

Human, Social, and Political Science Tripos

Handbook for **Part IIB** Students in  
Sociology and Joint Streams (Soc/San and Soc/Pol)  
(2020-21)



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## 1. INTRODUCTION

This handbook complements the Part IIA Student Handbook, and is intended for part II B HSPS students taking the **Sociology** stream, the Joint **Sociology/Social Anthropology** stream, or the **Joint Sociology/Politics** stream.

### Helpful People:

<b>Sociology Undergraduate Secretary:</b>	Odette Rogers	email: <a href="mailto:ohmr3@cam.ac.uk">ohmr3@cam.ac.uk</a> ; tel: 01223 334528; Sociology Department, 16 Mill Lane
<b>Sociology Director of Undergraduate Education:</b>	Dr Ella McPherson	email: <a href="mailto:duge@sociology.cam.ac.uk">duge@sociology.cam.ac.uk</a>
<b>Sociology Head of Department:</b>	Dr Manali Desai	Email: <a href="mailto:dm644@cam.ac.uk">dm644@cam.ac.uk</a>
<b>Sociology Department Sexual Harassment and Complaints Representatives:</b>	Dr Ella McPherson	email: <a href="mailto:em310@cam.ac.uk">em310@cam.ac.uk</a>
	Department Administrator	Email: <a href="mailto:administrator@sociology.cam.ac.uk">administrator@sociology.cam.ac.uk</a>

Also: [university website Breaking the silence - preventing harassment and sexual misconduct](https://www.breakingthesilence.cam.ac.uk/)  
<https://www.breakingthesilence.cam.ac.uk/>

### Student Complaints Procedure

Where a student is dissatisfied with any provision, action or inaction by the University students are able to raise a complaint. Students are expected to initially raise a complaint with a suitable member of staff within the Sociology Department, in the first instance they are **the department administrator** and **Dr Ella McPherson**. However, where the matter is serious or where students remain dissatisfied, a complaint can be raised with the central University. Complaints need to be raised in a timely way and within 28 days to ensure an effective remedy can be put in place. Find further information here: [www.studentcomplaints.admin.cam.ac.uk/student-complaints](http://www.studentcomplaints.admin.cam.ac.uk/student-complaints).

### Other Undergraduate HSPS Administrators:

<b>Soc Anth</b>	Claudia Luna	<a href="mailto:cl353@cam.ac.uk">cl353@cam.ac.uk</a>
<b>POLIS</b>	Rosalie Vanderpant	<a href="mailto:rv352@cam.ac.uk">rv352@cam.ac.uk</a>
<b>Faculty Teaching Administrator</b>	Hayley Bell	<a href="mailto:hab41@cam.ac.uk">hab41@cam.ac.uk</a>

## Resources:

### Paper Guides:

The paper guides can be found online on each departmental website for current students:

Sociology:

<https://www.sociology.cam.ac.uk/current-students/current-undergraduates/part-iib>

Polis:

<http://www.polis.cam.ac.uk/Undergrad/Current/Part2b>

Social Anthropology:

<http://www.socanth.cam.ac.uk/current-students/ug-part-two-b>

### Lecture List and Online University Time-Table:

The Sociology Lecture-List is displayed on the information board in the Sociology Department.

**PLEASE NOTE: Lectures in 2020-21 will take place online; the recordings will be uploaded on the relevant paper Moodle site.**

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The online University Time-Table can be found on:

<https://www.timetable.cam.ac.uk/>

And on each departmental website for current students:

Sociology:

<https://www.sociology.cam.ac.uk/current-students/current-undergraduates/documents/timetable>

Polis:

<http://www.polis.cam.ac.uk/Undergrad/Current>

Social Anthropology:

<https://www.socanth.cam.ac.uk/current-students/timetables>

**IMPORTANT: Students are informed of updates and cancellations via email. Ensure you are on the relevant mailing-list.**

### **Moodle Sites:**

You will find lecture **hand-outs**, and **past-exam** papers on the Moodle sites:

**Sociology** moodle site:

<https://www.vle.cam.ac.uk/course/view.php?id=118841>

**Polis** moodle site:

For access to the POLIS moodle site, register with [ugadmin@polis.cam.ac.uk](mailto:ugadmin@polis.cam.ac.uk)

**Social Anthropology** moodle site:

<https://www.vle.cam.ac.uk/course/index.php?categoryid=6421>

Selected book chapters and articles and other **material covered by copyright** will be found on the **Library Moodle** sites:

SPS Library Moodle site under the name: “Sociology and Land Economy Readings (Library Site)”: <https://www.vle.cam.ac.uk/course/view.php?id=86751>

