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Welcome to the Department of English and Comparative Literary Studies

Introduction

Welcome to the department's Student Handbook for PGT. The handbook comprises our regulations, guidance, and advice to ensure that you receive the best experience during your degree. It is designed to be a reference document that provides information on your course and the University, as well links to important information maintained elsewhere in the University. You may find it most useful when you have a specific question, but you should look it over at the beginning of the year to ensure that you're clear about what you can expect from the department, and what we expect from you. If you have any questions about the handbook or its contents, or if you would like to make a suggestion, please speak with your Student-Staff Liaison Committee Course Representative or your Personal Tutor.

The academic year 2021-2022 will be an unusual one because we're all living and working under the shadow of a pandemic. Please rest assured we're doing everything we can to keep you safe, and all decisions about your teaching will be made in accordance with Government guidelines. We remain fully committed to your studies whatever happens, and we're always working hard to make sure you receive an excellent intellectual and academic experience during your degree. We hope in turn that you will work productively, keep in contact with us, and attend classes (and let us know if you can't due to illness).

The handbook's descriptions of departmental policy are made in good faith and are an honest attempt to describe current practices. The latest formulations of our policies can be found on our website (warwick.ac.uk/fac/arts/english), which we advise you to check regularly (our practices are sometimes subject to change due to shifts in University policy). We'll of course email you with any significant changes and update this website throughout the year. Printed copies are valid only on the date they're printed. The final arbiter of policy and procedure is the University and the Regulations outlined in the University Calendar, which can be found on the University Governance webpages (warwick.ac.uk/services/gov).

Disclaimer:

Every effort has been made to ensure the information in this handbook is up-to-date at the time of publication. From time to time, it may become necessary to amend the information in this handbook. Any corrections or additions made to this handbook will be e-mailed to students' Warwick e-mail addresses in the first instance and updated on the English department webpages as soon as possible thereafter.

Expectations & Attendance

Warwick Community: Our Community Values and Expectations

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society.

At the same time, we are committed to working towards a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise. We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all. We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community.

Take a look at the following to help you understand what this means for you:

What is expected of students at Warwick -- all new and returning students are encouraged to complete the Warwick Values Programme moodle, where we share our values and the expectations we have of our community, if they haven't done so on enrolment. The link is here: {https://warwick.ac.uk/students/moodle} https://warwick.ac.uk/students/moodle

Equal Opportunities Statement, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential: {https://warwick.ac.uk/services/equalops} https://warwick.ac.uk/services/equalops

Dignity at Warwick Policy, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying: {https://warwick.ac.uk/services/equalops/dignityatwarwick} https://warwick.ac.uk/services/equalops/dignityatwarwick

University Strategy, which sets our vision as a world-class university and our values: {https://warwick.ac.uk/about/strategy} https://warwick.ac.uk/about/strategy

University Calendar, the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour. As a student at the University of Warwick, you are part of a vibrant and diverse community which is ambitious, passionate about learning, proactive and takes advantage of the many opportunities available to them, academically and socially. Your knowledge, values and aspirations are built into our teaching and learning approach. We'll work as partners and co-creators so that your education is the very best and you gain maximum benefit from your time here: {https://warwick.ac.uk/services/gov/calendar} https://warwick.ac.uk/services/gov/calendar

In order to ensure that this partnership is successful, each party has to undertake to fulfil certain responsibilities and abide by certain codes of conduct. **Warwick Student Community Statement** sets out the mutual aspirations and expectations of members of the University in fostering a high quality experience and enhancing the vibrant, welcoming, and yet challenging, Warwick community to which we all belong: {https://warwick.ac.uk/services/aro/dar/quality/categories/wscs} https://warwick.ac.uk/services/aro/dar/quality/categories/wscs

What we expect from you

The University's Regulation 36 governs students' registration, attendance and progress. The following is an extract from the Regulation:

1. Students are expected to engage fully with their course of study, take responsibility for their own learning and co-operate with their department and wider University as members of the University community. Students must comply with the requirements for their course as set out by the department.

2. Students are expected to inform departments of any health problems, changes in circumstances or other difficulties that may affect their progress. If a student fails to inform the department, these circumstances cannot be taken into account.

3. Students may be required by the Head of Department to meet with staff in the department. Students may also be required to meet with administrative staff in the wider University.

4. If a student's progress or behaviour persistently fails to meet the expectations set out in this Regulation and departmental course requirements, the Head of Department may recommend to a Continuation of Registration Committee that the student be required to withdraw (under section 36.4.4).

{https://warwick.ac.uk/services/aro/studentrights} Student Rights and Responsibilities, which provides quick and easy links to University regulations, policies and guidelines that govern what a student can expect from the University and what they need to adhere to as a student.

Content Note

Modules offered in English and Comparative Literary Studies come with the following content note:

Studying literature necessarily involves confronting particular ideas, words, and experiences that you might find offensive, upsetting, or disturbing. All of the modules you take in the department will involve material that can be difficult for some people, even traumatic. As a department we strive to make sense of this material in discussion with you, and to place it in its cultural, historical, and literary contexts. You are always welcome to raise particular concerns with your module tutors, your personal tutor, the SSLC, or directly with the Head of Department. Please note that, in addition, some modules may offer their own content notes to draw attention to particular texts or issues. You are welcome to discuss these module-specific content notes with the convenor of the module.

Mobile Phone Policy

Mobile phones should be switched to silent for seminar classes to minimise disruption to your fellow students and tutor. Use of mobile phones, laptops, tablets and other electronic devices, unless for the express use of taking notes or making a presentation, is not allowed in seminar classes. Your seminar tutor may ask you to leave the seminar and mark you down as absent without excuse if you abuse this privilege.

Recording of Teaching Sessions

Please note that students are not allowed to record seminars unless given express permission by the seminar tutor. If you need to do this for study support reasons, you should contact Disability Services in the first instance who may make this recommendation to the department for you.

The University policy on recording teaching sessions may be found here:

{https://www2.warwick.ac.uk/services/aro/dar/quality/recordinglectures/}
https://www2.warwick.ac.uk/services/aro/dar/quality/recordinglectures/

Cyber Bullying and the Use of Social Networking Sites

Cyber bullying is a term used to refer to bullying through electronic media, usually via social networking sites, personal web pages, emails, Twitter, text messages, personal space provided by internet providers, and internet presence including social networking sites such as Facebook and Instagram, and all other social media whether private, personal or public. In using all social media or posting online all staff and students should consider the content, language and appropriateness of such communications.

The following guidance is relevant for both students and staff in relation to online behaviour:

- Avoid using language which would be deemed to be offensive, threatening or humiliating to others in a face-to-face setting as the impact on an individual may be much the same or worse as it may not be possible to delete online information
- Avoid forming or joining an online group that isolates or victimises fellow students or colleagues
- Ensure that social networking sites are not used to access or share illegal content
- Avoid defamatory comments in relation to employees, students, customers or suppliers of the University
- Do not share confidential information regarding a University employee, student, customer or supplier.

Staff and students are encouraged to report incidences of inappropriate online behaviour. If alleged cyber bullying or harassment is reported it will be dealt with in accordance with this policy and may lead to disciplinary action in the same way as incidents that take place in a face-to-face setting.

Staff and students should ensure they comply with the University's regulations governing the use of University computing facilities at {https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing} https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing

Links to University Policies

Health, Safety and Wellbeing Policy Statement:
{http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy}
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy

Smoking Policy: {http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy}
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

Anti Bribery Policy{https://warwick.ac.uk/services/gov/university-policies/antibribery/}
https://warwick.ac.uk/services/gov/university-policies/antibribery/

Regulation 36; Regulations Governing Student Registration, Attendance and Progress:
{http://warwick.ac.uk/regulation36} http://warwick.ac.uk/regulation36

Study Hours Statement: {https://warwick.ac.uk/services/aro/dar/quality/categories/studyhours}
https://warwick.ac.uk/services/aro/dar/quality/categories/studyhours/

Policy on Recording Lectures: {http://warwick.ac.uk/quality/recordinglectures/}
http://warwick.ac.uk/quality/recordinglectures/

Regulation 31; Regulations governing the use of University Computing Facilities:
{http://warwick.ac.uk/regulation31} http://warwick.ac.uk/regulation31

University assessment strategy: {http://warwick.ac.uk/quality/categories/examinations/assessmentstrat}
http://warwick.ac.uk/quality/categories/examinations/assessmentstrat

Policy on the Timing of the Provision of Feedback to Students on Assessed Work:
{http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness}
http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/ass essment/timeliness

Moderation guidance: {http://warwick.ac.uk/quality/categories/examinations/moderation}
http://warwick.ac.uk/quality/categories/examinations/moderation

Regulation 10; Examination Regulations:{http://warwick.ac.uk/regulation10} http://warwick.ac.uk/regulation10

Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test:
{http://warwick.ac.uk/regulation11} http://warwick.ac.uk/regulation11

Regulation 23; Student Disciplinary Offences:
{http://warwick.ac.uk/calendar/section2/regulations/disciplinary/}
http://warwick.ac.uk/calendar/section2/regulations/disciplinary/

Attendance

As a student, you are responsible for managing your own learning by listening to recorded lectures, seminars, supervisory sessions and regular meetings with your personal tutor, by doing the necessary reading and preparation for classes, and by completing assessment tasks on time. The department has a number of check points (monitoring points) throughout the year. These help us to gauge how successfully you are engaging with your course. They identify any problems which you may be experiencing and enable us to offer support to help you. If you miss any of the points, this might indicate that you are having problems with the course and need additional support. Your student profile record on Tabula will be updated at the end of each term to show that you have met (or not met) each monitoring point during the term. Please see below for a full list of monitoring points and further information regarding the consequences of missing them.

