On behalf of everyone here, a very warm welcome to the Department of Philosophy.

This Handbook has been written to provide all the information you need to help you understand how the School and Department are organised, where you can obtain further information and assistance, what you can expect from the School and your department, and also what we expect from you.

You should read it thoroughly during the early weeks of your programme, and also keep it handy for reference during your time as a student at the University.

I hope that by the end of your student career you will have come to regard this Handbook as a well-known, good and trusted companion.

With every good wish for a happy and successful student career.

Professor Barry Dainton
Head of the Department of Philosophy
Purpose of the Handbook

This handbook aims to be a guide to life in the Department of Philosophy, School of the Arts. It contains information on the structure of the School, its staff, its committees, and other information useful to you throughout your studies. You are advised to read it thoroughly, in order to familiarise yourself with the practices and procedures of the School/Department. It does not replace any other communications you receive from the University, Faculty, or individual subject department, but should be read in conjunction with them. You should also be aware of the general rules and regulations of the University which apply to all students and should take note of the additional information issued by the University such as the ‘Your University’ handbook (available at www.liv.ac.uk/student-administration/student-administration-centre/student-handbooks/ ) and other paper-based booklets and web links.

Information about the Department

The Department encompasses a wide range of philosophical interests, including metaphysics, moral philosophy, aesthetics, ancient philosophy, philosophy of religion, philosophy of mind, philosophy of language, logic, Kantian and post-Kantian philosophy, and political philosophy.

The Department scored 24/24 for its teaching excellence in the last Subject Programme Review. As well as a Programme in Single Honours Philosophy, the Department is home to the Joint Degrees in Philosophy and Politics and Philosophy of Mathematics, and contributes to Joint Degrees in Philosophy and English, Philosophy and Modern Languages, and Law with Philosophy; it also contributes to Honours Select Programmes.

The Department has a tradition of active engagement with the wider life of the city of Liverpool. Students on our programmes have the opportunity to play a part in activities like those involved in the Philosophy in the City project: http://philosophyinthecity.info/

Key Contacts

You can find a list of Philosophy staff together with their contact details, teaching and research interests at: www.liv.ac.uk/philosophy/staff/

Communication with Students

Email

Incoming students are provided with a University email account and once your registration is completed, all University communications will be sent to this account. It is very important that you check this daily during term-time, and also regularly during vacation periods.

Email is not always the best way to get an answer to an urgent query: you will generally get the information you need more readily by visiting the Student Support Centre or seeing your tutor in class or during their office contact hours.

If you do email academic staff or professional services staff, please do so only from your University email account. Write in a professional, polite style, and remember to use an appropriate greeting and sign-off in all mails.
When contacting the Student Support Centre, it is important to indicate your student ID number, which degree programme you are on and your year of study in all communications. In a School with over 2000 students, this will help us to identify you more easily and respond to your enquiry.

Academic and professional services staff will not normally reply to emails outside of normal office hours—in other words you should not expect a reply to your email in the evenings or at the weekend.

Please try to find information in this handbook or through the School or University web pages in the first instance; if you cannot find what you are looking for, let us know so that we can post that information for the benefit of other students. The Student Support Centre will also be able to answer many of your non-academic queries.

**VITAL**

Students are expected to monitor information concerning their modules on the VITAL network regularly. Information about your programme will be communicated via your VITAL programme page.

**Notice Board**

There is a Student notice board for Philosophy which is situated in the Student Reception in 19 Abercromby Square. This notice board is updated regularly with information relevant to students.

**School Website**

The School of the Arts website contains information for current students. It is regularly updated with news and information relevant to students: https://www.liverpool.ac.uk/intranet/school-of-the-arts/

**External Post**

Sometimes we need to contact you via the external postal system so it is important that your School is kept informed of any changes to your address – both term-time and vacation. You can update your details via Liverpool Life. **Please check that your postal details and mobile phone details are accurate and up to date.**

**Telephone Contact**

All staff have a direct telephone number and many have voicemail. Please note that when telephoning staff on a University telephone, you only need to dial the last 5 digits (e.g. for 0151 7941234 you simply dial 41234). Calls made from outside the University or from a mobile require the full number. If you are dialling from outside the UK, use the prefix +44 (151).
Office Hours

Academic staff have dedicated times every week during term time when they will be in their offices and available to see students without an appointment.

