

FACULTY OF PHILOSOPHY

From: The Chair of the Board of Examiners for Part IB: Prof Alex Oliver MT 2019, Prof Michael Potter LT and ET 2020

Philosophy Tripos Part IB – 2020

EXTENDED ESSAYS – INFORMATION SHEET

A candidate for Part IB of the Philosophy Tripos has the option to submit two extended essays in place of a subject paper (Papers 2, 3, 5 and 7). If you choose this option you cannot write in Paper 9 an essay that overlaps significantly with either of your extended essays.

If you mean to do extended essays, please note the following carefully **(and keep this letter for future reference)**:

1. You must submit your proposed essay titles **in hard copy**, using the special form provided by the Faculty Office, to the Chair of Examiners, c/o Clare Dickinson, Faculty Office, Faculty of Philosophy, Raised Faculty Building, Sidgwick Avenue, for approval by **12 noon on Friday 22 November 2019, i.e. two weeks before the end of Michaelmas Full Term**, together with a statement of what papers you intend to offer. Your application must also state which paper you intend the essays to replace. Your two essays must cover substantially different parts of the syllabus of the paper concerned. If a paper lists four or more main topics, then the two titles must come from different main topics. If a paper lists three or fewer topics, then the titles, can, in principle, come from the same topic. In this case, the titles must (at least) come from different sub-topics. (Meeting this constraint is not, however, immediately sufficient for approval; decisions on acceptability will be made on a case-by-case basis.)

If you are unsure whether your proposed titles will be accepted, you should consult your supervisor or Director of Studies before you submit them.

Once the Chair of Examiners has approved your titles, you will receive notification from the Faculty Office confirming that your titles have been approved. If, however, the Chair of Examiners cannot approve your titles, for example because there is some ambiguity, you will also receive communication from the Faculty Office asking you to reconsider and resubmit amended titles. Either way, all titles **MUST** be approved before the end of Michaelmas Full Term. In the academic year 2019-2020 this will be **Friday 6 December 2019**.

2. Your extended essays must each be not less than 3000 and not more than 4000 words, **including footnotes and appendices but excluding bibliography**, on a topic falling clearly within the syllabus of the subject paper concerned. Work which is too long may not be read in full by the Examiners.
3. There is no formal limit on the amount of supervision a student may have on extended essays, the decision on how much to provide resting with supervisors. However, a typical, and reasonable, supervising schedule would be as follows:
 - i) an initial meeting with the supervisor for orientation, general advice, guidance on reading;
 - ii) comments on and discussion of a first draft, with advice for possible improvements; and
 - iii) further comments on a revised draft.

The student would then submit the final version without further supervision.

Your work must be typed. Information on presentation of your extended essays is attached.

4. Your work must acknowledge all sources of information, including unpublished ideas and suggestions, e.g. from your supervisor.
5. Your work must bear your examination number instead of your name, to prevent the Examiners knowing your identity. The Faculty Office will inform you of your examination number which will be allocated to you electronically by the Student Registry.
6. You will also be expected to submit an electronic copy of your extended essays. This electronic copy will be submitted to Turnitin, a plagiarism detection system. Further instructions about electronic submission will be sent to you.
7. In the Lent Term, the Faculty Office will send you cover sheets for your essays. The cover sheets will include your allocated examination number (5 above).
8. You must submit two (2) hard copies of each essay, AND an electronic copy of each essay, to the Faculty Office **before the end of the Lent Term i.e. this year by:**

FRIDAY 13 MARCH 2020, 12 NOON

You should also send an electronic version (as a Word document) by email to your supervisor. Your supervisor must then send the electronic version as an email attachment to: phildiss@hermes.cam.ac.uk The email must have as its subject line: Part IB Extended Essay, essay title, and the candidate's full name. Electronic copies must be submitted by your supervisor with the following declaration: This essay is based on the drafts that I have supervised and is, to the best of my knowledge, the student's own work.

9. The Examiners may interview you about your work, so you may have to stay up or return to Cambridge after Tripos for that purpose.
10. Extended essays carry no more weight than the Papers that they replace. So do not devote disproportionate time and effort to submitted essays.
11. Do not feel obliged to submit work if it ends up incomplete or otherwise unsatisfactory. However, if you change your mind and do NOT intend to submit written work you **MUST** do the following **before the deadline for changes to the examinations entry (Friday 13 March 2020):**
 - a) inform the Tutorial Office of your college that you wish to sit the examination for the corresponding paper;
 - b) inform the Faculty Office of your decision not to hand in any written work.

Failure to do this may prevent you from being able to sit the written examination for the corresponding paper.

12. In exceptional circumstances the Faculty recognises that it may be necessary for a student to change a title after the deadline for submission of extended essay titles. An application for a late change **must** be made to Clare Dickinson, in the Faculty Office, for approval by the Chair of Examiners, giving reasons, and must be supported by the student's Director of Studies. In no circumstances will an application for a change of title be granted after Friday 6 March 2020.

13. **Two Important Notes**

1. It should be stressed that approval of titles is not a pure formality. Students who start work on their essays before the titles have been approved do so entirely at their own risk. If in doubt, consult the Chair of Examiners (via the Faculty Secretary) early about the suitability of titles.

2. In order to change a title, permission must be sought via the Faculty Secretary (Clare Dickinson) from the Chair of Examiners, and the request must be supported by the student's director of studies. The final deadline for making changes to extended essay and dissertation titles is Friday 6 March 2020. These deadlines are absolutely final. **Students who submit an essay on a title other than the approved title may be awarded 0 marks, for complete irrelevance.**

October 2019