

MASTER OF PUBLIC POLICY (MPP)



School of Arts &
Humanities

Programme Handbook, 2014-15



**UNIVERSITY OF
STIRLING**

Please note that this *Handbook* is produced for your *guidance* only. Your registration with the University is governed solely by the provisions of the Charter, Statutes, Ordinances and Regulations of the University and such other rules affecting students as may be made by or on behalf of the University Court or the Academic Council. Nothing in this *Handbook* shall form part of any contract between you and the University and your registration for any unit or module taught in the Department is subject to this express condition.

MASTER OF PUBLIC POLICY (MPP)

PROGRAMME HANDBOOK, 2014-15

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WELCOME MESSAGE FROM PROGRAMME DIRECTOR

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Welcome to the MPP. I am the director and your main point of contact throughout the programme. If you have any questions, please contact me first. I will also deliver the majority of the core module content (45 credits) and oversee the completion of your dissertation (and, if appropriate, as the first supervisor). I will work closely with Richard Simmons, the director of the School of Arts and Social Science's applied social research programme, which provides up to 75 of your MPP credits. Richard's details can be found here - <http://rms.stir.ac.uk/converis-stirling/person/11058>.

Why Should You Study for an MPP?

The MPP is an advanced qualification in research and policy analysis. Studying for an MPP allows you to develop the conceptual, analytical and practical skills required to flourish in the policymaking world. It prepares you for a career in the public sector or in sectors that make a contribution to the development or delivery of public policy (such as non-profit or professional bodies). You can also use it as a springboard for further postgraduate research. The MPP combines core modules in policy and policymaking with a suite of modules in social research and policy-relevant disciplines. If you want to use the degree to focus on research (for example, to pursue a PhD) you can take five modules in applied social research. If you want to pursue an interest in other policy-relevant disciplines, you can combine a focus on policy and research with module options in areas such as law, economics, behavioural science, gender studies, social marketing, energy, environmental and international politics. The programme is designed to meet your specific requirements. The norm in the core modules is small group teaching in weekly seminars – to help produce a group identity and a collegiate approach to your studies. You complete the course by completing eight taught modules, then producing a dissertation which applies intellectual rigour to a real world policy problem and speaks to a policymaker audience.

Applied Research Opportunities

The MPP gives you the opportunity to apply your research to real world problems. We have excellent links with a range of organisations in the public, third and private sectors. When you begin your course, we will discuss how you want to make use of them. If you seek as many practitioner links as possible, we will explore how to apply your studies and coursework to a range of problems identified by those organisations – and arrange, in negotiations with organisations, how best to use your developing skills.

You may also be taking the MPP to pursue a more ‘traditional’ academic path, with the knowledge that academic ‘impact’ is a key part of a postgraduate degree. We will discuss how best to balance the theoretical, empirical and practical aspects of your study.

Employability

In both cases, these are the skills that employers look for in candidates for specialist jobs: a wide-ranging knowledge of research methods and policy analysis skills, and the ability to apply those skills to real-world problems.

Why the MPP at Stirling?

You will be taught by experienced and committed staff, teaching in a field they are passionate about. All contributing staff are engaged in research at the forefront of their disciplines, including Professor Cairney, who is currently funded by the ESRC to research the Scottish Government’s policymaking capacity.

You will develop a range of research skills that enhance further study and employability.

You will engage with debates from a wide variety of different disciplines.

You will have the opportunity to apply your knowledge and skills in real world settings.

You will benefit from a meaningful collaboration between two academic schools - Arts & Humanities, and Applied Social Sciences - with international reputations for excellence.

The Division of History and Politics has a reputation not only for high quality postgraduate teaching, but also high staff/ student contact. Graduates commend the ‘warm reception’ provided by staff, from the first enquiry to successful course completion, which allows students to feel part of the Stirling community long after they have graduated.

