

FACULTY OF PHILOSOPHY

From the Chair of Examiners for Part IB:

Philosophy Tripos Part IB – 2023/24

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, 7 and 9). If you choose this option you cannot write in Paper 10 an essay that overlaps significantly with either of your extended essays.

If you intend to do extended essays, please note the following carefully:

1. You must submit your proposed essay titles for approval via the online form by **12 noon on Friday 17 November 2023**, i.e. two weeks before the end of Michaelmas Full Term, together with a statement of what papers you intend to offer.

<https://forms.office.com/e/ZYdjiN5f9W>

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 2023-2024 this will be Friday 1 December 2023.

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 ekh46) early about the suitability of titles.

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) a brief initial meeting with the supervisor for orientation, general advice, guidance on reading;
- ii) two further supervisions for each extended essay (comments on and discussion of a first draft, with advice for possible improvements; and further comments on a revised draft, for each);

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

4. Your work must be typed. Advice on presentation of your extended essays or dissertation is available [here](https://forms.office.com/e/ZYdjIN5f9Wn) <https://forms.office.com/e/ZYdjIN5f9Wn> the Faculty website. All quotations must be clearly marked as such in the conventional manner, with the source stated. You must also acknowledge all sources of information, including unpublished ideas and suggestions, e.g. from your supervisor. It is your responsibility to be aware of the Faculty's plagiarism policy:

<https://www.phil.cam.ac.uk/curr-students/ugrads-exam-folder/Plagiarism/view>

5. The Faculty Office will inform you of your examination number which will be allocated to you electronically by the Student Registry. Your work must bear this number and not your name, to prevent the Examiners knowing your identity.

6. You must submit your essays electronically (Via Moodle) to the Faculty Office **before the end of the Lent Term, i.e. by:**

THURSDAY 14 MARCH 2024, 12 NOON

The submitted version of your extended essay must be either in **docx** format or a **pdf** produced from LaTeX. The essay must be page numbered. This electronic copy will be submitted to Turnitin, a plagiarism detection system. Your supervisor will be asked to confirm that the essay is based on the drafts they have supervised and is, to the best of their knowledge, your own work. You will receive further information about the submission process nearer the time.

7. The Examiners may interview you about your work, so you may have to stay up or return to Cambridge after Tripos for that purpose.

8. Extended essays carry no more weight than the Papers that they replace. So do not devote disproportionate time and effort to submitted essays.

9. 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 15 March 2024):**

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.

10. 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 the Faculty Office for approval by the Chair of Examiners, giving reasons, and must be supported by your Director of Studies.

The final deadline for making changes to extended essay and dissertation titles is one week before the end of Lent Term, Friday 8 March 2024. This deadline is absolutely final. Your essay will be marked in relation to the approved title. Students who submit an essay on a title other than the approved title may be awarded 0 marks, for complete irrelevance.