For additional information, please see:

{https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/}
https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/

Sickness and Absence Policy

Rules for keeping in contact with the department and reporting absence:

Absence from classes both online and face-to-face: Seminar group attendance is **compulsory** and attendance recorded via Tabula by seminar tutors at each meeting. If you miss a seminar through illness or for any other reason, you must contact the seminar tutor (usually by email) with an explanation. The tutor may ask you to provide a medical note: please see below. You must contact the seminar tutor for **EACH** occasion of absence.

If the reasons for your absence are likely to affect your academic work you should also seek advice from your personal tutor or the senior tutor, and may wish to submit mitigating circumstances – please see {https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/handbook/degree/mitigation} mitigating circumstances section.

Please note that submitting a Mitigating Circumstances form does not mean you no longer need to inform your seminar tutors of absence. You must still contact your seminar tutor each time you are absent. If you do not, it will be recorded as an unauthorised absence and could affect your attendance record.

Absence through Illness: if your illness lasts seven days or less, you should provide a self- certification form, which is available from the University of Warwick Health Centre: {https://www.uwhc.org.uk/Medical-Certificate/Self-Certification-Form} https://www.uwhc.org.uk/Medical-Certificate/Self-Certification-Form. If your illness causes absence of more than seven consecutive days from classes you should, in accordance with University rules, provide a doctor's certificate.

Further information about the University's student sickness absence policy is available at: {https://warwick.ac.uk/services/aro/dar/quality/categories/attendance/sickness} https://warwick.ac.uk/services/aro/dar/quality/categories/attendance/sickness

Monitoring Points

In order to ensure that students are actively engaging with, and progressing on, their course of study the Department of English and Comparative Literary Studies, in line with the revised University Good Practice Guide on Monitoring Student Attendance and Progress, the department has established a monitoring points scheme by which a student's performance during the academic year will be assessed.

Where a student misses three of the 'monitoring points' the Academic Office will write to the student and the department will receive a copy of this e-mail. The department is required to investigate with the student what problems they may be experiencing, to support their full engagement with the course and to explain the consequences of missing further monitoring points. Departments may decide that they wish to initiate such discussions before three 'monitoring points' are missed. Where four 'monitoring points' are missed, it is likely that a student's problems are such that they should be encouraged to seek advice and support from the Department or University Senior Tutor. Where a student misses five 'monitoring points' it is likely that the student is at risk of imminent withdrawal or failure, so appropriate action should be taken immediately.

Where a student has missed six formal 'monitoring points' in one academic year the Academic Office will notify the Director of Graduate/Undergraduate Studies that the student should be referred to the Continuation of Registration Committee as set out in University Regulation 36 - Governing Student registration, attendance and progress. The department will be given an opportunity to present any reasons why such a referral might not be appropriate. The department may wish to seek advice on this from their Faculty Board Secretary or the Academic Office. The Department will receive copies of correspondence sent to the student at this point.

Where a student has missed eight formal 'monitoring points' in one academic year the Department or the Academic Registrar will need to invoke the process outlined in University Regulation 36 - Governing Student registration, attendance and progress.

For further information regarding the process for Regulation 36, please see:
{https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/} https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/

Under certain circumstances, monitoring points can be recorded as authorised missed points - for example, when a student misses a seminar with the module tutor's approval.

International students should be particularly aware of the consequences of missing contact points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

The monitoring point scheme for postgraduate students is as follows and students are reminded that attendance at all lectures and seminars during the course of the term is compulsory. The following schemes apply to all of the following students where applicable:

Full time - Postgraduate (Taught)

The following scheme applies to all of the following students where applicable:

- **Q3P1 MA English Literature**
- **Q2PE MA in World Literature**
- **Q3PD MA in Critical & Cultural Theory**
- **Q3PE MA in English & Drama**

Term 1

Monitoring point	Description	Example of timing	Monitoring methods
1	Meeting with personal tutor	By end of week 3	The Personal Tutor records the meeting immediately after it takes place with basic details under the Personal Tutor Tab of Tabula. The student has to approve the meeting and can expand on the details of the meeting if required.

| 3-6 | Teaching sessions (attendance at any seminar during specific weeks) | Weeks 3, 5, 6, | Tabula attendance records completed by Tutor **immediately** after the event takes place |
| 7 | Submission of Dissertation proposal (by deadline set mid-December) | By mid-December | Student completes online form, PPO to record |

Term 2

Monitoring point	Description	Example of timing	Monitoring methods
8-10	3 teaching sessions (attendance at any seminar during specific weeks)	Weeks 2,5 & 8	Tabula attendance records completed by Tutor **immediately** after the event takes place
11	Meeting with personal tutor	By end of week 4	The Personal Tutor records the meeting immediately after it takes place with basic details. The student has to approve the meeting and can expand on the details of the meeting if required.
12	Submission of Term 1 assessed work by week 6 of Spring Term	By end of week 6	Tabula automatically records when work is submitted.

Term 3

Monitoring point	Description	Example of timing	Monitoring methods
13	Submission of Term 2 assessed work by week 6 of Summer Term	By end of week 6	Tabula automatically records when work is submitted

Summer

Monitoring Point	Description	Example of Timing	Monitoring Methods

| 14 | Submission of assessed work by week 1st September (no later than 1st October if extension agreed) | September | Tabula automatically records when work is submitted |
| 15 | Student views feedback on Tabula for dissertation, long project or final submission of assessed work | September/October | Tabula records when feedback has been viewed; PPO manually enters |

Part Time - Postgraduate (Taught)

PART-TIME TAUGHT POSTGRADUATE will be monitored using the same points used for full-time taught students. However, part-time students will only be expected to meet 9 monitoring points per academic year due to the part-time nature of their registration.

Term 1

Monitoring point	Description	Example of timing	Monitoring methods
1	Meeting with personal tutor	By end of week 3	The Personal Tutor records the meeting immediately after it takes place with basic details. The student has to approve the meeting and can expand on the details of the meeting if required.
2-4	Teaching sessions (attendance at any seminar during specific weeks)	Weeks 4, 6 & 8	Tabula attendance records completed by Tutor immediately after the event takes place.

Term 2

Monitoring point	Description	Example of timing	Monitoring methods

5	Meeting with personal tutor	By end of week 3	The Personal Tutor records the meeting immediately after it takes place with basic details. The student has to approve the meeting and can expand on the details of the meeting if required.
6	Teaching sessions (attendance at any seminar during specific weeks)	Week 5	Tabula attendance records completed by Tutor immediately after the event takes place.
7	Submission of Term 1 assessed work by week 6 of Spring Term	By end of week 6	Tabula automatically records when work is submitted.

Term 3

Monitoring point	Description	Example of timing	Monitoring methods
8	Submission of Term 2 assessed work by week 6 of Summer Term	By end of week 6	Tabula automatically records when work is submitted.

Summer

Monitoring point	Description	Example of timing	Monitoring methods
9	Submission of assessed work by week 1st September (no later than 1st October if extension agreed)	September	Tabula automatically records when work is submitted

Department Information

Welcome Week

During Welcome Week, 27th September - 3rd October for the academic year 2021/22, the University will run a varied programme of online events and activities in partnership with the Students' Union. The emphasis is on helping you settle in, make friends and adapt to life at Warwick. The Department will also run virtual induction

meetings and events, and many other sessions are running across the university to help you get familiar with what Warwick has to offer. You can build your own Welcome Week timetable here: {https://warwick.ac.uk/students/welcome/welcomeweek/timetableguide/} https://warwick.ac.uk/students/welcome/welcomeweek/timetableguide/ ⧉ ⧉

University Enrolment information and Induction activities – information can be found at: {https://warwick.ac.uk/students/welcome} https://warwick.ac.uk/students/welcome

Students' Union: please see information about facilities and events: {https://www.warwicksu.com/} https://www.warwicksu.com/

New MA students are invited to attend the Induction (Welcome) event in the department, hosted by the Director of Graduate Studies, on **Thursday, September 30th, from 2-3pm**. This is a chance to meet the Director of Graduate Studies, who will talk through some of the basics of settling into the Department, and also to meet other incoming MA students.

Postgraduate Student Staff Liaison Committee (PGSSLC)

The PGSSLC is organised and chaired by students, but academic staff are members of the committee. The student Chair and Secretary are always invited to the Teaching and Learning Committee (TALC), and PGSSLC feedback on issues discussed is provided to the Departmental Meeting as part of the TALC report. This ensures that all the academic staff members are aware of any concerns and can discuss ways of addressing these. At the end of the year, the department's PGSSLC writes an annual report which is sent to the Teaching Quality department of the University where it is considered alongside all the other reports, so that the University as a whole is informed of the issues that concern our students.

The PGSSLC will not discuss personal problems nor complaints about individual members of staff.

Your PGSSLC representatives will tell you much more about the SSLC. There is an SSLC notice board located between rooms H536 and H538 in the English Department and the webpage is here: {https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/pgsslc_committee} https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/pgsslc_committee

The Students' Union SSLC page is at: {https://www.warwicksu.com/sslc/} https://www.warwicksu.com/sslc/

Personal Tutors and Senior Tutor

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. They provide academic advice to personal tutees on their studies and personal development including feedback on academic progress and transition into university life. They also offer help and advice on other issues that impact students' ability to study which may involve signposting students to Wellbeing Support Services for professional assistance.