PROGRAMME OF STUDY

Summary

- The programme (of 180 credits) combines core modules on policy theory and practice with a suite of modules in social research and policy-relevant disciplines. The norm is to maintain a meaningful level of contact between students engaged in the MPP and a small cohort of staff (teaching core and common ASR modules), but with the flexibility to take your own path. Core modules are delivered on the same day and there is a high degree of flexibility over optional modules to allow both full-time and part-time students to work around other commitments.
- Core modules (45 credits) focus on multi-level policymaking, identifying the responsibilities and policies of local, devolved, national and international decision-makers. We identify the concepts, models and theories used to study policy and policymaking. We compare theories in political science with a range of policy-relevant disciplines (including economics, communication, psychology, management and social marketing). We combine theory and practice by inviting a range of policy actors to give guest seminars as an integral part of the core modules.
- Research modules. You can choose up to five 15-credit modules in applied social research (ASR), including qualitative and quantitative analysis, research design and the philosophy of science. If appropriate, you can also choose to replace some ASR modules with research methods modules in your chosen subject - such as the MSc Gender Studies module 'Feminist Research' which is a prerequisite for its Research Placement module.
- Policy relevant modules. You can choose two 15-credit modules in law, economics, behavioural science, social marketing, gender studies, energy, environmental or international politics.
- Dissertation. You complete the course by producing a 60-credit dissertation (around 10000 words) which applies intellectual rigour to a real world policy problem. You will have the option to pursue a placement with a relevant organisation to allow you to tailor your research to a policymaker or policy influencer audience.

Core Module 1

MPP01: How Does the Policy Process Work? (Autumn 2014)

Tutor: Paul Cairney

Our aim is to understand, in considerable depth, the relationship between policymaking and policy influencing bodies at multiple levels (primarily local, Scottish, UK, and EU). In the weekly meeting we all focus broadly on institutions and policy processes, and each participant reports specifically on how this discussion relates to their written (case study) projects. First, we explore topics such as: what policy is and how it is made, multilevel policymaking, policy networks and governance, power and ideas, socioeconomic factors and the role of 'events'. Then, we focus on post-war policy change in UK, devolved and EU policy areas.

GENERAL
READING

It is difficult to find a book which maps straight onto the course. Paul Cairney is in the process of writing that book, and will give you regular access to the material here - <http://paulcairney.wordpress.com/policymaking-in-the-uk/>. His *Understanding Public Policy* can also be used to introduce some of the concepts, including the meaning of public policy, multi-level governance, policy networks, power, ideas and socioeconomic factors.

Examples of books covering at least one level of policymaking include:

Wallace, H., Pollack, M. and Young, A. (2010) *Policy-Making in the European Union* (Oxford: Oxford University Press)

Buonanno, L. and Nugent, N. (2013) *Policies and Policy Processes of the European Union* (Basingstoke: Palgrave)

Morphet, J. (2013) *How Europe Shapes British Public Policy* (Bristol: Policy Press)

Richardson, J. (2005) *European Union: Power and Policy-Making* (London: Routledge)

Cairney, P. and McGarvey, N. (2013) *Scottish Politics* 2nd ed. (Basingstoke: Palgrave)

Birrell, D. (2012) *Comparing Devolved Governance* (Basingstoke: Palgrave)

Dorey, P. (2014) *Policy Making in Britain: An Introduction* 2nd ed. (London: Sage)

Richards, D. and Smith, M. (2002) *Governance and Public Policy in the UK* (Oxford: Oxford University Press)

There are also books focusing on individual policy areas, such as:

Baldock, J., Mitton, L., Manning, N. and Vickerstaff, S. (2011) *Social Policy* 4th ed. (Oxford: Oxford University Press)

The general reading for MPP02 is also relevant.

ONLINE READING

The academic world is changing, albeit slowly. More academic work is introduced in online reports and blogs which introduce the topics before recommending a longer text. Paul will try to build on that development by using his blog as a key source of information on your studies: <http://paulcairney.wordpress.com/mpp/>

Wider examples include:

The ESRC Future of the UK and Scotland Programme
<http://www.futureukandscotland.ac.uk/>

London School of Economics - <http://blogs.lse.ac.uk/>

University of Nottingham 'Ballots and Bullets' -

	http://nottspolitics.org/category/politics-2/
RELEVANT JOURNALS	<p>The world of journals is changing too. We used to simply list the most relevant journals, including: Journal of European Public Policy, Policy Studies Journal, Journal of Social Policy, Critical Policy Studies, Regional and Federal Studies, British Politics, Public Administration, Public Policy and Administration, Policy and Politics, British Journal of Politics and International Relations, Policy Studies, Journal of Comparative Policy Analysis, and Policy Sciences.</p> <p>However, a more effective way to find relevant articles is to use a keyword search on Google Scholar http://scholar.google.co.uk/</p>