[Hhttp://haddon.archanth.cam.ac.uk/](http://haddon.archanth.cam.ac.uk/)

Haddon Library Moodle site:

**IMPORTANT: Ensure you are given access to the relevant sites.**

### **Libraries**

As well as your college library, the three main libraries for HSPS Students are:

- The **SPS Library** (Sociology and Land Economy) in Free School Lane:

<http://www.spslibrary.hsps.cam.ac.uk/>

Sociology is served by the popular SPS Library, information about the Library can be found at <http://www.spslibrary.hsps.cam.ac.uk>

The SPS Library team are ready to help you, please do not hesitate to ask for advice: [sps-library@hsps.cam.ac.uk](mailto:sps-library@hsps.cam.ac.uk)

You can also find SPS Library on: · Twitter: <https://twitter.com/SPSLibraryInfo> · Facebook: <https://www.facebook.com/PPSISLibrary/> · Instagram: <https://www.instagram.com/spslibrary/>

For important updates, please check your @cam email regularly for messages from the Library and your administrators.

### Finding your readings:

· Search for books, eBooks and other resources on iDiscover <https://idiscover.lib.cam.ac.uk/> · Library Moodle: Known as “Sociology and Land Economy Readings (Library Site)” here you can find scanned chapters, links to your Reading Lists Online and so much more. Email the Library if you have any access difficulties. <https://www.vle.cam.ac.uk/course/view.php?id=86751>

· E-journals are also searchable in iDiscover, via a separate option.

· Databases are accessed via the eResources portal managed by the University Library, <https://www.libraries.cam.ac.uk/eresources> · See the Sociology LibGuide: <https://libguides.cam.ac.uk/sociology>

### Other sources of information:

For general guidance for all matters “Cambridge” see CamGuides at <https://camguides.lib.cam.ac.uk>.

### Borrowing:

For information about borrowing please see the Libguide: <https://libguides.cam.ac.uk/borrowing>

### Other Libraries:

Your College library will be an important resource for you.

Incoming students are automatically registered in the University Library <https://www.lib.cam.ac.uk/>, a world-renowned collection of resources at your disposal. It is strongly recommended that you register in other University libraries and make use of their stock for your study needs. Search “All Libraries” in iDiscover to see which libraries hold your readings. Your Raven password will be indispensable for accessing resources.

- The **Haddon Library** for Archaeology and Anthropology, on the Downing Site:

<https://www.vle.cam.ac.uk/course/view.php?id=84651>

- The **Seeley Library** (History and Politics) on the Sidgwick Site

<http://www.hist.cam.ac.uk/seeley-library>

- The **Radzinowicz Library**, Institute of Criminology, Sidgwick Site

<https://www.crim.cam.ac.uk/library>

- and for specialized territorial studies:

Centre of African Studies Library <https://www.library.african.cam.ac.uk/>

Centre of South Asian Studies Library <http://www.s-asian.cam.ac.uk/library/>

Collection of Latin American Studies is in the Seeley Library.

### Other Faculty Libraries might be useful too:

- The Marshall Library, Faculty of Economics, Sidgwick Site
- Experimental Psychology Library, Downing Site
- History and Philosophy of Science Library, Free School Lane

## 2. SOCIOLOGY and JOINT PART II B STREAMS

### Part IIB Sociology

- You choose three papers from a range of subjects. If you wish, you can offer a dissertation in place of one of these:

[SOC 6](#): Advanced Social Theory

[SOC 7](#): Media, Culture and Society

[SOC 8](#): War and Revolution

[SOC 9](#): Global Capitalism

[SOC 10](#): Gender

[SOC 11](#): Racism, Race and Ethnicity

[SOC 12](#): Empire, Colonialism, Imperialism

[SOC 13](#): Health, Medicine and Society

[SOC 15/CRIM4](#): Criminology, Sentencing and the Penal System - borrowed from the Law Faculty

- Your final paper can be in another sociology subject, one taken from another track: (POL13, POL17, SAN8-13) or from the Archaeology Tripos (B2 -4), or a subject offered in Psychology (PBS6-9)

### Sociology Joint subject tracks

#### Politics and Sociology

Part IIB consists of four papers:

- Two papers chosen from POL 6, POL10-21
- Two papers chosen from SOC5-15

You can offer a dissertation as your fourth paper (*provided that you don't take POL19 or POL20*).