Personal tutors are the first point of contact for help with concerns about academic progress, study problems, enquiries about course changes, general concerns about university life, and financial issues. All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your personal tutor may refer you to the Senior Tutor.

Your personal tutor is a member of academic staff who is your first port of call for any academic and non-academic issues you experience during your degree. Your personal tutor can give you advice on applying for mitigating circumstances or reasonable adjustments to support your studies (including special exam arrangements). Your personal tutor will often, though not always change from year to year, and sometimes within the year (if your personal tutor has a term of research leave, for example). You can check who your personal tutor is on your TABULA profile. You will have mandatory meetings with your personal tutor, (as part of the department's Monitoring Student Attendance and Progression Policy), but you are also encouraged to keep in contact with your personal tutor regularly, especially, but not only, if you have a specific issue that may need negotiation with the department. Your personal tutor may be consulted by administrative and academic staff on a number of matters regarding your progress.

The University Dean of Students works closely with Faculty Senior Tutors to help students in times of need by promoting the academic support of students, individually and collectively. The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and Senior Tutors.

The University Dean of Students has overall responsibility for the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students' Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The {https://warwick.ac.uk/services/dean-of-students-office/about} Dean of Students can be contacted on {mailto:DeanofStudents@warwick.ac.uk} DeanofStudents@warwick.ac.uk or telephone the Offices on 024 765 22761.

Communication

The department uses a number of methods to communicate with students but email is the department's preferred method, and **students are expected to check their Warwick email address daily**. You will have been given a Warwick University email address when you registered at the University and this is the email address that you should use when contacting your tutors and the departmental office.

Student Post

Students should ensure that if they are having any post delivered to the University, this should be collected via the Student Post Room: {https://warwick.ac.uk/services/estates/post} https://warwick.ac.uk/services/estates/post

Associated costs

There may be additional costs associated with studying this programme, such as the purchase of primary texts. You should consider these costs when deciding whether or not to accept this offer. You can find this information at the following address: {https://warwick.ac.uk/study/postgraduate/funding/additionalcosts/} https://warwick.ac.uk/study/postgraduate/funding/additionalcosts/

Student Voice

The Department and the University give careful consideration to the views of students. It is important for students to engage proactively with their teaching and learning as well as their wider community experience. You are encouraged to provide feedback (both compliments and concerns) so that, where possible, services can be improved.

You can provide feedback through Module Evaluation which is carried out at the end of term, you can take part in the Warwick Student Survey, the National Student Survey, or you can email {mailto:ugenglish@warwick.ac.uk} PGEnglish@warwick.ac.uk.

Feedback from students contributes to the planning and monitoring of modules. You can make a direct impact on the way that modules are taught and organised by completing a module evaluation form. The feedback given by students is discussed by the department. This process can be completely anonymous, allowing you to be honest and fair in your feedback.

Concerns and complaints

If you have a concern or complaint, please raise it as soon as possible with the most appropriate member of staff in your academic department or the relevant service or administrative department. If you are not able to find a resolution yourself or do not know who to go to, please do seek advice via the range of services available to help you (e.g. your personal tutor and/or your Student Staff Liaison Committee representative within your academic department or Wellbeing Support Services, the Senior Tutor, or the Students' Union Advice Centre).

Should your issue or concern not be resolved through available methods for you to provide feedback, the University has a clear three-stage Student Complaints Resolution Pathway. Further information, advice and guidance is available on the following University webpages:

{https://warwick.ac.uk/services/feedbackcomplaints/} https://warwick.ac.uk/services/feedbackcomplaints/

{https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints} https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints

For advice in case of grievances with the department, you can contact the University Dean of Students' Office: {https://www2.warwick.ac.uk/services/dean-of-students-office} https://www2.warwick.ac.uk/services/dean-of-students-office and/or the SU Advice Centre {https://www.warwicksu.com/advice/} https://www.warwicksu.com/advice/

Student Funding

The {https://warwick.ac.uk/services/academicoffice/funding} Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly by the University. The team can provide budgeting advice to help make students' money go further and also administers University hardship funds.

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

The Student Funding team can be contacted by telephone on 024 761 50096 or email: {mailto:studentfunding@warwick.ac.uk} studentfunding@warwick.ac.uk.

Key Contacts

Postgraduate Student Office

Telephone: +44 (0) 24 76523665

Email: {mailto:UGEnglish@warwick.ac.uk} PGEnglish@warwick.ac.uk.

Post: Department of English and Comparative Literary Studies, Humanities Building, University of Warwick, CV4 7AL

Location: The department is located on the 5th floor of the Humanities Building. For any queries, please come to the departmental office, room H506. The majority of our teaching rooms are located in the Humanities Building, but seminars are also conducted in Millburn House (where the Warwick Writing Programme, part of the School of Creative Arts, Performance and Visual Cultures is based) and in other buildings around the central campus.

You can find campus maps on the Warwick website to help guide you in your first weeks on campus. The Humanities building can be found on the Central Campus map: {http://www2.warwick.ac.uk/about/visiting/maps/campusmap/} http://www2.warwick.ac.uk/about/visiting/maps/campusmap/

Emergencies: please contact the University Security Team on 024 7652 2222 or 22222 from a campus phone.

Staff contacts (Academic and Administrative)

Head of Department	Professor Emma Mason	{mailto:Emma.Mason@warwick.ac.uk} Emma.Mason@warwick.ac.uk (FAB5.44)
Director of Graduate Studies	Dr Ross Forman	{mailto:R.G.Forman@warwick.ac.uk} R.G.Forman@warwick.ac.uk (FAB5.11)
Senior Tutor	Dr Elizabeth Barry	{mailto:englishseniortutor@warwick.ac.uk} englishseniortutor@warwick.ac.uk Email for an appointment.
English Literature MA Degree Convenor	Dr Emma Francis	{mailto:E.J.Francis@warwick.ac.uk} E.J.Francis@warwick.ac.uk Email for an appointment.
English and Drama MA Degree Convenor	Dr Teresa Grant	{mailto:S.Purcell@warwick.ac.uk} T.Grant@warwick.ac.uk Email for an appointment.

World Literature MA Degree Convenor	Dr Nick Lawrence	{mailto:N.Lawrence@warwick.ac.uk} N.Lawrence@warwick.ac.uk Email for an appointment.
Critical and Cultural Theory MA Degree Convenor	Prof Michael Gardiner **(TERM 1)** Prof Daniel Katz **(TERMS 2 & 3)**	{mailto:M.Gardiner@warwick.ac.uk} M.Gardiner@warwick.ac.uk {mailto:D.Katz@warwick.ac.uk} D.Katz@warwick.ac.uk Email for an appointment.
Postgraduate Programmes Officer	Emily Brannigan	{mailto:UGEnglish@warwick.ac.uk} PGEnglish@warwick.ac.uk (FAB5.33)
Academic Administrator	Heather Pilbin	{mailto:H.S.Pilbin@warwick.ac.uk} H.S.Pilbin@warwick.ac.uk
Senior Departmental Administrator	Siân Moore	{mailto:Sian.Moore@warwick.ac.uk} Sian.Moore@warwick.ac.uk
Departmental Co-ordinator	Dee Parker	{mailto:Dee.Parker.1@warwick.ac.uk} Dee.Parker.1@warwick.ac.uk
Widening Participation Officer	Charlotte Pearce	{mailto:Charlotte.Pearce@warwick.ac.uk} Charlotte.Pearce@warwick.ac.uk
Finance Assistant	Dee Parker	{mailto:Englishfinance@warwick.ac.uk} Englishfinance@warwick.ac.uk

Office hours: All academic staff have office hours. Please see their profile pages for details.

For all staff contact details, modules taught and research interests, please see {https://www2.warwick.ac.uk/fac/arts/english/people/} staff profile pages.

Director of Postgraduate Studies and MA Degree Convenors

The **Directors of Graduate Studies** (DGS) deals with queries from all postgraduate students regarding their studies, however students can always approach their **MA Degree Convenor** if they have specific query about their course, including how to withdraw temporarily or permanently from the course and how to change the degree course.

Senior Tutor

The **Senior Tutor** is responsible for the personal tutor system and can provide advice, support and guidance to students if their personal tutor is unavailable or they wish to speak to an alternative member of staff.

Module convenors

Details of **module convenors** can be found on the individual module webpages: {https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/mastudy202021}

https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/mastudy202021

Your Degree Course

Course regulations - MA in English Literature

a. Students must accrue 180 CATS to complete the MA. Students must take four modules (each worth 30 CATS) and write a 16,000-word dissertation (60 CATS).

b. Full-time students must gain all their credits in a year. Full-time students must take two modules in term 1 and a further two modules in term 2, and will conclude their studies by submitting their 60 CAT dissertation. Part-time students will usually take 60 CATS of taught modules in Year 1 and a further 60 CATS of taught modules in Year 2, though with the approval of the course convenor they may opt to take more CATS in the first year. They will complete the 60-CAT dissertation in Year 2. Part-time students will usually take one module in each of the four taught terms across the two-year period of their study. However, they may take more modules in their first year with the approval of the degree convenor.

c. In addition to their chosen modules, students must undertake and pass the "Introduction to Research Methods" training programme in their first term.

d. At least one of a student's four modules must be chosen from the list of required critical theory modules (as identified by the department).

e. Students wishing to do so may take one 30 CATS module (or two modules that total 30 CATS) outside the department, but must seek approval from the degree convenor to do so and also acquire permission from the relevant tutor/convenor of the outside module.

f. The pass mark for all assessments on this course is 50. Students who complete the MA with an overall average of 70 or higher will be awarded a distinction. Students with a final average of 60-69 will be awarded a merit.

g. If a student fails to complete the requisite 180 CATS but has completed at least 120 CATS the Board of Examiners may award them a Postgraduate Diploma in English. Similarly, if they have only completed 60 CATS, they may be awarded a Postgraduate certificate. Please see https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt for full details of the requirements.