Key Departmental Events

Stapledon Philosophy Colloquium:
This is the Department’s regular seminar with a visiting speaker, sponsored by the Royal Institute of Philosophy – see the Department’s notice boards and email communications for times and venues. All students are encouraged to attend these meetings, which provide a worthwhile opportunity to become acquainted with new ideas and arguments.

PHILSOC:
PHILSOC is a Guild-affiliated, student-run Philosophy society. PHILSOC organises social and philosophical events. Details of PHILSOC events will be posted around the Department, and on Facebook and Twitter.

Key Dates for 2016/17

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 September 2016</td>
<td>23 September 2017</td>
<td>Welcome week</td>
</tr>
<tr>
<td>26 September 2016</td>
<td>16 December 2016</td>
<td>12 weeks teaching</td>
</tr>
<tr>
<td>19 December 2016</td>
<td>6 January 2017</td>
<td>3 weeks break</td>
</tr>
<tr>
<td>9 January 2017</td>
<td>27 January 2017</td>
<td>3 week assessment period</td>
</tr>
<tr>
<td>30 January 2017</td>
<td>31 March 2017</td>
<td>9 weeks teaching</td>
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<tr>
<td>3 April 2017</td>
<td>21 April 2017</td>
<td>3 weeks break</td>
</tr>
<tr>
<td>24 April 2017</td>
<td>12 May 2017</td>
<td>3 weeks teaching</td>
</tr>
<tr>
<td>15 May 2017</td>
<td>2 June 2017</td>
<td>3 week assessment period</td>
</tr>
<tr>
<td>17 July 2017</td>
<td>21 July 2017</td>
<td>Graduation ceremonies</td>
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</table>
School Specific Health and Safety Information

Student safety is very important to us – it is one of the University's highest priorities. We are committed to providing you with a safe learning and living environment but we can only achieve this if we have your full support.

In the same way we expect all our staff to work to high safety standards, we ask that you take health and safety seriously by:

- taking reasonable care for the health and safety of yourself and others;
- acting in accordance with University safety rules.

As a minimum you should:

- Familiarise yourself with the fire procedures in buildings, including what to do if you discover a fire, what to do if the alarm sounds and where to assemble should you have to evacuate the building. The normal way into a building may not be available to you in a fire situation so ensure you know what alternative routes exist.
- Know the number to use in an emergency – on the University telephone system this is 2222
- Never wedge open fire doors or obstruct escape routes.
- Always report accidents, near misses or dangerous conditions to a responsible member of the Department.
- Always follow any health and safety instructions you are given.
- You are **required** to sign in and out of the late book after 6pm and at weekends. The late book can be found in the Reception area in 19 Abercromby Square.

Further University safety information can be found at: [http://www.liv.ac.uk/safety/](http://www.liv.ac.uk/safety/)

Information on health and safety within the School of the Arts can be found on the School's intranet at the following link: [https://www.liverpool.ac.uk/intranet/sota-staff/healthandsafety/safety-policy](https://www.liverpool.ac.uk/intranet/sota-staff/healthandsafety/safety-policy)

Programme Information

Our undergraduate courses offer a modern, research-led curriculum taught by internationally renowned Philosophers who are strongly committed to teaching, developing and supporting the next generation. Our programmes we embrace Analytic and Continental Western Philosophy, ancient and modern subjects, and Indian Philosophy.

The Philosophy Department offers a wide-range of postgraduate degrees, including four innovative MAs (MA in Philosophy, MA in Philosophy as a Way of Life, MA in Mind, Language and Metaphysics and MA in Arts, Aesthetics and Cultural Institutions).