A description of **Politics and International Studies papers** can be found on the POLIS website: <http://www.polis.cam.ac.uk/Undergrad/Current>

Politics papers on offer:

POL6

Statistics and Methods

POL10	Political Thought from 1700-1890
POL11	Political Philosophy and History of Political Thought since 1890
POL12	Politics and Religion
<b>POL13</b>	<b>British and European Politics</b> ( <i>available to Single Sociology track</i> )
POL14	International Security
POL15	The politics of Africa
POL16	Conflict and Peacebuilding
<b>POL17</b>	<b>Politics of the International Economy</b> ( <i>available to Single Sociology track</i> )
POL18	Politics of Gender
POL19	Themes and Issues in Politics and International Relations
POL20	The politics of the future, 1880-2080
POL 21	China in the international order

## **Sociology and Social Anthropology**

Part IIB consists of four papers:

- Two papers chosen from SOC 5-15
- One Paper chosen from SAN5 (Ethical Life and the Anthropology of the Subject) and SAN6 (Power, Economy and Social Transformation) and one paper from SAN4-SAN13

You can offer a dissertation as your fourth paper

A description of **Social Anthropology papers** can be found on the Social Anthropology website: <http://www.socanth.cam.ac.uk/current-students/ug-part-two-b>

Social Anthropology papers on offer:

SAN5. Advanced Social Anthropology I: Ethical life and the anthropology of the subject  
SAN6. Advanced Social Anthropology II: Power, economy and social transformation

Paper SAN4

The Anthropology of an Ethnographic Area:

*(available to Joint Soc/San track)*

- (a) Africa
- (e) Pacific
- (f) Inner Asia
- (g) Europe

Paper SAN8 Development, Poverty and Social Justice

Paper SAN9 Science and Environment

Paper SAN13 Gender, Kinship and Care

### **Sociology and Criminology**

Part IIB consists of four papers:

- Two papers chosen from SOC 5-15
- CRIM 4 (Criminology, Sentencing and the Penal System) and CRIM 5 (Social Networks and Crime: social order, violence and organized forms of criminality)

You can offer a dissertation as your fourth paper

### 3. SOCIOLOGY DISSERTATION

A quarter of your final mark can be assessed from a 6,000 - 10,000 word dissertation.

Students wishing to do a dissertation approach a prospective supervisor and, once they have finalized a title, submit a **dissertation title form** (approved by their DOS) no later than **16 October 2020**. The form can be downloaded from the sociology undergraduate part IIB website.

If their research involves interviewing participants, they will also have to apply for **Ethical Approval** before they undertake any field-work; the ethics form is also downloadable from the sociology undergraduate part IIB website.

**Dr Rikke Amundsen** ([rba26@cam.ac.uk](mailto:rba26@cam.ac.uk)) is in charge of Sociology dissertations, and will advise on supervisor's choice, research methods and other issues.

#### Supervision of dissertations

- Students can expect to receive six supervisions
- Supervisors will read draft chapters once and a draft of the whole dissertation once, and provide written comments
- Supervisors will not read revised drafts
- Supervisors will advise on readings where they can, but students cannot expect supervisors to provide a comprehensive reading, which should reflect some independent initiative.
- Supervisions are expected to be given during term time

#### Layout

- **Font:** Use 12-point font and double-spacing for the text and 11-point font and single spacing for footnotes, lengthy inset quotations, notes, and bibliographies.
- **Margins:** Allow an ample margin on both sides of the page.
- **Pagination:** Print on one side only, and number the pages serially from 1.
- **Abbreviations:** At the first mention give the full name and its acronym or abbreviation in brackets. For dissertations, it is often useful to include a list of the acronyms and abbreviations you use.
- **Word-count:** This includes all preliminary matter (e.g., title, acknowledgements), footnotes and endnotes, but not the bibliography.. Students are expected to keep to the word-count as much as possible and penalties will be applied to over-limit work All work should be proofread; examiners will penalise work with many grammatical or typographical errors.

## References and bibliographies

Some word processing programmes (e.g., Endnote for later versions of Microsoft Word) format references automatically from a bibliographical database in a variety of accepted conventions – these can be extremely useful, particularly if you update your database each time you read new material. Be consistent throughout in the convention you adopt (e.g., 'author-date' citations in the text, with a bibliography at the end of the work).

Make sure that your referencing is complete: for journal articles etc. the author, the title of the article, the name of the journal, the volume number, the year and the pages (and where page numbering starts with each issue, the issue number also); for books and book sections the editor(s) as well as the author(s), the title of the book, the place of publication, the publisher, and the year. Examiners often follow up a selection of references and will be irritated if they cannot find what they are looking for. If you use sources other than books or journal articles, make sure to say what these are. For sources obtained from the web etc., give the access address. Print the titles of books and journals in underlined normal type or italics; the titles of articles etc. in normal type inside quotation marks.