Course Regulations – MA in World Literature

a. Students must accrue 180 CATS to complete the MA. Students must take four modules (each worth 30 CATS) and write a 16,000-word dissertation (60 CATS).

b. Full-time students must gain all their credits in a year. Full-time students must take two modules in term 1 and a further two modules in term 2, and will conclude their studies by submitting their 60 CAT dissertation. Part-time students will usually take 60 CATS of taught modules in Year 1 and a further 60 CATS of taught modules in Year 2, though with the approval of the course convenor they may opt to take more CATS in the first year. They will complete the 60-CAT dissertation in Year 2. Part-time students will usually take one module in each of the

four taught terms across the two-year period of their study. However, they may take more modules in their first year with the approval of the degree convenor.

c. In addition to their chosen modules, students must undertake and pass the "Introduction to Research Methods" training programme in their first term.

d. The MA in World Literature has one core module required of all students: EN942 Fundamentals of World Literature. This must be taken in the first semester of study.

e. Students wishing to do so may take one 30 CATS module (or two modules that total 30 CATS) outside the department, but must seek approval from the degree convenor to do so and also acquire permission from the relevant tutor/convenor of the outside module.

f. The pass mark for all assessments on this course is 50. Students who complete the MA with an overall average of 70 or higher will be awarded a distinction. Students with a final average of 60-69 will be awarded a merit.

g. If a student fails to complete the requisite 180 CATS but has completed at least 120 CATS the Board of Examiners may award them a Postgraduate Diploma in English. Similarly, if they have only completed 60 CATS, they may be awarded a Postgraduate certificate. Please see {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt} https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt for full details of the requirements.

Course Regulations – MA in English and Drama

a. Students must accrue 180 CATS to complete the MA. Students must take four modules (each worth 30 CATS) and write a 16,000-word dissertation (60 CATS).

b. Full-time students must gain all their credits in a year. Full-time students must take two modules in term 1 and a further two modules in term 2, and will conclude their studies by submitting their 60 CAT dissertation. Part-time students will usually take 60 CATS of taught modules in Year 1 and a further 60 CATS of taught modules in Year 2, though with the approval of the course convenor they may opt to take more CATS in the first year. They will complete the 60-CAT dissertation in Year 2. Part-time students will usually take one module in each of the four taught terms across the two-year period of their study. However, they may take more modules in their first year with the approval of the degree convenor.

c. In addition to their chosen modules, students must undertake and pass the "Introduction to Research Methods" training programme in their first term.

d. The MA in English and Drama has one core module required of all students: EN9A7 Drama and Performance Theory. This must be taken in the first semester of study.

e. Students wishing to do so may take one 30 CATS module (or two modules that total 30 CATS) outside the department, but must seek approval from the degree convenor to do so and also acquire permission from the relevant tutor/convenor of the outside module.

f. The pass mark for all assessments on this course is 50. Students who complete the MA with an overall average of 70 or higher will be awarded a distinction. Students with a final average of 60-69 will be awarded a merit.

g. If a student fails to complete the requisite 180 CATS but has completed at least 120 CATS the Board of Examiners may award them a Postgraduate Diploma in English. Similarly, if they have only completed 60 CATS, they may be awarded a Postgraduate certificate. Please see {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt} https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt for full details of the requirements.

Course Regulations – MA in Critical and Cultural Theory

a. Students must accrue 180 CATS to complete the MA. Students must take four modules (each worth 30 CATS) and write a 16,000-word dissertation (60 CATS).

b. Full-time students must gain all their credits in a year. Full-time students must take two modules in term 1 and a further two modules in term 2, and will conclude their studies by submitting their 60 CAT dissertation. Part-time students will usually take 60 CATS of taught modules in Year 1 and a further 60 CATS of taught modules in Year 2, though with the approval of the course convenor they may opt to take more CATS in the first year. They will complete the 60-CAT dissertation in Year 2. Part-time students will usually take one module in each of the four taught terms across the two-year period of their study. However, they may take more modules in their first year with the approval of the degree convenor.

c. In addition to their chosen modules, students must undertake and pass the "Introduction to Research Methods" training programme in their first term.

d. The MA in Critical and Cultural Theory has one core module required of all students: EN9C1 Critical Theory Today. This must be taken in the first semester of study.

e. Students wishing to do so may take one 30 CATS module (or two modules that total 30 CATS) outside the department, but must seek approval from the degree convenor to do so and also acquire permission from the relevant tutor/convenor of the outside module.

f. The pass mark for all assessments on this course is 50. Students who complete the MA with an overall average of 70 or higher will be awarded a distinction. Students with a final average of 60-69 will be awarded a merit.

g. If a student fails to complete the requisite 180 CATS but has completed at least 120 CATS the Board of Examiners may award them a Postgraduate Diploma in English. Similarly, if they have only completed 60 CATS, they may be awarded a Postgraduate certificate. Please see: {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt} https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt for full details of the requirements.

Board of Examiners

The task of the Board is to review all student marks. All marks remain provisional until they

have been confirmed at a Board of Examiners meeting. The MA Exam Board consists of:

1. Head of Department

2. Deputy Head of Department

3. Director of Graduate Studies

4. MA Exams Secretary

5. Senior Tutor

6. MA Course Convenors

7. Mitigating Circumstances Officers

8. External Examiners

9. Secretary & other members of administrative team

The meeting will be quorate with two-thirds of the named Board present. The Board usually meets in the Autumn (normally in November) to consider marks on module assessments, as well as dissertation performance and resubmissions. Special factors affecting the performance of individual candidates may be taken into consideration by the Board, but only if the Board is aware of any mitigating circumstances by the deadline of the mitigating circumstances submission. This is a week before the Board is held. The Board awards the MA degree and the MA with merit or distinction, subject to the approval of Senate. Details of the timing of Board of Examiners meeting will be provided separately.

Appeals

If it is decided that your performance merits the award of a lower qualification than the one for which you were registered or does not merit the award of a qualification at all, you have a right of appeal. Regulation 42 sets out the procedure to be followed for taught postgraduate courses and for research postgraduate courses. Regulation 42 sets out the process for considering appeals and is available {https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals} here.

Students should note that there is no right of appeal against the requirement to resubmit work or resit examinations nor against the decision to award a Master's degree at pass level rather than with distinction or merit.

You can download the appeals form (in Word format) {https://warwick.ac.uk/services/academicoffice/examinations/students/appeals/regulation_42_academic_appeal_fo here.

Further information on submitting a postgraduate appeal, please consult the Doctoral College (see {http://www2.warwick.ac.uk/services/academicoffice/gsp} http://www2.warwick.ac.uk/services/academicoffice/gsp) for any further advice required.

Transcripts

Final transcripts will be provided by the academic office, once the marks have been confirmed by the MA Exam Board.

Further information on ordering transcripts can be found on the main university website here: {https://www2.warwick.ac.uk/services/academicoffice/examinations/records/transcripts/} https://www2.warwick.ac.uk/services/academicoffice/examinations/records/transcripts/

Requesting references

It is essential that all reference requests are made directly to the member of staff who you wish to be your referee via their Warwick e-mail account or in person. There is no guarantee a reference will be written if you have not contacted your prospective referee in advance and given sufficient notice.

Teaching, Learning and Assessment

The Library

The Library provides a very large number of resources for students in the department. You can use the Library Search on the webpage ({https://warwick.ac.uk/services/library/} https://warwick.ac.uk/services/library/) to find print and electronic books, and journal articles. For assignment research there are {http://webcat.warwick.ac.uk/search~S1/v?english} key electronic resources for English which give you access to secondary critical literature, such as journal articles, books, book chapters and dissertations, as well as to electronic primary texts and contemporary sources. Particularly recommended are Literature Online (primary and secondary sources) and the MLA International Bibliography (secondary sources). Support with finding information for English is available here: {https://warwick.ac.uk/services/library/subjects/arts/english/} https://warwick.ac.uk/services/library/subjects/arts/english/

Kate Courage is the Academic Support Librarian for the department. Please contact Kate at {mailto:kate.courage@warwick.ac.uk} kate.courage@warwick.ac.uk if you would like help finding or referencing information for your assignments. You can also contact her if you would like the Library to buy a book you need, or have any other library-related requests. She is available for research support, by appointment, and has an office hour in the department on Wednesdays 4-5 in H5.07. You can also ask for help finding material in the Main Library at the Help Desk on the first floor.