Programme Specifications can be found here: [http://www.liv.ac.uk/tqsd/programme-specifications/](http://www.liv.ac.uk/tqsd/programme-specifications/)
Module Information: Undergraduate

**PHILOSOPHY**

### YEAR 1

<table>
<thead>
<tr>
<th>First semester – 15 credit modules</th>
<th>Second semester – 15 credit modules</th>
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<tbody>
<tr>
<td>PHIL101 Ethics</td>
<td>PHIL 102 Political Philosophy</td>
</tr>
<tr>
<td>PHIL 103 Mind, Knowledge and Reality</td>
<td>PHIL 108 Reading and Writing Philosophy 2</td>
</tr>
<tr>
<td>PHIL 107 Reading and Writing Philosophy 1</td>
<td>PHIL 110 Philosophy and the Arts</td>
</tr>
<tr>
<td>PHIL 112 Critical, Analytical and Creative Thinking</td>
<td>PHIL127 Introduction to Logic</td>
</tr>
</tbody>
</table>

### YEAR 2

<table>
<thead>
<tr>
<th>Semester 1 – 15 credit modules:</th>
<th>Semester 2 – 15 credit modules:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL207 Logic (pre-requisite for PHIL301)</td>
<td>PHIL212 Theory of Knowledge</td>
</tr>
<tr>
<td>PHIL215 Philosophy of Religion</td>
<td>PHIL219 Themes in Political Philosophy</td>
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<tr>
<td>PHIL 220 Chinese Philosophy</td>
<td>PHIL228 Metaphysics</td>
</tr>
<tr>
<td>PHIL237 Ancient Philosophy</td>
<td>PHIL221 Hellenistic, Neoplatonic, Byzantine and Medieval Philosophy</td>
</tr>
<tr>
<td>PHIL239 Moral Philosophy</td>
<td>PHIL270 Business Ethics S2</td>
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<tr>
<td>PHIL271 Business Ethics S1</td>
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</tbody>
</table>

### YEAR 3

<table>
<thead>
<tr>
<th>Year long 30 credit modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>*SOTA300 Schools of the Arts Work Experience Module</td>
</tr>
<tr>
<td>PHIL306 Philosophy Dissertation</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 1 – 15 credit modules:</th>
<th>Semester 2 – 15 credit modules:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL302 Frontiers of Ethics</td>
<td>PHIL310 Philosophy of Language</td>
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<tr>
<td>PHIL309 Mind, Brain and Consciousness</td>
<td>PHIL312 Philosophy of the Future</td>
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<tr>
<td>PHIL316 Aesthetics</td>
<td>PHIL326 Indian Philosophy</td>
</tr>
<tr>
<td>PHIL332 Existentialism</td>
<td>PHIL327 Philosophy and Literature</td>
</tr>
<tr>
<td>PHIL365 Philosophical Approaches to Conflict</td>
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</tbody>
</table>
Module Information: Postgraduate Taught

School of the Arts modules for M Res programme Full time (1 year)

SOTA 701 Research Resources* (15 credits)
SOTA 702 Feasibility Study (30 credits)
SOTA 703 Dissertation (120 credits)

Philosophy

PHIL 706 M.A. Dissertation (60 credits – Whole Session )
PHIL 715 Philosophy of Religion (15 credits – sem 1)
PHIL 715 Philosophy of Religion (15 credits – sem 1)
PHIL 755 Main Topics 1 (30 credits - Sem 1)
PHIL 757 Philosophy of Film (15 credits - Sem 2)
PHIL 758 Research Skills, Employability and Placement (15 credits - Whole session)
PHIL 759 Cultural Institutions (30 credits - Sem 2)
PHIL703 Research Skills (15 credits – Sem 1 and 2)
PHIL704 Religion, Ethics and Practical Philosophy (30 credits – sem 1)
PHIL705 Metaphysics, Language and Mind (30 credits – sem 2)
PHIL706 MA Dissertation (60 credits – Whole session)
PHIL709 Philosophy of Mind (15 credits – Sem 1)
PHIL709 Philosophy of Mind (15 credits – Sem 1)
PHIL710 Philosophy of Language (15 credits – sem 2)
PHIL710 Philosophy of Language (15 credits – sem 2)
PHIL716 Aesthetics (15 credits – Sem 1)
PHIL716 Aesthetics (15 credits - Sem 1)
PHIL726 Indian Philosophy (15 credits - Sem 2)
PHIL726 Indian Philosophy (15 credits - Sem 2)
PHIL757 Philosophy of Film (15 credits – sem 2)

Learning, Teaching and Assessment Policies and Processes

Coursework Submission

The deadline time for all assessed coursework across the Faculty is 2.00pm on the designated submission date. Coursework submitted after 2.00pm will incur late penalties in accordance with the University’s Code of Practice on Assessment. From September 2016 the majority of coursework submissions will be ELECTRONIC-ONLY. However, there are exceptions and you should check the requirements for each module with your module tutor/VITAL, well in advance of the submission date.