**Submission Deadline:** Friday 7 May 2021, by 12.00 noon

**Two hard-copies** should be submitted to the Sociology office, 16 Mill Lane.

**One electronic** version should be emailed to enquiries@sociology.cam.ac.uk

The dissertation should not bear any name. A cover-sheet will be provided by the Sociology Office.

## **IMPORTANT: Penalties: Submission deadline/Word count/Plagiarism**

### **Late submission**

All work must be submitted by 12.00 noon on the advertised deadline. **Both the hard copies and electronic copy must be received by 12.00 noon in order for the work to be considered as “submitted”**. Unless the student has been granted an extension, any work submitted after 12.00 noon will incur a **penalty** as follows:

- **1 point per hour or part thereof – up to 3 points (1 point per the first hour, another point for the second hour, and a third point for any further delay up to 12 noon the next day)**
- **Next 10 days or part of thereof – 3 points per day**
- **Any work submitted after 10 days is marked 0**
- **Electronic submission is mandatory**
- **Both the electronic and the hard copy need to be submitted by the deadline and have to be identical. If submission falls on weekend or holidays, the submission of electronic copy is taken as relevant for application of the penalties. Hard copy then needs to be submitted at the first possible opportunity.**
- **Hanging times are standardised as 12pm on the due date, with daily penalties applied every 24 hours from the due time.**

Students who have good reason to request an extension (e.g., serious health problem, major family difficulty) should contact their College as soon as possible, as all requests must be sent from the Director of Studies or the College's Senior Tutor to the Sociology Senior Examiner for **Part II (Dr Monica Moreno Figueroa, [mm2051@cam.ac.uk](mailto:mm2051@cam.ac.uk))** copied to the undergraduate secretary: Odette Rogers, [ohmr3@cam.ac.uk](mailto:ohmr3@cam.ac.uk), at least 48 hours in advance of the deadline date. All requests must be accompanied by appropriate evidence.

Students should ensure that they allow appropriate time to print and present their work before the deadline. Problems with computers or printing facilities will not be accepted as reasons for late submission, and all work must be bound (stapled or in a hole-punched binder) and have a completed cover sheet (cover sheet supplied at submission).

### **Word limit**

Students and supervisors should note that the word limit is **10,000 words** for Dissertations. **There is no leeway. Students exceeding the word limit will be penalised.** The word limit must be written on the coversheet for your dissertation or essay at submission and the Faculty will carry out checks. At the final Examiners' meeting in June, the Examiners will discuss all overlength work and agree a penalty scale.

What is counted in the word limit will vary by subject (see below), so you should ensure that you have read the paper guide and are clear on what will be included. ***Word limit rules apply to the subject of the paper you are submitting, not the subject track you are on.*** As a general rule, any content that the Examiners must read in order to assess your work should be included in the main body and not in an appendix; overuse of appendices may be penalised if it impairs the understanding of your work.

***For all Soc assessed work***, the word limit will include all text except the bibliography and appendices; tables will be counted according to content. This means that the main text, captions, table of contents, footnotes, endnotes and all prefatory material at the start of the essay will be counted. Numerical tables, graphs or figures (for example, reports of statistical data) will be counted at a fixed rate of 150 words per table. Non-numerical tables, graphs or figures (for example, comparison tables showing attributes of various groups) will be counted per-word, and all content of the table will be counted.

### **Plagiarism or unfair practice**

Concerns about plagiarism are taken very seriously and students should ensure that they are familiar with the Faculty's guidance (available in your handbook and current student webpages). Cases of suspected unfair practice including plagiarism, potential data fabrication or breaches of ethical research practice will be investigated by the Senior Examiner of Part II on a case-by-case basis. Students should read the University's Statement on Plagiarism at:

<http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html>

## 4. GUIDANCE ON PLAGIARISM

*What follows is important guidance on plagiarism for all students in the Faculty of Human, Social, and Political Science.*

Plagiarism is presenting as your own work words and thoughts that are not your own. It is a form of cheating and treated as such by the University's ordinances. At the beginning of each academic year you are asked to sign a form saying that you have read this guidance document and understand what plagiarism is. If you are in any doubt about what constitutes plagiarism, ask your graduate supervisor or Director of Studies to talk you through the issue. You should also ensure that you are familiar with the University's formal Statement on Plagiarism, [www.admin.cam.ac.uk/univ/plagiarism](http://www.admin.cam.ac.uk/univ/plagiarism).