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programs are run:

The Learning Grid: {https://warwick.ac.uk/services/library/using/libspaces/learning_grid/} https://warwick.ac.uk/services/library/using/libspaces/learning_grid/

The Learning Grid Rootes: {https://warwick.ac.uk/services/library/using/libspaces/grid_rootes} https://warwick.ac.uk/services/library/using/libspaces/grid_rootes

The Learning Grid Leamington: {https://warwick.ac.uk/services/library/using/libspaces/grid_leamington} https://warwick.ac.uk/services/library/using/libspaces/grid_leamington

Modern Records Centre: {https://warwick.ac.uk/services/library/mrc} https://warwick.ac.uk/services/library/mrc

Regular news and updates can be found via the Library's homepage, Facebook pages (@WarwickUniLibrary) and its Twitter account (@warwicklibrary). More on the Library's community engagement wellbeing services for students can be found at: {https://warwick.ac.uk/library/students/study-happy/} https://warwick.ac.uk/library/students/study-happy/ or via Twitter at #StudyHappy.

Tabula

The Department of English and Comparative Literary Studies uses Tabula as an attendance, seminar and coursework management tool. You will be submitting your coursework via this system. You can find information on getting started with Tabula on the IT Services website here: {https://www2.warwick.ac.uk/services/its/servicessupport/web/tabula/guides/student} https://www2.warwick.ac.uk/services/its/servicessupport/web/tabula/guides/student

IT Services also offer assistance with their supported software and hardware equipment. For all issues regarding Tabula, desktops or any other IT problems, contact IT Services on x73737 while on campus or 024 7657 3737 off campus. You can also e-mail the IT Services Help Desk on {mailto:helpdesk@warwick.ac.uk} helpdesk@warwick.ac.uk.

Should you encounter problems while uploading assignments, contact IT Services for assistance in the first instance. **The department will not accept an IT problem as a reason for the lateness of an essay so please give yourself plenty of time to submit your essay. Uploading documents to Tabula sometimes takes time.**

Sample MA Essays

Students are able to consult copies of a selection of past MA essays and dissertations. Please e-mail the PPO for details: {mailto:PGEnglish@warwick.ac.uk} PGEnglish@warwick.ac.uk. Please note that sample essays are not available for all modules.

Modules, Research Methods and Dissertations

Modules

Information for each of the MA modules running in the 2021-22 academic year can be found on our website here: {https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/mastudy202021} https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/mastudy202122/

This page provides links to the module webpages, which contain information about structure and assessment patterns as well as contact information for the module convenors.

Taking modules outside the department

In place of one of your four modules, you are permitted to take one 30-CAT module (OR two modules that total 30 CATS) from outside the Department - from History, Film, Modern Languages, or Philosophy, for instance - and you may in particular want to look at the modules offered by the Institute for Advanced Teaching and Learning (IATL).

Timetables

Your timetable will be available via Tabula.

If you wish to change any of your modules, please contact {mailto:PGEnglish@warwick.ac.uk} PGEnglish@warwick.ac.uk.

Introduction to Research Methods

In addition to your module choices, please note that the formative module, EN100 Introduction to Research Methods, is a compulsory component of your degree.

EN100 Research Methods is a compulsory set of sessions for MA in English, MA in World Literature, MA in English and Drama and MA in Critical and Cultural Theory students. Full details of the formative assignments are {https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/academicwriting/en947researchmethods/ here.

For 2021-22 this provision has yet to be confirmed how it will take place. Students will be contacted with more information ahead of the first seminar.

Schedule of provision

Session 1 (Term 1, Week 2): Introduction to the module, managing the writing process and outlining the assessment requirements

This session discusses writing strategies and how to manage your writing schedule, as well as demonstrating literature searching strategies. The workshop also discusses plagiarism avoidance and outlines the formative assignment. This session will be co-led by Rochelle Sibley and Kate Courage.

Session 2 (Term 1, Week 3): Workshop on demonstrating critical engagement and being a prolific writer

This session explores the different ways in which critical engagement can be demonstrated in postgraduate assignments, with additional support on maximising your writing output. This session will be led by Rochelle Sibley.

Session 3 (Term 1, Week 4): Workshop on finding research sources

This Library-based session will allow you to evaluate your approach to research so far. It will invite you to consider different approaches to research and explore research sources available to you. This session will be led by the English subject librarian, Kate Courage.

Session 4 (Term 1, Week 5): Workshop on structuring assignments

This session discusses the different structural approaches that can be taken with postgraduate assignments, with special advice on how to structure the dissertation. This session will be led by Rochelle Sibley.

Session 5 (Term 1, Week 6): {https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/academicwriting/en947researchmethoc Dissertation proposal workshop

This session focuses on how to produce an effective and realistic dissertation proposal, both in terms of research strategies and the scope of your project. This session will be led by Rochelle Sibley.

Session 6 (Term 1, Week TBC): Writing a translation with commentary workshop (MALTS students only)

This session offers guidance and support on writing translations with commentary for those students on the MA in Literary Translation Studies. This session will be led by Chantal Wright.

Session 7 (Term 2, Week TBC): Dissertation research strategies

This session offers support on academic writing and research strategy issues associated with the dissertation. This session will be co-led by Rochelle Sibley and Kate Courage.

Session 8 (Term 3, Week 8): Dissertation trouble-shooting clinic

This student-led session offers support on academic writing and research strategy issues associated with the dissertation. This session will be co-led by Rochelle Sibley and Kate Courage.

Dissertation

The MA dissertation requires students to undertake and complete a sustained research project of 16,000 words on a topic of special interest.

TERM 1: Writing your proposal
Dissertation proposals – of 500-words in length – must be submitted to the department by noon on Friday 10 December 2021 (week 10 of term 1). Information on how you will submit your proposal will be issued out in Term 1.

As part of your Introduction to Research Methods course you will take part in a dissertation proposal writing workshop. This will help you to think about how to frame your proposal. You are also encouraged to look at the areas of expertise covered by our staff and to use staff office hours to discuss ideas with relevant specialists and potential supervisors before finalizing your proposal.

TERM 2: Starting research

You will be assigned a supervisor by the end of week 1 of term 2, and in this term you are strongly advised to begin work on your dissertation research.

In term 2 you will hold two meetings with your supervisor: the first will be an introductory meeting and the second should take placed before your dissertation progress report is due.

The Dissertation Progress Report includes the following:

- Dissertation Progress Report form
- title and chapter breakdown
- an abstract of 1000 words
- a bibliography

This Dissertation Progress Report must be submitted to the Postgraduate Programmes Officer by the end of week 9 of term 2. The progress reports will be reviewed by the MA Convenor. If there are concerns about progress, the MA Convenor will contact you.

TERM 3: Research and writing

During term 3 you should be hard at work on your dissertation. During this should meet with your supervisor on three occasions (spread evenly across the term). Your supervisor is permitted to read one rough draft of your dissertation, which must be sent to them by the end of term 3.

Number of supervisions

Students receive five supervisions for their MA dissertations, two in term 2 and three in term 3. Supervisions are generally around 45-60 minutes in length, but the initial two meetings may be shorter.

Email contact with your supervisor

You are welcome to contact your supervisor by email. As with all the department's staff, you can usually expect a supervisor to respond within three working days if your query is straightforward. For more complex requests, supervisors will need more time to respond and you need to keep in mind that an email exchange is no substitute for a face-to-face meeting. Face-to-face supervision of dissertations concludes at the end of term 3. Over the summer months of July and August, when staff undertake their own research activities, email contact is at the supervisor's discretion and it will very likely take longer for them to respond to any message you send.

Submission

Dissertations are due on 6 September 2022.

The following reminders may be useful:

- You must be consistent in the style convention used (preferably either MLA, MHRA, Chicago or Harvard)
- Footnotes/Endnotes are included in the final word count; the 'Bibliography' is not included in the final word count.

- An abstract is not required in the final submission.

- A margin of up to 10% over or under length is allowed, but dissertations that are between 10-24% over-length will incur a penalty of 5 marks.

- Work that is more than 25% over-length will be refused.

Dissertation calendar

TERM 1

- Week 6: dissertation proposal writing workshop

- End of week 9 (03 December 2022): proposal due

TERM 2

- 2 meetings with your supervisor

- End of week 9 (11 March 2022): Dissertation progress report due

TERM 3

- 3 meetings with your supervisor

- End of term 3: deadline for sending a draft to your supervisor.

Your Assessments

Our modules are assessed by a variety of assessment methods such as essays, creative projects, journals, online/digital projects and others. Assessment methods for modules are approved in advance by University Committees, and staff members cannot change these over the course of an academic year.

Information about the University Assessment Strategy is at:

{https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat} https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat

Planning your year

While teaching takes place only in terms 1 and 2, you will be required to submit work for assessment at various times throughout the entire year. In order to keep on top of things, you will need to plan your year carefully. The best way is to construct your own personal year planner, nothing not only deadlines, which are spaced throughout the year, but also blocks of time when you will be able to write your essays. It is each student's responsibility to construct their personalised year planner.

If you have questions or would like help, contact the MA Convenor, your personal tutor or the PPO. Students who plan their time wisely routinely perform better on the MA than those who don't.

Choosing your essay topic

Choosing a topic for your essay is extremely important. Early planning is vital and will help you pace your work throughout the year. You must discuss your ideas for an essay topic carefully with your tutor well in advance of the deadline.

Getting Advice

Tutors keep office hours during term time, and you should feel free to approach your tutor during these times, or at an alternative mutually agreed time. You'll find a tutor's office hours posted outside their door and also on their page on the Department's website. Bear in mind that members of staff may be on leave in the term(s) when they are not teaching their MA module: e.g. your tutor in term 1 may not be around in term 2 as you begin to write your term 1 essay. So, when you plan your year, check your tutor's availability. Also bear in mind that tutors will not generally be available during vacations; however, they may agree to consultations by arrangement.