How to submit work through VITAL

1. Log-in to the relevant VITAL module via http://vital.liv.ac.uk/.
2. Select ‘Assessment’.
3. Click the View/Complete link below the name of the assignment you are to submit.

   [ Assignment 1 ]
   >> View/Complete

4. Click the Submit button.

5. Under Choose a paper item submission method, choose ‘single file upload’.

6. Under submission title, enter the title of your essay.

7. Click the Browse button and select the file that you want to submit.

8. Click Upload. A status bar will appear displaying the upload progress.

9. On the following page you will be presented with a text-only preview of the essay. (No formatting or images will be displayed in this preview but they will remain in your submission.) If the text is complete and correct, click Upload.

10. Following successful submission you will see a digital receipt containing a unique Submission ID number and the first page (only) of your work. You will receive a copy of this digital receipt in your University email inbox. Keep a note of the Submission ID.

11. For modules which require paper submission:

   i. for each paper copy, complete the School of the Arts Coursework Submission Cover Sheet, available from the Student Support Centre, School of the Arts;

   ii. if electronic submission is required on the module, complete the ‘Submission ID’ field on each Cover Sheet with the correct Submission ID number issued in your digital receipt;

   iii. attach each Cover Sheet to each paper copy of the assignment;

   iv. submit your work to the Student Support Centre, School of the Arts.

   In order for your paper submission to be valid and for your work to be marked, the ‘Submission ID’ field of each Cover Sheet must be completed and correct.

   The recorded date of submission (for the purpose of applying any penalty for lateness) will be the date on which paper submission occurs.
Late Submissions

Procedures for handling late submissions and requests for extensions to assessment deadlines are dealt with by the School of the Arts’ Learning and Teaching Support Officers (LTSOs). Further information and contact details are provided in the section on Student Support in this Handbook, and also at:
https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/learningandteachingsupport/

To access FAQs, which explain what you need to do in a number of different circumstances: 
https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/

For further advice or assistance contact the Learning and Teaching Support Officers (LTSOs), 19 Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or 0151 795 2568.

Department Feedback Policy

The University considers that written work should be returned with feedback within three weeks, and staff will normally seek to give feedback within that timescale. Feedback may also be given by additional means, including (for some types of task) peer assessment, monitored self-assessment, and individual consultation. The Philosophy Staff Student Liaison Committee is involved in the formation of feedback policy each year.

Most tutors will provide narrative comments, addressing particular points of argument or presentation, and also a final comment summarizing the strengths and weaknesses of the piece as a whole. There will thus be a mix of detailed and more general feedback for each piece of work, with the intention of helping students to reflect on and improve their work in relation to the published assessment criteria.

There will normally be a mark as well. This mark is there to give you an indication of the standard achieved by that particular piece; it is NOT a final grade, but subject to ratification or amendment at examination boards. We have instituted a more formalised set of descriptors to give you some idea of the kinds of things we are looking for in degree-level work, and what distinguishes work of one degree band from that in another. These descriptors are best taken as a guideline. You are always free to seek more detailed feedback and guidance from your tutor – that is one reason for our consultation hours.

Module convenors prepare and publish through VITAL, generic feedback on examinations which summarise the overall performance of students in a particular examination. Individual feedback on particular examination performance is available on request to your module tutor or academic advisor.

If you wish to discuss matters arising from an essay which have not been covered in a tutorial you should seek out your tutor during their office hours, or arrange to meet them at another mutually convenient time.