### What Constitutes Plagiarism?

#### *Plagiarism from published literature*

Plagiarism is copying out, or paraphrasing someone else's work (whether published or not), without acknowledgement in quotation marks (where directly copied) or a reference or citation. Avoiding plagiarism means getting into the habit of careful referencing. Citation styles and preferences can vary by subject within the Faculty; make sure you check with your supervisor or course organiser about what style best suits the type of work you are producing. Whatever the style, though, appropriate referencing is essential.

Take the following passage, from Fritz Stern's book, *The failure of illiberalism* (1974):

“Some of them, unwittingly, hastened the coming of the disaster, for they became exuberant imperialists, justifying Germany's headlong rush into world politics by a kind of cultural Darwinism. Once more, brute force was gilded by idealistic invocations, by reference to Hegel and Fichte and the German Idealist tradition. Similar rationalizations had been propagated in Western countries; the difference, as Ludwig Dehio points out, was that the ideals of the Western powers, of Spain during the Counter-Reformation, of revolutionary France or liberal England, possessed a universal appeal, whereas the “German mission” was parochial and unpersuasive. The Germans were searching for the identity of their mission, in a sense for their own identity; the Kaiser's theatrics were a pathetic insistence of this search.” (Fritz Stern, *The failure of illiberalism: essays on the political culture of modern Germany*, pp. 16-17.)

Any part you directly quote should be attributed to Stern in the main body of your text, identified by quotation marks.

It is plagiarism to write without a reference to Stern:

A few Germans inadvertently speeded up the impending disaster, for they became enthusiastic imperialists, justifying Germany's dizzy charge into world power politics by a form of cultural Darwinism. Again, violence was covered by idealistic rhetoric, through the words of Hegel and Fichte, and the German Idealist tradition.

This is because the source of the information is not made clear.

To write what follows is also plagiarism:

Some Germans unwittingly hastened the coming of the disaster, for they became exuberant imperialists, justifying Germany's headlong rush into world politics by a kind of cultural Darwinism. Once more, brute force was gilded by idealistic invocations (Stern, 1974: 16-17).

Even though there is a reference to Stern here, this is plagiarism because substantially the same sequences of words are used as in Stern's text: those words should be in quotation marks.

In both of the passages above, it is not possible to distinguish between your words or thoughts and those of Stern, and therefore this counts as plagiarism.

Your objective should be to show your reader where and how you have supported or defended your work with that of others, or where you have carried someone else's work to a new level. This is done by including references and quotation marks as appropriate:

Stern (1974) felt that some Germans "... unwittingly hastened the coming of the disaster, for they became exuberant imperialists, justifying Germany's headlong rush into world politics by a kind of cultural Darwinism". This legitimisation can be clearly seen in speeches given by German orators throughout 1930-39.

It is also plagiarism to pass off an author's discussion of another author as your own. For example, you must acknowledge Stern in taking his comment on Ludwig Dehio. Here, if you want to use Stern's words you should write something like:

Stern (1974: 16-17) emphasises Ludwig Dehio's argument that "the ideals of the Western powers, of Spain during the Counter-Reformation, of revolutionary France or liberal England, possessed a universal appeal, whereas the 'German mission' was parochial and unpersuasive".

It is plagiarism to write the following without acknowledging Stern:

Ludwig Dehio argued that the difference Germany and Western countries was that the ideals of the Western powers, of Spain during the Counter-Reformation, of revolutionary France or liberal England, possessed a universal appeal, whereas the "German mission" was parochial and unpersuasive.

### ***Plagiarism from the Internet***

Buying essays from Internet sites and passing them off as your own is plagiarism. There are no grey lines with this kind of plagiarism. It always constitutes a deliberate attempt to deceive and shows a wilful disregard for the point of a university education.

Downloading material from the Internet and incorporating it into essays without acknowledgement also constitutes plagiarism. Internet material should be treated like published sources and referenced accordingly.

### ***Plagiarism from other students' essays***

Submitting an essay written by another student is plagiarism and will always be treated as a deliberate attempt to deceive. This is the case whether the other student is at this University or another, whether the student is still studying or not, and whether he or she has given consent to you doing so or not. Taking passages from another student's essay is also plagiarism.

In most courses, it is also plagiarism to submit for examination any work or part of any work which you have already had examined elsewhere, even if this was in another University or for another degree.