Module: MPP01	How Does the Policy Process Work?	Seminar Schedule
Time	Mondays, 11:00-13:00 (plus an additional afternoon session on November 24)	
Location	TBC	
September 22 Seminar 1	Introduction: how is policy made in the UK, and what does ‘in the UK’ mean? We also use this discussion to identify our coursework case studies.	
September 29 Seminar 2	What is policy and how is it made? We discuss the meaning of policy, its measurement, the concept of ‘bounded rationality’, the ‘Westminster model’ and the idea of ‘policy styles’.	
October 6 Seminar 3	Multilevel governance. We identify the meaning of multi-level governance, discuss how power is shared across levels of government, identify the ‘fragmentation’ of policymaking, and explore how the study of ‘institutionalism’ helps us understand these processes.	
October 13 Seminar 4	Policy networks and governance. We continue our analysis of the diffusion of power from central government, focusing on the ‘logic’ of consultation and ‘policy communities’.	
October 20 Seminar 5	Power and Ideas. Policymakers can only pay attention to a small number of issues for which they are responsible, so they ignore most issues and promote a small number to the top of their agenda. We discuss how problems are ‘framed’, and how they are pushed on,	

	or kept off, the policy agenda. We examine the extent to which this process is underpinned by the existence of ‘paradigms’, norms or ‘monopolies of understanding’.
OCTOBER 27-31: MID-SEMESTER BREAK	
November 3 Seminar 6	Socioeconomic factors and the role of ‘events’. We examine the extent to which policymakers think about, and seek to solve problems, within a policy environment that represents a source of pressure – when, for example, demographic change, economic crisis, or public behaviour prompts new problems. Events can be routine, such as elections, or prompted by unpredictable shifts in the policy environment.
November 10 Seminar 7	Key developments in post-war UK policy. It is difficult to understand contemporary public policy in the UK without considering the major changes that have taken place in the UK state in the post-war period. We examine: a shift in economic policy, and the balance between the market and state; the pursuit of ‘new public management’ and other reforms; employment law reform; and changes to the welfare state.
November 17 Seminar 8	In the final three sessions, we focus on substantive policy areas, divided notionally into policy areas driven by EU, UK and/ or devolved governments. We can begin by identifying broad areas of responsibilities, and key trends, and continue by identifying specific case studies relating to your coursework. We can use the final session to make sure that everyone is confident about the completion of their coursework.
November 24 morning Seminar 9	
November 24 afternoon Seminar 10	

Core Module 2

MPP02 Policymaking: Theories and Approaches

Tutor: Paul Cairney

Our aim is to develop the knowledge of policy theory, and analytical skills, to be able to combine public policy insights from a wide range of disciplines and apply them to the real world. To do so, the module provides a comprehensive analysis of policymaking theories and approaches, comparing political science with other disciplines, including economics, communication, psychology, management and social marketing. You will be expected to use this knowledge to complete a piece of coursework designed to apply these

insights to an in-depth case study. The 30-credit format allows for the combination of weekly discussions of political science approaches (Cairney), regular guest seminars from specialists in other departments, guest presentations from policy practitioners, and a regular discussion of student projects (Cairney). The written project involves selecting a specific policy area and using a range of approaches in which to understand and explain policy change. The coursework builds on the insights of the first MPP course, but with a much higher bar (you will be expected to demonstrate a much wider knowledge of the literature and your case study).

RECOMMENDED READING	<p>Cairney, P. (2012) <i>Understanding Public Policy</i> (Basingstoke: Palgrave)</p> <p>Sabatier, P. and Weible, C. (2014) <i>Theories of the Policy Process</i> 3rd ed. (Chicago: Westview Press)</p> <p>Birkland, T. (2005) <i>An Introduction to the Policy Process</i> 2nd Edition (London: M.E. Sharpe)</p> <p>Dodds, A. (2013) <i>Comparative Public Policy</i> (Basingstoke: Palgrave)</p> <p>Hay, C. (2002) <i>Political Analysis: A Critical Introduction</i> (Basingstoke: Palgrave)</p> <p>Hill, M. (2005) <i>The Public Policy Process</i> 4th Edition (Essex: Pearson Education)</p> <p>John, P. (2012) <i>Analysing Public Policy</i> (London: Routledge)</p> <p>Knill, C. and Tosun, J. (2012) <i>Public Policy</i> (Basingstoke: Palgrave)</p> <p>McConnell, A. (2010) <i>Understanding Policy Success</i> (Basingstoke: Palgrave)</p> <p>Parsons, W. (1995) <i>Public Policy</i> (Aldershot: Edward Elgar)</p> <p>Smith, K. and Larimer, C. (2009) <i>The Public Policy Theory Primer</i> (Boulder, Co: Westview Press)</p> <p>Miller, K. and McTavish, D. (2013) <i>Making and Managing Public Policy</i> (London: Routledge)</p> <p>Wu, X, Ramesh, M., Howlett, M., and Fritzen, S. (2010) <i>The Public Policy Primer</i> (London; Routledge)</p>
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Module: MPP02	Policymaking: Theories and Approaches	Seminar Schedule
Time	Monday, time TBC. Morning and afternoon sessions listed.	
Location	TBC	
Seminar week 1	Introduction: identify research Qs	