Sometimes where assessed work is submitted and later returned to you during the course of a semester, you may receive just the marker’s comments and grade. This means we can get the marked work back to you within a reasonable space of time; usually before you have to submit the
next assessed piece for that module. When this happens, it is important to remember that the mark you receive is only a rough guide and NOT the final mark as the work is subject to moderation.

**Department Process for Obtaining Feedback Following Formal Examinations**

Following the examinations, Examination Feedback Tutorials will be scheduled, and module leaders will send an invitation via VITAL offering an opportunity for students to obtain face-to-face feedback on examination performance. This is not a compulsory event, but if you do feel that you would benefit from feedback it is important that you take advantage of the opportunity at the specified time. It will usually not be possible to provide this feedback at other times, though consideration will be given in the event of timetable clashes. These tutorials cannot be provided as ‘drop-in’ sessions, because we need to know who is coming, so that the work can be retrieved from the office in good time. We do not offer examination feedback in a written form.

**Academic Integrity**

The University has detailed guidelines regarding breaches of academic integrity, mostly concerning plagiarism, collusion or copying.

It is essential to ensure that you adhere to the conventions of academic practice, such as established referencing and citation protocols, in all assessed work that you submit. Failure to do so is classed as academic misconduct and will attract mark penalties – often a mark of 0.

The University’s Academic Integrity Policy (Appendix L of the Code of Practice on Assessment) is accessed here: [http://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/academic-integrity/](http://www.liv.ac.uk/student-administration/student-administration-centre/policies-procedures/academic-integrity/)


**Module Evaluation**

Towards the end of each semester you will be asked to complete a module evaluation form. This might be on-line, or in hard copy. We take student feedback on modules very seriously, so please take the time to write informed, constructive feedback. Responses are collated, and the module leader uses them to write a report on the module, together with a response to the issues raised by students and, where appropriate, an action plan for development. The report is published on the VITAL page for the module, and is also considered by the Undergraduate Board of Examiners and the Board of Undergraduate Studies.

**Examinations**

The University has two assessment periods, in January and in May. An examination timetable will be made available via Liverpool Life in advance of each assessment period.

To access this information, you should click on the link in the Examination Timetable portlet.

Notes for Guidance of Examination Candidates may be found at: [http://www.liv.ac.uk/students/exams/guidelines](http://www.liv.ac.uk/students/exams/guidelines)
Re-sits

Students not in their final year who fail to progress to the next year of study will be required to re-take all modules in which they obtain less than 40%.

The University has a re-sit assessment period in August. A re-sit examination timetable will be made available via Liverpool Life in advance of the assessment period.

To access this information, you should click on the link in the Examination Timetable portlet.

Notes for Guidance of Examination Candidates may be found at: http://www.liv.ac.uk/student-administration/exams/results/resits/

Prizes

Joey Wiseman Scholarship:
Awarded to a part-time postgraduate student in the School of the Arts.

Alexander Mair Prize:
Special merit in a dissertation for the Degree of MA in Philosophy or special merit in the Second or Third Year examination for the Degree of BA in Philosophy

Student Support Centre, School of the Arts

The Student Support Centre Reception, located in 19 Abercromby Square, is the main point of contact for enquiries within the departments belonging to the School of the Arts. The team will assist students with student related enquiries, registration, course work submissions, programme and module specifications, timetables, exams and graduation. The Student Support Centre also offers support and guidance for pastoral care. The team work closely with Central Services, Management Services and Heads of Departments to constantly review and, where appropriate, revise processes and systems to ensure we are providing an excellent and efficient service to students. The Student Support Centre Reception is located on the Ground Floor, 19 Abercromby Square (Building 148 on University campus map). You can either call in to the Reception or contact staff by e-mail (sscARTS@liverpool.ac.uk) or telephone: 0151 795 0500

The Reception is open Monday – Friday between 9.00 am and 4.30 pm.

Student Learning and Teaching Support Officers

The Learning and Teaching Support Officers (LTSOs) for the School of the Arts are Katie Pearce and Jamie Navarro.