### ***Collusion***

Submitting parts of an essay, dissertation, or project work completed jointly with another student, without acknowledgement or if joint work has not been permitted, is collusion and is considered a form of plagiarism. When submitting assessed work, each student will be asked to declare whether or not s/he has received substantial help from another student or supervisor. This will include, but is not limited to, rewriting or rephrasing large sections of the work. Each piece of work is expected to be the original, independent work of the student, and so if this is not the case it must be declared at the beginning of the assessment process.

Proofreading, reading drafts, and suggesting general improvements are not collusion and students are encouraged to obtain a third party's view on their essay(s). However, as an example, if a supervisor or another student carried out detailed redrafting of the entire conclusion section of an essay, this would be considered collusion.

Some projects may benefit from joint working. In this case, however, the final project carried out by each student should be original and should not overlap significantly with one another. Students considering working together should always discuss the matter with their Supervisors and/or Directors of Studies **before** beginning the project. This type of joint work must always be declared by both students when the work is submitted.

### ***Authenticity of data***

Some dissertations or project work may focus on analysing and drawing conclusions from a set of data. The integrity of data collection is paramount and students of any level are expected to uphold good research practice. Falsifying, or attempting to falsify, data will be treated as fraud (a form of plagiarism) and will be investigated (see *The consequences of plagiarism* below).

Supervisors of dissertations or projects are encouraged to carry out spot-checks on data gathered online and via traditional methods, and to seek assistance from computing staff in interpreting the results of these spot checks. Supervisors who have concerns regarding anomalous results should in the first instance discuss these with the student. If they are unsatisfied, they should contact the Chair or Senior Examiner to discuss. In this instance, supervisors have the right to stop the collection of data or to suspend the student's access to a shared dataset, until the concerns can be reviewed more fully with both student and

supervisor. This will be done in as timely a manner as possible so as not to impede the progress of the project or dissertation.

## **The Consequences of Plagiarism**

### *Assessed work*

A supervisor or examiner with concerns about potential plagiarism in work for formal assessment, whether or not the work has yet been submitted, will contact the Chair or Senior Examiner, who will liaise with the University Proctors. This will lead to an investigative meeting with the student. If the Proctor believes that there is a case to answer, s/he will then inform the University Advocate who can take the student before the University's Court of Discipline. The Court of Discipline has the power to deprive any student found guilty of plagiarism of membership of the University, and to strip them of any degrees awarded by it. A case may be made irrespective of the student's intent to deceive.

### *Supervision essays*

Any supervisor who finds evidence of plagiarism in a supervision essay will contact the student's Director of Studies. The College then has the discretion to take disciplinary action. Supervisors can refuse to supervise any student whom they have found plagiarising in an essay.

## **Use of originality checking software**

The University subscribes to a service named 'Turnitin' that provides an electronic means of checking student work against a very large database of material from the internet, published sources and other student essays. This service also helps to protect the work submitted by students from future plagiarism and thereby maintain the integrity of any qualifications you are awarded by the University.

Work will be submitted to Turnitin, where it will be stored electronically in a database. Turnitin will produce an originality report showing whether any strings of words not in quotation marks are contained in other items in its database. The originality report will then be used to inform judgements about whether or not plagiarism has occurred. The copyright of the material remains entirely with the author, and no personal data will be uploaded with the work.

## **5. MARKING AND CLASSING CRITERIA**

### **Faculty of HSPS – Marking Criteria**

#### **Sociology papers**

The following marking criteria apply to all HSPS papers with the SOC preface. All students taking a SOC paper will be marked against the same criteria, regardless of the student's "home" track or Tripos.

#### **Examinations:**

Markers will award one mark per *question*. All work is double-marked, and markers should not diverge by more than 9 points. In cases of discrepancy between two markers, it is the External Examiner who decides on the final mark.

Mark	Quality of Answer
80+	An answer showing outstanding understanding that displays a very high degree of accuracy, insight, and style, and originality in responding to the question, and is well-structured. To fall into this range, an answer has to display all of these qualities.
70-79	An answer showing very clear understanding and a high degree of accuracy, which provides a cogent and well-structured argument focused on the question with a significant level of insight and a degree of originality.
60-69	An answer showing clear understanding and a good level of accuracy that provides a coherent, sustained, and well-structured argument focused on the question. To fall into this range, an answer has to display all of these qualities, and should not decisively show any of the negative qualities listed under the criteria for a 50-59. Answers where there is some evidence of the negative qualities listed under the criteria for a 50-59 will receive a mark between 60 and 64.
50-59	An answer that concentrates on the subject matter of the question, that displays relevant knowledge and is generally accurate, but which either shows significant limitations in understanding, or presents a discussion that is not focused on the question, or is partially unstructured, or where the discussion is not sustained through the course of the essay. To fall into this range, an answer has to display these positive qualities, and should not show any of the negative qualities listed under the criteria for a 40-49.
40-49	An answer generally relevant to the subject matter of the question, but one that contains a large number of inaccuracies, or shows significantly inadequate knowledge, or presents an unstructured and disjointed discussion. To fall into this range, an answer should not show any of the negative qualities listed under the criteria for a 21-39.
21-39	An answer that either displays a lack of crucial knowledge, or has no structure, or is radically incomplete, or is almost entirely irrelevant to the question, or contains an extremely high number of inaccuracies.
1-20	A single paragraph of conventional paragraph length, or an answer that is entirely irrelevant, should receive a mark not higher than 20.
0	No answer provided for a question.

