading Group Webpage gives details of current reading groups <http://www.shef.ac.uk/philosophy/research/readinggroups/index>. Feel free to organise your own!

(3) The White Rose Postgraduate Forum. Postgraduate students from Sheffield, Leeds and York get together roughly once a semester for a workshop-style meeting, with papers from someone from each institution and replies from someone from another institution. The forum sometimes organises other events too, such as a recent "Paper Writing Workshop".

(4) Research centres, projects and forums. There are a number of research centres and projects involving the department, which run seminars and conferences of interest to graduate students. These include the Hang Seng Centre for Cognitive Studies; The Centre for the History of Philosophy (CHiPhi); The White Rose Aesthetics Forum; The Centre for Nordic Studies, Bob Stern's Project on "Idealism and Pragmatism"

(5) Reading Weekend. This is in the Spring term, and is attended by postgraduates, undergraduates, and members of staff. The format usually consists of four student papers (often two from postgraduates) and a good deal of socialising.

(6) Attending conferences. Although it is unusual for MA students to present their own work at conferences, they can benefit from attending conferences both in and outside Sheffield. It is worth talking to your supervisor about conferences you might be interested in attending.

22 PROBLEMS WITH SUPERVISION AND COMPLAINTS PROCEDURE

Any student who is having problems with their supervisor, or one of their supervisors, should raise this with the supervisor in the first instance, if possible and if appropriate. If this does not resolve the problem, they should talk to the DGS (or the Head of Department in cases where the DGS is the problem supervisor). The best way to tackle the problem can then be discussed, and the possibility of a change of supervisor can be considered. Often changes of supervisor are prompted by change in the student's topic or philosophical interests.

Students wishing to make a formal complaint against the department or one of its members may do so by making a written statement of their complaint to either the Head of Department (HOD) or the DGS. The HOD or DGS will appoint a committee to investigate the complaint and recommend any appropriate action. The investigation must include an opportunity for the staff member to respond in writing to the student's complaint. The committee will include the HOD or DGS as chair (unless both are subjects of the complaint, in which case a different chair will be appointed), a student representative, and a senior staff member. The committee will be selected in such a way that a disinterested, impartial judgement can be made. The committee will summarise the complaint and send their written summary to both the student and the staff member before investigating. The outcome of the committee's investigation and their recommendations will be communicated in writing to both the complainant and the subject of the complaint. Using this complaints procedure does not affect a student's right to use the university's complaints procedures.

23 CAREERS

If you are planning to pursue a career in philosophy, your next step after the MA is likely to be a PhD. Bob Stern is the Director of Graduate Admissions: you should feel free to talk to him about applying for the PhD programme in Sheffield. Dominic Gregory is the funding co-ordinator and can advise on opportunities for funding.

Jenny Saul is the department's PG Careers Advisor and can talk over academic careers with you if you wish.

For non-academic careers advise you should see Ryan Byerly. We are holding a Careers Day in the Autumn Semester – the date will be advertised soon. See also:

<http://www.shef.ac.uk/philosophy/current/careers>, <http://www.shef.ac.uk/careers/students/degree/phi>

The Careers Service

We can help you to make the most of your postgraduate qualification by building on your specialist knowledge and providing unique opportunities for personal and professional development. This includes:

- wide range of events and interactive workshops happening throughout the year – check out our *What's on Diary* for more information <http://www.sheffield.ac.uk/careers>
- online careers resource designed specifically for taught PGs – which you can access at any time via MOLE
- one to one support from our team of specialist careers advisers – just give us a ring on 0114 2220910 if you'd like to book an appointment
- opportunities to develop your experience of work - both within and outside of your course

As well as:

- support for further study and how to apply
- extensive network of employers and alumni who regularly visit us on campus
- online vacancy database which advertises thousands of UK and international graduate jobs across all industries and sectors
- recognition of the skills gained through your postgrad course and experience of work

We can help you to make the decisions that are right for you and your future - and we'll continue to support you for up to three years after you graduate! <http://www.sheffield.ac.uk/careers>

24 INTERNATIONAL STUDENTS SOCIETY

The International Students Society is run by a group of postgraduate students in the department from outside the UK who know what it's like to be a foreigner studying philosophy in Sheffield. The aim is to provide support and advice on integrating with the larger postgraduate community and making the most of the resources available to you in the department. The society will run various social events, and can also offer practical help with any problems you may have, including essay writing.

For contact details please see: <http://www.sheffield.ac.uk/philosophy/internationalstudentsociety>

25 LECTURERS IN THE DEPARTMENT 2017-2018

Please visit the following site for Philosophy Staff profiles: < www.sheffield.ac.uk/philosophy/staff/faculty>.

26 MA MODULE OUTLINES 2017-2018

Please visit the following site for MA module outlines: <<https://www.sheffield.ac.uk/philosophy/modules/pg>>.