If you need to consult your tutors outside of term time, you may email them to arrange an appointment. However, please be aware that many tutors are not easily contactable between terms, since this time is nearly always devoted to research. When contacting a tutor by email you should not expect an instant response. most tutors will aim to reply to emails within two days but will not respond on evenings or weekends.

Assessment deadlines

Assessment submission deadlines

Tuesday 15 February 2022 – All Term 1 work due
Tuesday 31 May 2022 – All Term 2 work due
Tuesday 6 September 2022 – MA dissertation due
Essays must be submitted electronically via e-submission through Tabula: please ensure that you keep an email of the receipt for your records. Your Tabula profile contains details of all your individual assignments and deadlines.

Essays must be submitted electronically using Tabula by **12 noon** on the stipulated deadline. No computer-related problems will be accepted as justifiable reason for lateness so it is recommended that you submit your work well in advance, however please note that you can resubmit as many times as you wish up until the deadline. See below for information on extensions/late submission.

Return of feedback deadlines
Markers have twenty working days from the original deadline to provide feedback and marks to students via Tabula. This does not apply to the dissertation.

Assessment conventions

All essays are marked by two members of staff. The standard length for essays for 30 CAT modules on this course is 6,000 words; the dissertation length is 16,000 words. Marks will be given out of 100.

In marking, examiners will reward cogency of argument, the use of appropriate material, stylistic excellence and good presentation. Candidates must also satisfy examiners that they have carried out the work required by the module and met the learning outcomes. All marks awarded by examiners are provisional, until confirmed by the Exam Board in November. The pass mark for the MA is 50, with a Merit being marked at 60 or more and a Distinction being marked at 70 or more.

Marks and feedback

Marks are given on a 0-100 scale. The minimum pass mark for all MA modules is 50. Marks and feedback on student assessed work are provided via Tabula, the University's online submission system. Students may wish to ask their tutor to discuss feedback with them. Markers have twenty working days from the original submission deadline or the submission date in case of an extension to return feedback and marks to students.

Policy on word-length

Use a computer to write your essay and use 12 point font. You must keep backup copies of your work until you graduate.

You are advised to write your essays using MLA conventions; if you choose another style format, please make sure you are consistent within the essay submitted.

All essays and dissertations must have a Bibliography or Works Cited. There should also be correct and full referencing of sources as in-text citation, as footnotes or as endnotes.

All essays have a required word-length. If you are unsure of the required word-length for an essay, please ask your tutor. Footnotes, endnotes, works cited, bibliographies and the essay title itself, are **not** included in the word-length; quotations **are** included in the wordlength. You should write the number of words you have used at the end of your essay.

Markers will stop reading an essay once the word-length plus 10% has been reached. You will be penalised if you exceed the word-length plus or minus 10%. If you fall short of or exceed the 10%, you will incur one of the penalties below:

- 5 marks will be deducted for an essay that is between 10% and 15% over or under the required word-length.
- 10 marks will be deducted for an essay that is between 15% and 50% over or under the required word-length.
- 20 marks will be deducted for an essay that is more than 50% over or under the required word-length.

Marking criteria

Marking descriptors are as follows:

80+ (Distinction):
Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents an advance in scholarship or is judged by the examiners to be of a standard publishable in a peer-reviewed publication.

70-79 (Distinction):
Methodologically sophisticated, intelligently argued, with some evidence of genuine originality in analysis or approach. Impressive command of the critical/historiographical/theoretical field, and an ability to situate the

topic within it, and to modify or challenge received interpretations where appropriate. Excellent deployment of a substantial body of primary material/texts to advance the argument. Well structured, very well written, with proper referencing and extensive bibliography.

60-69 (Merit):

Well organised and effectively argued, analytical in approach, showing a sound grasp of the critical/historiographical/theoretical field. Demonstrates an ability to draw upon a fairly substantial body of primary material, and to relate this in an illuminating way to the issues under discussion. Generally well written, with a clear sequence of arguments, and satisfactory referencing and bibliography.

50-59 (Pass):

A lower level of attainment than work marked in the range 60-69, but demonstrating some awareness of the general critical/historiographical/ theoretical field. Mainly analytical, rather than descriptive or narrative in approach. An overall grasp of the subject matter, with, perhaps, a few areas of confusion or gaps in factual or conceptual understanding of the material. Demonstrates an ability to draw upon a reasonable range of primary material, and relate it accurately to the issues under discussion. Clearly written, with adequate referencing and bibliography.

40-49 (Fail):

This work is inadequate for an MA or PG Diploma award. Significant elements of confusion in the framing and execution of the response to the question. Simple, coherent and solid answers, but mainly descriptive or narrative in approach. Relevant, but not extensive deployment of primary material in relation to the issues under discussion. Occasional tendency to derivativeness either by paraphrase or direct quotation of secondary sources. Some attempt to meet requirements for referencing and bibliography.

39- (Fail):

Work inadequate for an MA or PG Diploma award. Poorly argued, written and presented. Conceptual confusion throughout, and demonstrates no knowledge of the critical/historiographical/theoretical field. Failure to address the issues raised by the question, derivative, very insubstantial or very poor or limited deployment of primary material.

Plagiarism and Academic Misconduct

Cheating covers:

- **plagiarism**, which is the failure to acknowledge passages quoted from critics or from any other source, or passing off someone else's thoughts or writings as your own. Remember that submitting the same, or substantially the same, piece of work for two different modules constitutes self-plagiarism.

- **collusion**, involving the collaboration by a student with another person in producing a piece of work submitted for assessment, where that piece of work is presented as being solely the work of the student.

- **contract cheating**, where a student is found to have submitted work for assessment that is procured through a third party, with or without a payment being made. This would usually count as a severe case of cheating and would be referred to an Investigating Committee of Senate.

It is important that you consult the full updated regulations carefully before embarking on your essay work. Detailed information on plagiarism is here:

{http://www2.warwick.ac.uk/services/its/servicessupport/academictechnology/teaching/plagiarism}
http://www2.warwick.ac.uk/services/its/servicessupport/academictechnology/teaching/plagiarism

The University regulations are:

{https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/}
https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/

Guidelines for dealing with suspected cheating are to be found here:

{https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/i_suspectedcheating}
https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/i_suspectedcheating

In addition, the University has prepared two online sources of support which you are advised to use. First, you will find advice on avoiding plagiarism here:

{https://warwick.ac.uk/services/its/servicessupport/academictechnology/teaching/plagiari}
https://warwick.ac.uk/services/its/servicessupport/academictechnology/teaching/plagiarism

Second, a skills tutorial on referencing and avoiding plagiarism is available:

{https://moodle.warwick.ac.uk/course/view.php?id=24642} https://moodle.warwick.ac.uk/course/view.php?id=24642

If you are in any doubt as to what constitutes plagiarism, please speak to your Personal Tutor, or to your seminar tutor.

Procedures in the Event of Suspected Cheating

The University makes a distinction between **poor academic practice** and **cheating**.

A decision of **poor academic practice** will be made in cases of work deemed to have been improperly referenced through the incompetent or careless academic practices of the student, but where there is no attempt to deceive the marker. For example, it would be poor academic practice if a secondary text had been used verbatim and cited in the assignment, but not put in quotation marks.

In cases of poor academic practice, marks are not deducted from the work; instead those marks are not earned under the existing departmental marking criteria. In such cases, the work will be awarded a mark that reflects its academic worth according to the marking criteria. The student will be advised in their assignment feedback that the assignment was improperly referenced due to poor scholarship and the student will be advised to meet with their personal tutor to receive further guidance on correct referencing techniques.

Cheating is a much more serious offence, because it involves the intention to deceive the marker in order to gain an advantage in an assessment. The overwhelming majority of our students do not cheat. In order to protect the work of the honest majority, the department and the University have established strict rules to enable the investigation of cases of suspected cheating.

Procedure for identifying and investigating suspected cheating

If the member of staff marking your work has concerns about suspected cheating, the following procedure will be adopted.

Stage 1: The Marker

If the marker believes that an assignment is an example of poor academic practice, that assignment will be marked according to the departmental marking criteria. However, if the marker is unsure as to whether the assignment is an instance of poor academic practice or a case of suspected cheating, the marker passes the assignment to the Module Convenor for further investigation.

Stage 2: The Module Convenor

At this stage, the Module Convenor examines the assignment and decides whether this is a case of poor academic practice, suspected cheating or neither (no case to answer). If the Module Convenor believes that the assignment is an example of poor academic practice, or if there is no case to answer, then the assignment is returned to the marker to be marked according to departmental marking criteria.

However, if the Module Convenor is unsure as to whether or not the assignment is a case of poor academic practice, or if the Module Convenor suspects that cheating has occurred, then the assignment is passed to the department's Academic Conduct Panel for further investigation.

Stage 3: The Academic Conduct Panel

At this stage, the student will be sent an email informing them that their assignment is under investigation. Should you receive an email and require support from the Department, you must contact your Personal Tutor in the first instance. An Academic Conduct Panel will be convened to examine the assignment. The Panel will consist of two experienced markers, drawn from a pool established at the start of the academic year. The Panel will not include teachers from the module in question.