(12.1.15):	The Policy Cycle and comprehensive rationality
Seminar week 2 (19.1.15)	Power and agenda setting New Institutionalism and policy styles
Seminar week 3 (26.1.15)	Punctuated equilibrium Advocacy Coalition Framework
Seminar week 4 (2.2.15)	Multiple Streams Analysis Complexity theory and evolutionary theory
Seminar week 5 (9.2.15)	Policy Transfer and learning Economic approaches and rational choice
February 16-27 2015 MID-SEMESTER BREAK	
Seminar week 6 (2.3.15)	Critical Policy Analysis and the NPF Combining Theories of Public Policy
Seminar week 7 (9.3.15)	Evidence Based Policymaking Psychology and policymaking
Seminar weeks 8 -10	Guest speakers TBC. Proposed topics: social policy, feminist research, law, public management, behavioural science, and social marketing. Proposed dates: 16.3.15, 23.3.15 and the week beginning 6.4.15 (the 6 th is Easter Monday)
Seminar week 11 (13.4.15)	Combining theories and approaches: how well do these ideas travel across disciplines How well do these ideas travel across countries?

Optional Courses

Programme of Study (full-time)

Autumn	MPP01	Three, 15 credit option modules, or one, 30 credit module plus one, 15 credit option	
Spring	MPP02	option module	option module
Summer	MPP Dissertation		

Programme of Study (part-time)

Autumn	MPP01	One, 15 credit option module
Spring	MPP02	
Autumn	One, 30 credit option module, or two 15 credit option modules	
Spring	option module	option module
Spring/Summer	MPP Dissertation	

This is a draft list of the courses from which you can choose. We expect you to choose up to 30 credits in another cognate discipline and up to 75 credits in Applied Social Research (ASR) – to make a total of 75 credits. The ASR courses are best suited to the core courses of the MPP. However, you may decide to pursue the research methods courses of another discipline. If so, we can explore your options, in consultation with the directors of those programmes. The times, dates and availability are subject to change. Also note the mixture of course delivery. The ASR courses tend to run on Tuesdays, but they can have half-day, full-day or three-day formats, rather than the weekly sessions in the core courses.

Options				
ASRP02	Research Design and Process	Autumn	15	11
ASRP04	Quantitative Data Analysis	Autumn	15	11
ASRP05	Qualitative Data Analysis	Autumn	15	11
ASRP01	The Nature of Social Enquiry	Spring	15	11
ASRP07	Policy Analysis and Evaluation Research	Spring	15	11
LAWPRC	Regulating CSR (Part I)	Autumn	15	11
LAWPSR	Regulating CSR (Part II)	Spring	15	11
LAWP15	European Constitutional Law	Autumn	15	11
LAWP16	European Economic Law	Spring	15	11
BSMP02	Behavioural Economics I: Concepts and Theories	Autumn	15	11
BSMP03	Business & Policy	Spring	15	11

BSMP01	Behavioural Science for Business and Economics	Autumn	15	11
BSMP05	Experiments for Decision Making in Business and Policy	Spring	15	11
MKTP33	Social Marketing	Autumn	15	11
PCMPX2	Public Affairs and Advocacy	Spring	15	11
SMTPO7	Behaviour Change Strategies	Spring	15	11
PREP61	Strategic Public Relations Planning	Autumn	15	11
PREP85	Public Relations and Communication Management Theory	Autumn	15	11
PREP63	Media Relations	Autumn	15	11
PCMPX4	Conflict Resolution & Negotiation Skills	Autumn/Spring	15	11
LAWP13	Energy Law and Policy	Autumn	15	11
LAWP09	Environmental Law	Spring	15	11
ENMP22	EIAs, SEAs and Environmental Negotiations	Autumn	15	11
ENHP23	Sustainability, Resilience and Collapse	Spring	15	11
LAWP17	Strategic Issues in Climate Change and Energy Policy	Autumn	15	11
ENHP21	Research Skills	Spring	15	11
ICCP01	International Conflict and Cooperation Analysis	Autumn	30	11
ICCP02	International Organisations	Autumn	30	11
ICCP10	Climate Change, Human Security and Resource Conflicts	Spring	15	11
ICCP11	Peoples in Movement: Migrants, Refugees and Human Security	Spring	15	11
ICCP03	Research Methods	Autumn/Spring	30	11