The LTSOs can help you if you are experiencing difficulties with any aspect of University life. They will be able to provide advice and support with welfare and pastoral concerns, ensuring that you are guided to the most appropriate specialised support for your needs including academic staff, the Disability Support Team, Financial Support Team, Counselling Service, Careers and Employability Service and the online iLearn resource. They work closely with all of the University’s central student support services, and their counterpart LTSOs within the Faculty.
The LTSOs can also provide guidance and support for applying for Extenuating Circumstances and the Removal of Late Penalties. They can authorise coursework extensions, where students have flexible coursework deadlines built in to a support plan.

If you are experiencing any difficulties or have any concerns, we would encourage you to get in touch with the LTSOs at the earliest opportunity.

They can be contacted at: sotalts@liverpool.ac.uk or by calling 0151 794 6743 or 0151 795 2568.

Drop-in sessions are held on Mondays and Fridays 10am-12noon and Tuesdays and Thursdays 2pm-4pm. Just call into the Student Reception in 19 Abercromby Square during these times. Students are seen in order of arrival. Alternatively, pre-bookable appointments are available at various times. To book an appointment, contact the LTSOs. Please note that on rare occasions, drop-in sessions and pre-booked appointments may need to be cancelled due to staff availability.

Please consult the School of the Arts intranet for further details: https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/learningandteachingsupport/

Disability Support

In the School of the Arts, there are Disability and Dyslexia Co-ordinators (DDCs) at School and Departmental level. The DDCs work collaboratively with the University’s Disability Support Team in developing support strategies in line with the specific needs of students with dyslexia and a range of other disabilities, ensuring that appropriate support and reasonable adjustments are implemented within the School and Department.

The Learning and Teaching Support Officers are Disability and Dyslexia Co-ordinators and can help make referrals to the appropriate student support services for advice and guidance on declaring a disability, arranging tests, and putting together a support plan. They will liaise with the University’s Disability Support Team and academic staff on behalf of students who have a support plan in place to ensure that any reasonable adjustments are implemented effectively. DDCs maintain contact with all disabled and dyslexic students throughout the academic year to ensure that their needs and the reasonable adjustments as outlined in their support plan are being met.

For further information regarding the University’s central Disability Support Team can be found here: https://www.liverpool.ac.uk/studentsupport/disability/

Each department has an academic member of staff assigned to the role of Disability and Dyslexia Co-ordinator (DDC); they can provide subject-specific advice to students.

Academic Advisors

Every student has an Academic Advisor who provides appropriate support to help students fulfil their academic potential during the course of their studies. You can find the name of your Academic Advisor through Liverpool Life. Your Academic Advisor will meet you when you begin your studies in the School of the Arts and you can make appointments to meet with him or her throughout the course of your programme to discuss your progress.

Your Academic Advisor will write your reference for employment/further study in your final year, so it is essential that you enable him or her to get to know you over the course of your studies by arranging to meet regularly.
Peer Mentoring

Essentially, the Peer Mentoring programme involves second and third year students volunteering to be trained as student mentors. Once trained, the mentor is then linked up to a small number of first year students (typically 3-5). The role of the Peer Mentor is to offer practical help and advice to new students, and to act as a referral point as appropriate to other services/contacts.

Out of Hours Support

For out of hours student welfare support, the Liverpool Guild of Students has set up Nightline, a confidential phone service run by students, for students. The service runs between 8pm and 8am during term time on 0151 795 8100. More information can be found at: http://www.liverpoolguild.org/main-menu/advice-support/nightline

Student Complaints

The University takes students’ complaints very seriously and has a Student Complaints Policy and Procedure. Further information can be found here: https://www.liverpool.ac.uk/student-administration/student-administration-centre/policies-procedures/complaints/

Student complaints can be resolved informally or formally. For further advice contact Mrs Andrea Davies, Academic Quality and Enhancement Officer, School of the Arts:

Email: davies10@liverpool.ac.uk
Telephone: 0151 795 2256

Removal of Late Submission Penalties

The information below sets out what you need to do if you submit your assessed coursework late and believe this was due to circumstances beyond your control.

Assessed coursework will not be accepted and the assessment treated as a non-submission if it is submitted:

1. Beyond three weeks of the submission date.
2. After the end of the assessment period, if this is sooner than No 1. above.
3. At any time after the release of feedback on the assessment task.