If the Academic Conduct Panel decides that this is a case of poor academic practice, or that there is no case to answer, the assignment is returned to the Module Convenor for appropriate marking. However, if, after reading the statement, the Academic Conduct Panel believes that there is evidence of cheating, they will refer the matter to the Head of Department with a recommendation.

The Academic Conduct Panel may, in rare cases where it suspects that an essay has been written to order, ask the student to attend an interview to discuss the contents of the essay and its sources.

Stage 4: The Head of Department

At this stage, the Head of Department will provide the student with a reasonable opportunity to make representations on his or her own behalf. This may involve a face-to-face meeting, but in some cases representations may be made in writing. The Head of Department will then determine whether an offence has occurred.

If cheating has occurred, the Head of Department will determine the penalty, and the student will be informed of the outcome in a letter copied to the module Convenor, the relevant Director of Undergraduate Studies, and the student's Personal Tutor. The student will also be informed that he or she has a right to appeal against the decision to an Investigating Committee of the Senate, in accordance with the University regulations. The possible penalties are:

- A reduction in mark for the piece of work in which the plagiarism has occurred (with or without the opportunity to resubmit or undertake a further assessment). The mark may be reduced to zero.
- Re-submission of the original work with revised referencing, for a capped mark.
- Re-submission of a new piece of work for a reduced or capped mark.

If the student accepts the penalty, the outcome is reported to the Examination Board, and a report of the circumstances and penalty imposed will be recorded in our plagiarism files. If the student appeals, the matter is referred to a University Investigating Committee (as in the University Calendar, Regulation 11, Section B, paragraphs 5-9). If the Head of Department determines that this is a case of **severe cheating**, then the matter is referred to an Investigating Committee of the Senate. Examples of cases that will usually be referred include:

- Second offences of cheating;

- Allegations relating to an assessment that contributed to the previous approval of an award to the student;

- Where the penalty imposed would potentially result in the student being ineligible to qualify for the award for which they are registered;

- Where there are multiple allegations of cheating, against the same student, which if proven would result in the student being ineligible to qualify for the award for which they are registered;

- Where the case is complex, for example involving allegations of collusion against two or more students.

In the event of the case being confirmed as a severe case of cheating the student will be informed that their case has been referred to an Investigating Committee of the Senate in a letter copied to the module Convenor, the Director of Undergraduate Studies, and the student's Personal Tutor. The student will be provided with information relating to Regulation 11, Section B, paragraphs 5-9 of the University Calendar.

Where cheating is discovered in one assignment, the Department may check the student's earlier assignments for similar offences. If further instances are identified and proven, penalties may be applied retrospectively. Repeat cases will normally be referred to an Investigating Committee of Senate.

Third-Party Proofreading

There are also rules about what is and is not acceptable practice for students seeking proofreading support for their assessed work. All proofreading must follow the University's Proofreading Policy, whether that proofreading is a paid service or simply a friend reading over an essay. It is the responsibility of the student to ensure that any third-party proof reader has read and follows the University Proofreading Policy.
In short, the proof reader cannot amend a student's work by adding to or removing content, or by modifying content. The proof reader can highlight errors or mistakes but not correct them. More detail is provided in the table below.

Acceptable practices by proof readers	Unacceptable practices by proof readers

The University considers it acceptable for proof readers to identify, but not make corrections to:

Common typographical, spelling or punctuation errors;

formatting and layout errors and inconsistencies such as page numbers, line spacing, font size, headers and footers;

grammatical and syntactical errors and anomalies;

lexical repetition or omissions;

sections of text where the meaning is ambiguous;

minor formatting errors in referencing (for consistency and order);

errors in the labelling of diagrams, charts and figures.

The University does **not** consider it acceptable practice for proof readers to amend existing content. Proof readers are **not** permitted to:

Rewrite content where the meaning is ambiguous;

Add to existing content;

Alter the argument or logic where it is faulty;

Re-arrange or re-order sentences to enhance the structure or argument;

Implement or alter a referencing system or add to references;

Check or correct facts, data calculations, formulae or equations;

Translate text drafted by students, noting that this does not prohibit translation of source material as long as it is properly referenced.

Full details of the University's Proofreading Policy can be found here: {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading} https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading

The Department's Full Plagiarism procedure is detailed in **Appendix B** of this handbook.

Turnitin

All assignments submitted via Tabula will be passed through the Turnitin system. Turnitin is similarity detection software used by the university to reduce the instances of plagiarism. Turnitin acts as a repository and compares submitted student assignments to a large database of resources including online journals and academic publications, the internet, archived copies of the internet and other students' assignments. It looks for matches between the text submitted to it in an assignment and the data held in the database.

Policy on Extension Requests

Extensions to assessed work deadlines may be granted in exceptional circumstances such as ill health and/or incapacitating personal issues which are beyond your control and which are making it impossible to complete assessments. Unacceptable reasons for extensions include extra-curricular or elective activities, job interviews, work outside university, clashing deadlines and scheduling difficulties, computer issues, family plans, relationship issues, and non-medical reports of stress or low mood. The rationale for the extension should be

specific and the evidence supporting it should be recent. All extension requests must be made before the published deadline, and must be supported by thirdparty evidence – usually a doctor's letter. Extension requests received later than this will

only be considered in exceptional circumstances.

Requests for extensions should be made via Tabula (one for each assignment on each module site). You should state the reasons for your request and upload your supporting evidence. The request and evidence are only accessible to the Senior Tutor, the Course Convener, and the PPO. You may be invited to meet with your Course Convener before a decision can be made, but if such a meeting is not thought necessary, then you will receive an email to advise whether or not an extension has been granted.

The usual maximum length of extension the department will allow is 14 days, but most will be shorter – and you should give a rationale for the number of days requested on the form. Please note that because of Exam Boards and other end-of-year requirements to formalise marks, no extensions for any submission will be granted beyond the end of September 2022.

Self-certification extensions

Under the {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/mitigating-circumstances-covid-19/staff-faqs/self-certification} University's self-certification policy, you may request an automatic extension of 5 university working days **twice** in an academic year, without the need for evidence. All summative (assessed) work is eligible for a self-certification extension request.

One self-certification period is a maximum of 5 consecutive university working days and covers all the assessments which fall within the self-certification period. You can now request a self-certification period through the Personal Circumstances tab on Tabula with effect from 25th February 2021. For guidance on how to make this request, please see:

{https://warwick.ac.uk/services/its/servicessupport/web/tabula/manual/self-certs/self-certify/} https://warwick.ac.uk/services/its/servicessupport/web/tabula/manual/self-certs/self-certify/

You can check how many self-certification requests you have remaining on the Personal Circumstances tab under Self Certifications. If you have used up your self-certification extension requests, or require an extension longer than 5 working days, you can apply for an extension using the 'Request an extension' button on Tabula for each individual assignment affected as per above.

Formative (non-assessed) assignments

Please discuss extensions for formative assignments with your module seminar tutor in advance of the deadline (these requests are not made via Tabula).

Summary of available mitigation processes

Self-certification Extension

- *Normally short term / minor issues*
- <u>Automatic</u> 5-working day on ALL eligible assessments in a 5 working-day window.
- No evidence required
- Use self-certification portal (SCP) or myWBS

Mitigating Circumstances

- *<u>Personal situations</u> which impact ability to study & take assessment and are not mitigated via other route (e.g. self-cert, extension etc).*
- Outcomes may include resits, removal of penalties, relaxed progression & effect degree classification
- Evidence normally required
- See Personal Tutor & use mitigating circumstances portal or myWBS

Specific Extension

- *Short term issues possibly requiring further support*
- Length determined by academic judgement on an <u>individual</u> assessment
- Evidence may be required
- Use Department extensions procedure

Student Personal Circumstances Options

Reasonable Adjustment

- *Long term conditions and disabilities*
- Adjustments to study (e.g. assessment arrangements, extra time in examinations & flexible deadlines).
- Contact DisabilityServices

Deferral of an Examination Period

- *<u>Significant</u> time limited issues (around examination time)*
- ALL Assessments in examination period deferred to next available opportunity
- Evidence normally required
- See Senior Tutor

Temporary Withdrawal

- *<u>Significant</u> longer term issues during year*
- Temporary withdrawal at any time in academic year to return later
- Evidence required
- See Senior Tutor

Late submission policy

Essays must be submitted electronically using Tabula by the stipulated deadline. Unless a formal extension has been granted, work received after the submission deadline will have the mark reduced by 5 percentage marks for each University working day that the assignment is late (or part of a working day). A day is defined as a 24 hour period counting from the time of the published deadline. For example, a late piece of work that would have scored 65% had it been handed in on time would be awarded 60 if it were one day late, 55 if two days late etc. Thus, when a deadline is specified as 12:00 noon, an assignment submitted the same day but at 12:00:01 pm or later will attract a 5-mark penalty. An essay arriving at 12:00:01 pm the day after will receive a 10-mark deduction and so on. Please bear in mind that these penalties are agreed at University level. Late penalties can only be waived in verified circumstances of illness or extreme personal difficulties, as detailed in the University's mitigating circumstances policy. It is therefore obviously important that you organise your time to take account of the very precise deadlines specified via the Tabula system: {http://tabula.warwick.ac.uk} http://tabula.warwick.ac.uk. You are also advised to check after submitting your work to confirm it has been successfully uploaded, by viewing the Tabula submission receipt.