WELCOME FROM THE SCHOOL OF ARTS & HUMANITIES

Welcome to the School of Arts and Humanities. For those with an interest in Arts and Humanities the University of Stirling is a great place to be. Our staff and students are drawn from all over the globe and come together to experience a friendly but challenging intellectual environment. We teach and research in a wide range of disciplines and are committed to multi and inter-disciplinary study. We have a strong postgraduate community and our undergraduate programmes facilitate progression to postgraduate study. The School of Arts and Humanities is very much a happening place where we regularly stage all manner of exhibitions, events and conferences. The culture is rich and vibrant. We believe that University life is about much more than the passing of exams and encourage staff and students to participate in all aspects of University life. We have strong links to the local community and see ourselves as an active player in that community.



Prof. Douglas Brodie

Head of School of Arts & Humanities



UNIVERSITY OF STIRLING

Within the School of Arts and Humanities, our students have the desire to explore, to innovate and to create. One of the largest Schools in the University, our subject areas are renowned for international and world leading research. Our work is well represented in national and international journals, at academic conferences around the world and in the media. We offer students a broad range of subjects to study in an exciting, research led and highly interdisciplinary environment.

Our teaching is regarded as innovative and the levels of student satisfaction are consistently high. A vibrant intellectual community is constantly enriched and renewed by the contribution of visiting scholars and practitioners.

The School encompasses four divisions (click on hyperlinks below):

[Communications, Media and Culture](#)

[History and Politics](#)

[Law and Philosophy](#)

[Literature and Languages](#)

GUIDANCE ON CLASS ATTENDANCE & EXPECTATIONS

The learning process in the classroom and in supervision sessions is essential to the students' progress. Students who cannot make a particular class or meeting due to extraordinary circumstances should give advance notification where possible.

In the core courses, the classes will be small. To make this work, we all have to be committed to regular attendance and to make a regular contribution. There will be no formal lectures. Instead, Paul will lead the discussions and set the broad parameters of the topic for each week, but this leaves a large amount of space for you to provide ideas about what we should discuss, and how we should engage in discussion.

Each week, your contribution will be based on a mix of: your broad, abstract, knowledge of the topic; and, your specific, concrete, knowledge of your chosen case study. In your coursework, you will be expected to demonstrate a high degree of empirical and/ or analytical originality and a thorough understanding of theories and approaches. You will develop these skills throughout the course, as we discuss theories and exchange insights based on our research. Paul will also do a similar piece of work throughout the course and discuss his thoughts each week, to complement yours. There is no summative assessment for this weekly meeting, but regular formative assessment – as oral feedback from Paul, and your peers - is a core part of the process.

GUIDANCE ON PROGRAMME ASSESSMENT & EXPECTATIONS

Assessment for the core modules will be based on one coursework essay per module. Each optional module has a guide which provides its (often different) expectations.

MPP01: one piece of coursework (100%), consisting of a 3,000 words essay (80%), including bibliography, and a 500 word blog summary (20%). The blog post should be a concise summary of your findings, written in a way that is accessible to a non-specialist audience.

MPP02: one piece of coursework (100%), consisting of a 5,000 words essay (80%), including bibliography, and a 500 word blog summary (20%).

Your aim in MPP02 is to demonstrate a thorough understanding of theories and concepts in public policy analysis, compare the insights of multiple disciplines (such as political science, economics and psychology) and apply them to a case study using original research. You can do so by analysing existing primary/secondary data or producing new knowledge, through techniques such as elite interviews. As with a dissertation, the idea is that you produce the research question, in consultation with me. We will use the first meeting to give everyone the chance to outline briefly their ideas

The blog post is not simply a summary of your findings. It is also a chance to consider how to engage with a non-academic audience – which requires a different set of communication skills and, in most cases, the description of a case study which is theoretically informed but focused on explaining the case rather than the theory.

1. Submission Deadlines

MPP01: 10 December 2014 at 5pm

MPP02: 30 April 2015 at 5pm

Dissertation: 10 September 2015 at 5pm

2. Presenting Your Work

All marking in the division is undertaken anonymously, and for this reason we ask you to submit your essays by student registration number and not your personal name. Please indicate clearly on the title page of your essay your module code, your tutor's name, the title of your essay, and your student number.