### **Dissertations :**

Mark	Quality of Answer
80+	Identifies a clear question and states its importance cogently; shows a very clear understanding of a wide range of material relevant to that question; develops an

	original argument based on research or theoretical innovation or synthesis that is very well supported by evidence and/or texts, displaying a very high degree of insight; impeccable accuracy; faultlessly written and presented, and meticulously referenced. To fall into this range, a dissertation has to display all of these qualities.
70-79	Identifies a clear question; shows a very good understanding of a wide range of material relevant to that question; develops an intelligent and persuasive argument based on research or theoretical innovation or synthesis that is well supported by evidence and/or texts, displaying clear indications of insight and/or originality; a high level of accuracy; well written and presented and meticulous referenced. To fall into this range, a dissertation has to display all of these qualities.
60-69	Identifies a clear question; shows a good understanding of a wide range of material relevant to that question; develops a clear argument that is generally based on research, or theoretical analysis or synthesis and supported by evidence and/or texts; a good level of accuracy; well written and presented; well referenced. To fall into this range, a dissertation has to display all of these qualities and should not show decisively any of the weaknesses listed under the criteria for a lower second. Dissertations where there is some evidence of the negative qualities listed under the criteria for 50-59 will receive a mark between 60 and 64.
50-59	Identifies a question and generally pursues it through the dissertation but is weak in at least one of the following respects: clarity of the question posed; degree of understanding of relevant material; coherence of the overall argument or the absence of one; accuracy; the support of the evidence and/or texts for the conclusions drawn; writing, presentation and bibliographical material. To fall into this range, a dissertation has to display both positive qualities. Dissertations that are in whole or in part not well written or presented will receive a mark in this range regardless of their positive qualities.
40-49	A clear subject and some attempt to develop a piece of work over the length of the dissertation but either lacking a question or extremely weak in at least one of the following other respects: degree of understanding of relevant material; coherence of the overall argument or the absence of one; accuracy; the support of the evidence and/or texts for the conclusions drawn; writing, presentation and bibliographical material for a significant part of the essay. To fall into this range, a dissertation has to display both positive qualities.
21-39	A stated subject for study and a discernible attempt to offer a discussion of that subject over the length of the dissertation but either a dissertation that is poorly written, or poorly structured for the length of the dissertation, or makes a large number of mistakes of fact, or demonstrates acute failures of understanding.

1-20	A dissertation that either shows a complete failure of understanding of the subject, or that is radically incomplete.
0	No dissertation submitted or a dissertation submitted more than a week after the deadline.

### Faculty of HSPS – Classing Criteria:

In Part II, students take four papers and receive four marks. The mark for each paper will be rounded to a whole number and combined to achieve the overall mean mark; the mean mark will be rounded to one decimal place for the purposes of classing.

I*	A mean mark of at least 75.0 <b>AND</b> no mark lower than a 60 <b>AND</b> no more than one mark of 60-69  OR All papers of 70 or above and at least two papers of 75 or above
I	A mean mark of at least 69.0 <b>AND</b> at least two marks of 70 and above <b>AND</b> no mark lower than 60 unless it is compensated by a mark of 75 or above
2.i	A mean mark of at least 60.0 <b>AND</b> at least two marks of 60 and above <b>AND</b> no mark lower than a 40
2.ii	A mean mark of at least 50.0 <b>AND</b> at least two marks of 50 and above <b>AND</b> no mark lower than a 40
III	A mean mark of at least 40.0 <b>AND</b> at least three marks of 40 or above
Fail	A mean mark of less than 40.0  OR Two marks of 39 or below

Externals must ratify all marks of 40 and below.

Externals must be asked to look at any script where the Internal markers have an unresolved disagreement.

Externals must confirm the mark for any paper that has a mark significantly lower than that for the candidate's next lowest paper, and which by itself reduces the class of a candidate.