If you believe your non-submission is due to circumstances beyond your control, you must complete an Extenuating Circumstances form.

If you submit coursework within three weeks of the deadline, (and before the end of the assessment period and before feedback has been released), it will still be marked, but it will be given the University’s standard penalty of five percentage marks per day up to five working days. Work submitted beyond five working days will receive a mark of zero.

In the event that you are unable to submit your coursework by the submission date because of illness or other unforeseen circumstances you must: 
• **Immediately** inform the Student Support Centre which hosts the module preferably in writing or by email.

• Complete a ‘Removal of Late Submission Penalties’ form and provide a valid medical certificate or other appropriate independent documentary evidence and submit this to the Student Support Centre that hosts your module at the same time as you submit your coursework. If you are submitting more than one late assessment at the same time, you must itemise on the form each assessment that is late.

FAQs, which set out what you need to do in a number of different circumstances, can be found at: [https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/](https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/)

If you need any further advice or assistance please call into the Student Support Centre to speak to a member of the Student Experience Team or to make an appointment with the Learning and Teaching Support Officers (LTSOs), 19 Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or 0151 795 2568.

**Extenuating Circumstances**

Any extenuating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, need to be submitted formally by you with supporting evidence, eg, a medical certificate, to the Student Support Centre in the School of the Arts, following the procedures, and in accordance with the deadlines, laid down in the University’s Extenuating Circumstances Policy. This policy, along with Extenuating Circumstances Guidelines, can be found at: [https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf)

It is crucial that you let us know of anything that is affecting your studies as soon as you become aware of the problem. You must let us know before you reach coursework submission deadlines or examination dates if at all possible.

In the event that you are unable to attend or are absent from the whole or part of an examination, or have missed a coursework deadline because of illness or other unforeseen circumstances you must:

• **Immediately** inform the Student Support Centre which hosts the module, preferably in writing or by email.

• Complete an Extenuating Circumstances form and provide a valid medical certificate or other appropriate independent documentary evidence and submit this to the relevant Student Support Centre that hosts your programme within five working days of the examination or assessment deadline.

• You must itemise on the form each assessment that you have missed. We need this information so that the School Extenuating Circumstances Committee can decide how best to handle your case in the interests of fairness to you and to other students.

FAQs, which set out what you need to do in a number of different circumstances, can be found at: [https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/](https://www.liverpool.ac.uk/intranet/school-of-the-arts/support/formsandhandbooks/)
If you need any further advice or assistance please call into the Student Support Centre to speak to a member of the Student Experience Team or to make an appointment with the Learning and Teaching Support Officers (LTSOs), 19 Abercromby Square, Liverpool, L69 7ZG or email sotalts@liverpool.ac.uk or call 0151 794 6743 or 0151 795 2568.

**Attendance Monitoring**

Attendance at classes is crucial to the successful completion of coursework and examinations, and those are in turn central to your progress from one year to the next. The great majority of our students play a full part in their degree study and gain enormously from it. Unfortunately, we need to have procedures in place for the small minority who choose not to engage with their work here. Attendance at all classes and the punctual submission of coursework are key factors in determining whether your progress is satisfactory. Absences are monitored closely by the School. Academic staff will inform the Academic Lead for Student Progress if you are negligent in attendance or submission of work and you may receive a written warning. A student who ignores such a warning and continues to be negligent may be referred to a School Progress Panel which acts on behalf of the Board of Examiners and can recommend that your studies be terminated.

When, in your final year or after graduation, you apply for employment or further study, you will need a reference. Employers and educational bodies invariably request details of attendance and timekeeping. Consistent commitment to work and conscientious attendance throughout your degree studies will therefore have an impact on your future career.

**Staff Student Liaison Committees**

The School tries to be as open as possible in the way it runs, and students are encouraged to make their views heard. This is not to say every opinion will be acted upon because ultimately academic staff are responsible for using their judgement about how their subject should be taught and assessed. But student opinion will always be listened to and seriously considered.

To facilitate this, Staff Student Liaison Committees are run across the School usually once per semester. All students (undergraduate and postgraduate, including joint and combined honours students, both full- and part-time taking modules in the School) are invited to stand for election on the appropriate committee and are provided with training and support from the Liverpool Guild of Students.