We do not specify which style sheet you have to use, but it is essential that you choose one and use it consistently. *Identify the style sheet (MLA, MHRA,*

For university policies on taught postgraduate assessment scales, and written assignments, click on the links below:

[Common Grading Scheme for Taught Postgraduate Programmes](#)

[Code of Practice for Assessment and Examination of Students' Work](#)

[Plagiarism and Academic Misconduct](#)

For information about free open workshops offered by the university's Student Learning Services, to help with personal development, click on the link below:

[Student Learning Services further information](#)

Chicago, etc.) you are using either on the title page or at the end of your essay. Please note that consistency in the use of the style sheet is considered part of professional training. Also please note that Paul likes Harvard.

All essays should be submitted both electronically and in hard copy. For the MPP, the date of submission is the date recorded by turnitin (please note that Paul tends to mark on-line, so the hard copy and online versions should be identical). A hard copy of your essay should be deposited in the letterbox next to the Graduate Studies Office (E16). An assessment and feedback sheet should be attached to the front of your essay. In addition to this, an electronic version of your essay, in Word, must be submitted to Turnitin, further details of which can be found here:

<http://www.stir.ac.uk/media/schools/is/documents/succeeddocuments/turnitinuk-student.pdf>

Turnitin is a plagiarism-detection programme that is used by markers to assess the unacknowledged use of sources in all written assignments via the generation of an 'Originality Report'. These are a useful tool for academics to provide evidence of academic misconduct, such as plagiarism, collusion and heavy, unacknowledged paraphrasing, and is invariably used, whenever appropriate, in assisting them when identifying such cases.

As a postgraduate student, you have been granted open access to Turnitin, allowing you to generate reports on your essays prior to final submission. Final copies of all text-based assignments must be submitted through Turnitin via the Succeed site, by the due date set for the assignment.

3. Mechanisms for Feedback

Feedback on Assignments

In the MPP core courses, you will receive weekly oral feedback on your coursework, during each seminar. You will also receive extensive, written, feedback on your submitted written coursework. Paul will focus on the areas in which the submission could be improved, to help you develop your written skills after each submission.

Student Participation and Feedback

We always welcome student feedback and input in to our programmes, either formally or informally. It is important to us to understand the student experience on the programme, and to adapt our courses accordingly to the needs of our students. Student Evaluation Forms (questionnaires) are available to all students on each module every semester via the module's [Succeed site](#), and can be completed anonymously. The programme administrator at the Graduate Studies Office will also get in touch with you during the year to request your viewpoints on the courses you are taking. Thanks for helping us to develop by being as fulsome as you can.

WHO ARE THE GRADUATE STUDIES TEAM IN THE SCHOOL OF ARTS & HUMANITIES RELEVANT TO YOU?

- DR. KATIE HALSEY (ACTING DIRECTOR)
- DR. EMMA MacLEOD (DEPUTY DIRECTOR FOR TPG)
- DR. COLIN NICOLSON (DEPUTY DIRECTOR FOR SKILLS & TRAINING)

<http://www.stir.ac.uk/arts-humanities/graduate-study/community/>

Student / Staff Consultative Committee

Each year we appoint a class representative to for the student staff consultative committee which involves student reps and the Graduate Studies team. We hold a meeting each semester to formally receive feedback and provide information on the progress of the programme for that academic year. If you are interested in being a class representative please let the programme director or Graduate Studies Office know.

4. Dissertations

The dissertation is the most significant piece of coursework of your MPP. A 60 credit score suggests a workload equivalent to one full-time semester. The idea is that you conduct the research and complete this coursework after you have gained the research and analysis skills to produce a sophisticated project, combining original empirical and analytical insights. However, you are not on your own:

1. We expect you to maintain regular contact with your supervisor. The frequency, and type, of contact is not set in stone. Indeed, to a large extent, you can decide how and how often to meet. However, one significant conversation every two weeks may seem sensible, and more regular contact can be useful. The initial meeting is crucial, to discuss your research ideas and firm up a research question. The more specific/ detailed the question, the better – since it gives you the focus to gather the most relevant information. Subsequent meetings can focus on producing a half-page summary of the proposed work, and a one-page summary of how the chapters or sections fit together. Your supervisor can help with this planning stage. After that, you should have regular discussions about research methods and literature searches, and talk about your progress. Your supervisor should not be involved in the drafting of the dissertation but should, to some extent, read your draft work to make sure that you are on the right track. You can also expect your supervisor to give you written feedback on your first full draft, as long as you leave enough time for your work to be turned around before the final deadline (plan for at least two weeks to receive this feedback).