Externals should see a sample of papers from each class, including work on either side of each borderline.

## **6. SUPERVISION IN SOCIOLOGY AND WORKLOAD:**

The following guidelines have been set up by the Sociology Undergraduate Education Committee regarding supervisions:

- Students should expect to receive 6 to 8 supervisions for each paper. Students will be expected to produce a **minimum of 4 essays** instead of being required to write 6 essays. While still holding the stipulated 6 supervisions, individual supervisors can decide to use some supervision sessions to read and discuss an article, ask students to present on a topic, or find other ways to address the topic in ways that are stimulating and provide a learning experience for students.
- Supervisions should not start later than week 3 of Michaelmas term, and should be organised in week 0.
- Queries and concerns relating to supervisions should be addressed by students, in the first instance to their Director of Studies; secondly to the Course Organiser; thirdly to the **Director of Sociology Undergraduate Education: Dr Ella McPherson**.

**Students should not be expected to work more than 46 hours/week during term time for lectures and supervisions.**

## **7. FEEDBACK:**

Your chance to put forward your opinions on the papers you take!

For Sociology Papers, student feedback is collected via **online anonymous questionnaires** circulated at various points in the academic year. It is crucial that you complete them and give feedback on your papers.

Course organisers take students' concerns and suggestions into consideration each year when preparing their paper outlines and selecting supervisors for the year. So please remember to complete the questionnaire.

You can also access the **permanent feedback form** on the sociology website throughout the year:

<https://www.sociology.cam.ac.uk/current-students/current-undergraduates/studentfeedback>

## 8. PRIZES

### **Part IIA and Part IIB Polity Press Prize for best sociology performance**

Each year, once examination results are published, the candidates in the sociology stream who achieve the best overall average and an overall first in Part IIA and Part IIB are awarded the Polity Press Prize: £100 worth of books to be chosen from Polity Press publications.

### **Winifred Georgina Holgate-Pollard Memorial Prizes**

Instituted in 2016, this fund is for the award of prizes in recognition of the most outstanding results in any parts of Cambridge Tripos.

### **CUQM SOC5 Prize**

The Soc 5 prize is given to the student with the highest mark in the final Soc 5 examination: The winner receives a voucher to the value of £50 from Heffers bookshop and £50 worth of books from SAGE publishers.

### **CQMC (Cambridge Quantitative Methods Centre) Quantitative Dissertation Prize**

Prize for the best undergraduate dissertation that uses quantitative methods. It is open to students from all departments involved with CUQM, and is sponsored by Sage publications: £100 worth of Sage vouchers.

## 9. ACADEMIC STAFF IN SOCIOLOGY

### *University Teaching Officers*

#### **Professor Patrick Baert** (Selwyn College)

Social theory; philosophy of social sciences; sociology of knowledge.  
[pjnb100@cam.ac.uk](mailto:pjnb100@cam.ac.uk)

#### **Prof Brendan Burchell**

Sociology of work.  
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#### **Dr Manali Desai**

Political and historical sociology; social movements and ethnic violence in India.  
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**Professor Sarah Franklin** (Christ's College)

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**Prof Jennifer Gabrys**

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**Dr Stuart Hogarth**

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**Dr Hazem Kandil** (St Catharine's College)

Race, ethnicity, nationalism.

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**Dr Ella McPherson**

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**Dr Ali Meghji**

Social inequalities

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**Dr Jeff Miley**

Nationalism and ethnicity.

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**Dr Monica Moreno-Figueroa** (Downing College)

Race and Ethnicity

[mm2051@cam.ac.uk](mailto:mm2051@cam.ac.uk)

**Dr Darin Weinberg** (King's College)

Medical sociology; urban sociology; social theory; sociology of science; qualitative research.

[dtw23@cam.ac.uk](mailto:dtw23@cam.ac.uk)

### *Affiliated lecturers and College Teaching Officers*

**Dr Filipe Carreira da Silva** (Selwyn College)

Social theory.

[fcs23@cam.ac.uk](mailto:fcs23@cam.ac.uk)

**Dr Veronique Mottier** (Jesus College)

Social theory; the social and political regulation of gender & sexuality; HIV/Aids & eugenics; qualitative/interpretative research methods, especially discourse and narrative analysis.

[vm10004@hermes.cam.ac.uk](mailto:vm10004@hermes.cam.ac.uk)

***Researchers***

<https://research.sociology.cam.ac.uk/profiles/postdoctoral-and-research-assistants>

***Teaching Associates***

**Dr Rikke Amundsen**

New media

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