Staff Student Liaison Committees are formal but friendly forums for students to raise issues of general concern about their studies; they cannot deal with matters of an individual or personal nature. They may also be used to consult with students on policy changes, curriculum development, assessment, feedback, etc.

If you are interested in becoming a student representative please contact the School Student Support Centre.

Elections (where required) are normally held at the start of the academic session and students may serve as representatives for one year or throughout their studies if they wish.
Representation on Committees

There are committees at Faculty and School Level and both include student representation on their membership. Committee representatives are usually recruited through the Staff Student Liaison Committees and you will hear more about these opportunities at the first Staff Student Liaison Committee. You can also find out more by contact the Faculty Student Voice Coordinator, Michael Breckenridge (mikelgos@liv.ac.uk), who is based in the Liverpool Guild of Students but works very closely with staff in the Faculty.

Employability Within Your Programme of Study

To help students achieve their goals, we offer a range of opportunities to help students develop their employability, both as part of their academic studies and through extra-curricular activities. Throughout your programme of study, through different modules, learning activities, group exercises and assessments, you will gain skills and experiences which will be useful within the workplace.

University Careers and Employability Service

The Careers and Employability Service plays a valuable role in helping students to develop their employability both during their time at the university and for up to five years following graduation. The Service offers careers guidance and information as well as a range of help with CVs, applications, interviews and all aspects of the selection process. The Service also maintains a database of relevant work placement and internship opportunities and offers an excellent service in supporting students applying for them. Vacancies are also advertised for part time work and graduate opportunities.

Careers and Employability presentations are timetabled every year as part of your academic study, but you are encouraged to take the initiative to make contact with the service independently in order to get the most out of the Service throughout your time at university. Our Liaison Officer at the Careers and Employability Service is Justin Richardson (jrichard@liverpool.ac.uk). You are welcome to make an appointment to visit him or call in to find out more about opportunities for Philosophy students. For more information and to search for opportunities visit www.liv.ac.uk/careers/index.htm.

Liverpool Interns

The Liverpool Interns Service helps first and second year undergraduates obtain Easter and summer internship experience and insights. An internship or insight opportunity can provide you with that much needed practical experience, where you can build on your skills and confidence, and explore an organisation’s business and culture to decide whether it is right for you. The experience you gain will give you a competitive edge in all of your future applications - either for a year in industry placement or for that all important graduate job. Opportunities generally range from positions in private sector organisations, to not-for-profit and NGOs and cover a range of disciplines and job areas. For more information visit: https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/liverpool-interns/
**Year in Industry**

A one year placement (also called an industrial placement, sandwich year, or year in industry placement) is a structured employment programme offered by companies. You spend one academic year, following your second year of undergraduate study, working for a company as a full time, paid employee before returning to your studies. They are available across a broad range of job areas and industries including a small number in communications and media.

Students on all University undergraduate programmes have the opportunity to suspend their studies at the end of year 2 to complete a one year placement or transfer onto a course with a year in industry, subject to the agreement of their department. Please note placements are not guaranteed – this is an external process in which companies recruit students on a competitive basis. For further information contact the Careers and Employability Service: [https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/one-year-placements/](https://www.liverpool.ac.uk/careers/placements-internships-and-work-experience/one-year-placements/)

**Study Abroad**

As part of your degree programme you may have the opportunity to study abroad. Studying abroad has huge personal and academic benefits, as well as giving you a head start in the graduate job market. We share good links with a wide range of worldwide exchange partners, resulting in many opportunities for students. For more information, visit [www.liverpool.ac.uk/goabroad](http://www.liverpool.ac.uk/goabroad)

**Year in China**

The Year in China is the University of Liverpool’s exciting new flagship programme enabling undergraduate students from a huge range of departments the opportunity to spend one year at our sister university Xi’an Jiaotong-Liverpool University (XJTLU), following XJTLU’s BA China Studies degree classes. See [http://www.liverpool.ac.uk/study/undergraduate/goabroad/year-in-china/](http://www.liverpool.ac.uk/study/undergraduate/goabroad/year-in-china/) for more information.