2. You may produce the work to attract a practitioner audience. You can discuss, with Paul, the possibility of producing a research question directly relevant to a public, private or third sector audience. If possible, you can work with that organization, to produce a research question that suits your practitioner audience and remains relevant to your studies. In both cases, you still need the empirical and analytical rigour, but the added element is an ability to explain the results to a non-academic audience. For example, you may produce the dissertation in the form of a report, with a focus on the executive summary and substance, with the theoretical element still there, but informing the discussion rather than taking up a dedicated section.

In either case, the required coursework is similar: a 12,000 word dissertation (80%) (including bibliography) and a 500-1000 word blog (20%) which explains the key points to a non-academic audience.

INFORMATION ABOUT PROGRAMME TEACHING STAFF AND SUPPORT

The following teaching staff are involved in delivering the MASTER OF PUBLIC POLICY (MPP), so feel free to get in touch:

Academic Staff	Room	Ext.	Email Address
Paul Cairney	A95	7598	p.a.cairney@stir.ac.uk
Director of the programme and your main academic point of contact.			
Richard Simmons	Colin Bell 4S13	6314	r.a.simmons@stir.ac.uk
Director of Applied Social Research courses in the School of Applied Social Science.			
Support Staff			
Jane Campbell	E16	6220	jane.campbell@stir.ac.uk

A range of different kinds of support is available at the university, for problems ranging from personal to technical:

Academic Matters

[Complaints / Appeals](#)

[Student Learning Services](#)

[Student Matriculation & Records Office \(Registry\)](#)

[Student Programmes Office](#)

Technical & Skills

[Careers Development Centre](#)

[English Language Support](#)

[Library Services](#)

[IT Services & Training](#)

[Printing](#)

Campus Life & Welfare

[Counselling and Wellbeing](#)

[Disability Support](#)

[Financial Support \(Loan Scheme/Hardship Funds\)](#)

[General Student Services Contacts](#)

[International Students](#)

[Students' Union](#)

If you are unsure which to use after checking the links, then ask for help from the Graduate Studies Office.

INFORMATION ABOUT YOUR DIVISION

The Division of History and Politics is host to a thriving community of scholars that includes a growing number of postgraduates pursuing research and taught degrees. At present there are more than sixty graduate students from the UK, Europe, North America and South Korea. Research undertaken by both staff and students is integral to the work of the Division and this has been recognised by postgraduate and research project funding from external bodies such as the AHRC, the ESRC, the Wellcome Trust, the Joseph Rowntree Foundation, the Carnegie Trust, the British Academy and the Royal Society of Edinburgh. The Division hosts the Scottish Political Archive, and Research Centres in Environmental History and Policy; Human Security; and European Neighbourhood Studies. It also participates in the work of the Stirling Centre for Scottish Studies.

The staff in History and Politics are friendly and approachable, enthusiastic about their research, and supportive of their students. They aim to provide high quality research-led teaching, not through the simple transmission of facts and figures, but by fostering a climate of self-improvement and encouraging students to seek out and tackle problems using their own initiative and resources.

There is active research collaboration among staff and postgraduate students within the Division and other cognate disciplines in the university, and external research bodies such as the National Museum of Scotland and the Royal Commission on the Ancient Historical Monuments of Scotland. The Division offers individual postgraduate supervision at M.Res., M.Phil. and Ph.D. levels, and on our taught Masters programmes.



History & Politics

Divisional Office: Pathfoot A11

Access: The office is open between 9:00 and 17:00 on weekdays. It is closed at weekends.

Telephone: (01786) 467495

E-mail: literatureandlanguages@stir.ac.uk

Divisional Website: <http://www.stir.ac.uk/arts-humanities/about/literature-languages/>

APPENDIX 1: HEALTH AND SAFETY

The University of Stirling places considerable emphasis on the successful management of all health and safety issues. There is an explicit policy for assessing risks, deciding what precautions are needed and putting these in place, together with arrangements for monitoring and improving safety standards on a continuing basis.

The Safety Committee meets at least once per semester to monitor progress on health and safety (including fire precautions) and to advise on the maintenance of safety standards. Safety standards are maintained primarily by regular (at least once per year) inspections of the complete Department. Specific risks involving activities in the laboratory and field are monitored through separate risk assessments. Reports are presented to the Safety Committee along with indications of any remedial action taken.

Students are responsible for:

- Adopting safe work and study practices.
- Reporting all accidents, hazards and injuries to their supervisor.
- Not wilfully or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at the University.

