

LANCASTER UNIVERSITY
DEPARTMENT OF POLITICS, PHILOSOPHY & RELIGION

Advice on assessment for Study Abroad Students and other Visiting Students

This note outlines Departmental policy on the assessment of Study Abroad Students and other Visiting Students taking courses in PPR at undergraduate level. Please bear in mind that our assessment rules will differ from those of other Departments in which you may be taking courses.

Here is a summary of our assessment arrangements, with explanatory notes below:

Your time in Lancaster

Assessment requirement

Full year students

Same as Lancaster students

Michaelmas-only students

1st year course

First assignment due in Michaelmas term plus 'take home' exam*

2nd year Part II course
(taking Michaelmas term only)

1 essay and a 'take home' exam*

3rd year Part II course
(Michaelmas term only)

1 essay and a 'take home' exam*

* see explanatory note for Michaelmas-only students below

Lent and Summer students

2nd year Part II course

1 essay and a 2 hour exam (relating to material covered in Lent/Summer only)

3rd year Part II course

Same as Lancaster students

Explanatory note for full year students

The assessment requirements for Study Abroad and Visiting Students who are here for the full academic year are the same as for Lancaster students. In general this means that for each course you are required to write a certain number of essays, and then take a 3-hour examination in the Summer term. Details of the number (and length) of essays required will be found in course outlines, and are summarised in the Department's *Undergraduate Handbook*.

Explanatory note for Michaelmas-only students

Michaelmas term-only students taking a Part I course (POLI100, PHIL100, EPR100, RST100) will do the first assessment exercise on that course, by the same deadline as required of Lancaster students. There will also be a take-home exam – see below.

Michaelmas term-only students taking second and third-year (Part II) courses will normally do one essay and a take-home exam at the end of the term. Essays are due at **noon on the final Friday of Week 10**, ie, the last day of Michaelmas term.

For both Part I and Part II courses, the take-home exam paper(s) should be picked up at **noon on the Friday of Week 8** from the Part II Secretary, and be handed in to her by **noon on Monday of Week 10**. These dates remain the same regardless of how many such exams you have to take.

With regard to the take home exam, please note that it does not ask the same of you as a coursework essay. Instead, it is the equivalent of a two hour exam, where you answer two questions (from a choice of six). You should try to approach the exam as you would do in a normal supervised exam room. However, we do ask you to type your answers. A rough word guide is 1,000-1,500 per question – there will not be extra credit for longer answers. There is no need to add references, quotations, etc, as with a coursework essay. Your tutors will mark the exam work with these expectations in mind, not as if you were writing a full coursework essay.

Explanatory note for Lent and Summer students

Students here for the Lent and Summer terms will normally do the coursework essay(s) on the same basis as Lancaster-based students on that course. You then sit the exam for the course in the Summer term, but answer a shorter exam paper (2 questions in 2 hours rather than the standard 3 questions in 3 hours).

Additional notes

In line with normal departmental assessment procedure, 40% of the final mark for a course will be based on coursework mark and 60% on the exam mark (whether or not this is a take-home exam).

These are our general rules, but there may be some variation from course to course, so you should always check things with your course tutor. **All assessed work should be completed by the time you leave Lancaster.** You should also note that the Department's rules about the late submission of essays also apply to Study Abroad and Visiting Students – the rules are set out in the Department's *Undergraduate Handbook*, copies of which can be obtained from the undergraduate secretaries.

Should you encounter any difficulties with any aspect of your work in the Department, please do not hesitate to contact me. (For specific problems with your coursework, you should first see the course tutor in question.) We are all keen that your stay in Lancaster should be as happy and free from worry as possible.

I wish you a very successful and interesting time at Lancaster.

Sossie Kasbarian, s.kasbarian@lancaster.ac.uk

Study Abroad Advisor for Politics, Philosophy and Religion