University Health and safety Policy : The University of Stirling is committed to providing a safe and healthy place of work where staff and students are confident that their health, safety and welfare are considered to be of the utmost importance at all times. The University is also committed to providing a safe and healthy environment for others who may be affected by its activities such as contractors and visitors to the University.

In satisfying this commitment the University will:

- Ensure that managers and senior University personnel are fully aware of their responsibilities for safety and show strong and active leadership on safety management, in particular to establish safety objectives, ensure good risk control and to monitor performance.
- Establish effective communication systems and arrangements for safety, integrating good health and safety management with the strategic planning processes and business decisions.
- Ensure, through a robust system of performance monitoring and audit, that the University is complying with current health and safety law and where practicable aim to achieve higher standards and continual improvement in safety performance.
- Provide appropriate training, information, instruction and supervision to secure the competence of all staff and students.
- Adopt a collaborative approach between Trade Unions and staff safety representatives and University management on health and safety issues.
- Allocate adequate resources to health and safety at all levels.
- Ensure that the University has access to competent specialist advice for health and safety.

The University also expects all staff and students to show high standards with regard to health and safety. All staff should be aware that they have statutory duties to take reasonable care for their own safety and the safety of others who may be affected by their actions, and that they must cooperate with the University's arrangements for Health and Safety. Full details of the University's Health and Safety Policy and Procedures can be found here:

<http://www.she.stir.ac.uk/SafetyPolicyandProcedures2012.swf>

School of Arts and Humanities Health and Safety Policy:

The School of Arts and Humanities recognises that, while overall responsibility for Health and Safety is held by the University Court, part of this responsibility is devolved to the Head of this School. The School is therefore committed to do all that is reasonably practicable to provide a safe and healthy environment for employees, and for others who may be affected by its activities such as students, contractors and visitors to the University.

Emergency Procedures:

Action on discovering a fire:

- Activate the fire alarm system by operation the nearest call point (break glass).
- From an internal telephone dial 2222 (or from a mobile dial 01786 467999) and give the location and type of fire
- Only tackle a fire with hand held extinguishers if you feel confident to do so – you must ensure you have an adequate means of escape. Do not take risks.
- Leave the building by the nearest safe exit. Do not stop to collect personal belongings or re-enter the building.
- Close any door you pass through to contain the spread of fire.
- Do not use lifts.
- Make your way to the nearest assembly point
- Do not re-enter the building until you are instructed that it is safe to do so by the University's security team.
- Action on hearing the fire alarm:
- Leave the building by the nearest safe exit. Do not stop to collect personal belongings or re-enter the building.
- Close any door you pass through to contain the spread of fire.
- Do not use lifts.
- Make your way to the nearest assembly point
- Do not re-enter the building until you are instructed that it is safe to do so by the University's security team.

Full details on the University's Emergency Procedures can be found here

<http://www.she.stir.ac.uk/documents/EmergProceFeb2011.pdf>

(Please note: the fire alarm is tested briefly in Pathfoot every Tuesday between 8.15 and 9 am).

University Smoke Free policy:

The University of Stirling recognises its duty to seek to ensure that employees, students, customers and visitors to the University can work, study or visit in air free of tobacco smoke. Smoking is prohibited throughout all University buildings, around entrances to buildings, within internal courtyards or in any University vehicle. Cigarette bins are located a reasonable distance from entrances and indicate the point beyond which smoking is not permitted when entering a building.

IMPORTANT INFO AT A GLANCE

Contact Points

For queries relating to administration (materials, submission of assessment, registration, etc.), get in touch with the Programme Administrator in the Graduate Studies Office.

For queries about matters relating to the programme, get in touch with the Programme Director.

For queries about particular modules or classes, get in touch with the relevant module tutor.

For wider queries about events held at the School or to discuss postgraduate matters with a member of the Arts & Humanities Graduate Studies Team, get in touch with the Graduate Studies Office.

Dates

Autumn Semester
Dates, 2014:
Monday 15th
September – Friday
5 December

**Teaching for MPP01
begins on Monday
22nd September at
11:00 am**

Spring Semester
Dates, 2015:
Monday 12 January
– Tuesday 14 April

**Teaching for MPP02
begins on Monday
12 January**



Contact Points

Jane Campbell

**Programme
Office
Administrator:** Email: jane.campbell@stir.ac.uk

Phone: 01786 466220

Dr. Paul Cairney

**Programme
Director:** Email: p.a.cairney@stir.ac.uk

**Graduate
Studies Office:** Room: Pathfoot E16
Phone: 01786 466220