Technical problems will not normally be accepted as a reason for late submission and penalty marks will be incurred. You are strongly advised to submit your work in good time before the deadline to allow time to resolve any unexpected problems, considering the availability of technical support where needed. Backup your work regularly to reliable external storage! Should you experience technical problems whilst submitting your work online, you must contact the IT Helpdesk immediately to ensure you receive support to enable you to submit before the deadline has expired.

Please take EXTREME CARE when submitting your essays to Tabula and ensure you upload the correct version of your essay. If during the marking process it becomes apparent that an incorrect essay has been submitted, we will delete the incorrect submission and contact you to arrange to re-submit the correct essay. **Work that has been re-submitted following the earlier submission of an incorrect piece of work will incur late penalties as outlined above or have its mark capped at 50** (whichever is higher). It is your responsibility to ensure that you submit the correct essay. Any error on your part may not be discovered for some time and as such may incur significant penalties. Please take care when you submit your essays – do not leave it until the last minute, and do double check all submissions!

Students should be aware that in accordance with departmental regulations they are required to retain electronic copies of all pieces of submitted assessed work until after the final exam board of their degree. Online university storage is available for this, and can be accessed at {http://www.files.warwick.ac.uk} www.files.warwick.ac.uk

Failure and resubmission

To obtain the MA degree, candidates must pass 150 credits out of 180 credits taken and must achieve a mark of at least 40 in the failed module. All core modules must be passed. Boards of Examiners are not permitted to condone and/or compensate failure in a module.

Resits or second attempts are only permitted for failed modules; that is, where the overall module mark is a fail. If you fail an assessment you will usually be permitted to resubmit only once. The mark awarded to ALL resubmitted work shall be capped at 50. Boards of Examiners have the discretion to grant a resit/reassessment as first attempt in situations where there are extenuating medical or personal circumstances.

No more than half of the taught modules (by CATS weighting) may be reattempted.

If you are required to resit/resubmit an assessment by the Board of Examiners, but fail to do so you will receive a final mark of '0' for the resit attempt. The highest mark of the two fail marks will be the mark on record.

Students failing their dissertation/project with a mark of >30 will be permitted to remedy failure. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked dissertation/project for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma.

If an assessment is failed due to late penalties, you must undertake a new assessment, dissertation or project instead of revising/resubmitting the same assessment.

The right to remedy failure resulting from a finding of cheating under University regulations shall be determined by the Head of Department, the Investigating Committee of the Senate or the Board of Examiners as appropriate.

Please refer to the {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt}
Requirements for Taught Postgraduate Awards for full details on remedying failure and exit awards.

Procedures in the Event of Suspected Cheating

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consist of two experienced markers, drawn from a pool established at the start of the academic year. The Panel will not include teachers from the module in question.

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If cheating has occurred, the Head of Department will determine the penalty, and the student will be informed of the outcome in a letter copied to the module Convenor, the relevant Director of Undergraduate Studies, and the student's Personal Tutor. The student will also be informed that he or she has a right to appeal against the decision to an Investigating Committee of the Senate, in accordance with the University regulations. The possible penalties are:

- A reduction in mark for the piece of work in which the plagiarism has occurred (with or without the opportunity to resubmit or undertake a further assessment). The mark may be reduced to zero.
- Re-submission of the original work with revised referencing, for a capped mark.
- Re-submission of a new piece of work for a reduced or capped mark.

If the student accepts the penalty, the outcome is reported to the Examination Board, and a report of the circumstances and penalty imposed will be recorded in our plagiarism files. If the student appeals, the matter is referred to a University Investigating Committee (as in the University Calendar, Regulation 11, Section B, paragraphs 5-9). If the Head of Department determines that this is a case of **severe cheating**, then the matter is referred to an Investigating Committee of the Senate. Examples of cases that will usually be referred include:

- Second offences of cheating;
- Allegations relating to an assessment that contributed to the previous approval of an award to the student;
- Where the penalty imposed would potentially result in the student being ineligible to qualify for the award for which they are registered;
- Where there are multiple allegations of cheating, against the same student, which if proven would result in the student being ineligible to qualify for the award for which they are registered;
- Where the case is complex, for example involving allegations of collusion against two or more students.

In the event of the case being confirmed as a severe case of cheating the student will be informed that their case has been referred to an Investigating Committee of the Senate in a letter copied to the module Convenor, the Director of Undergraduate Studies, and the student's Personal Tutor. The student will be provided with information relating to Regulation 11, Section B, paragraphs 5-9 of the University Calendar.

Where cheating is discovered in one assignment, the Department may check the student's earlier assignments for similar offences. If further instances are identified and proven, penalties may be applied retrospectively. Repeat cases will normally be referred to an Investigating Committee of Senate.

# Wellbeing Support, Disability and Mitigating Circumstances

Wellbeing

Wellbeing Support Services (WSS)

Wellbeing Support Services ({https://warwick.ac.uk/services/wss} https://warwick.ac.uk/services/wss) is your first port of call if you need support with mental health issues. It also offers a comprehensive support structure available to help students with all kinds of different problems, including both physical and mental health; financial pressures; problems connected with the law and University regulations; problems involving the provision of facilities for students with disabilities; or harassment of any sort.

To make contact with Wellbeing Support Services, please use the Wellbeing portal: {https://wellbeing.warwick.ac.uk/} https://wellbeing.warwick.ac.uk/. The Wellbeing Support Services also has a physical location in Senate House, and can be reached by phone at 024 7657 5570. The Wellbeing Team provides support and pastoral care giving advice and practical help to students on a daily or more long term basis, and manage emergency and crisis situations which may impact on you. To access support services, you would meet with a Wellbeing Advisor in the first instance, and together you will determine and organize the support that is needed.

The WSS website has a wide range of information:

- {https://warwick.ac.uk/services/wss/topics/} Self-help resources ↗
- Wellbeing {https://warwick.ac.uk/services/wss/students/} Masterclasses ↗ ↗ (30mins of practical wellbeing tips) Mon-Thurs 4.30-5pm (via Teams). All Masterclasses are also available on-line, and accessible 24/7
- {https://warwick.ac.uk/services/wss/students/workshops/} Specialist skills sessions ↗ ↗ includes sessions on 'Managing Change', 'Cultural Transitioning', as well as our popular sessions on 'Managing Anxiety', 'Productivity and Procrastination' , 'Sleep better' etc. These are offered on Teams.
- Brief consultation sessions are available (by Teams) Mon-Fri 10am–3pm to help students access same day support to work out the next step. Wellbeing Appointments are available to give students practical strategies to help manage any wellbeing issues pro-actively, as well as giving practical advice on a huge number of issues which can impact wellbeing, such as accommodation, personal family issues, health, crime, sexual violence etc.
- The Counselling and Psychology Interventions Team offers both video and email therapy, as well as on-line groups.
- The Big White Wall has changed its name to {https://warwick.ac.uk/insite/news/intnews2/togetherall} Togetherall ↗ ↗ and offers 24/7 mental health support for all students (and staff).

Wellbeing Support Services also works closely with the University Dean of Students to help students with non-academic issues, including personal or family problems, financial difficulties, accommodation problems, and situations where students are unsure who to go to or where to get help.

Disability Services

Disability Services offer advice, guidance and support to students with specific learning differences/dyslexia; hearing and visual impairments; physical disabilities and mobility difficulties; mental health conditions; social communication difficulties/ASD; and any other disability that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aimed at enabling students to successfully complete their studies and have a positive experience of University life.

Disability Services can support students with {https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/pgthandbook/student-support#reasonable-adjustments} reasonable adjustments and the Disabled Student Allowances (DSAs); NMH support such as mentoring or specialist study skills; information about accessible campus accommodation and assistive technology; and signposting students to other support services.

Disability Services are located on the ground floor of University House (office hours Monday to Friday, 8.30am-5pm) and can be contacted by telephone on 024 7615 0641 or via the Wellbeing portal at: {https://wellbeing.warwick.ac.uk/} https://wellbeing.warwick.ac.uk/

Mental Health Services

Advice, information and support for mental health needs is provided via trained staff in Wellbeing Support Services, including the services of a trained mental health nurse, access to counselling, and other wellbeing support, to facilitate academic work and participation in University life. The main aims of the service are to promote mental health and wellbeing throughout the University; to identify support needs; to discuss strategies for managing mental health difficulties; to provide short-term or ongoing support, which may include mental health mentoring for students in receipt of Disabled Students Allowances; to provide information and, if needed, access to other services within the University and local mental health services.

Students should contact Wellbeing Support Services if they are struggling to manage a mental health difficulty; if they, or other people, have become concerned about their mental health recently; and if they would like to discuss strategies which may help them to cope with university life.

As well as working institutionally to promote positive wellbeing, there is also an opportunity for students to attend wellbeing groups or to meet with a Wellbeing Advisor if they have concerns about their wellbeing or would like to make changes to their lifestyles in order to improve their wellbeing, e.g. healthy lifestyle, work life balance, managing stress, relationships with others.

Counselling Service

The Counselling and Psychology Interventions Team provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

Students may wish to access counselling/psychological therapy if they are suffering from depression or experiencing stress/anxiety; having problems with self/identity or interpersonal relationships; having issues from the past or present that may hinder their capacity to function: abuse, self-harm, eating disorders, loss. Counselling can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.

The Counselling and Psychology Interventions Team can be contacted via the Wellbeing portal at: {https://wellbeing.warwick.ac.uk/} https://wellbeing.warwick.ac.uk/ or by telephone on 024 7657 5570

Reasonable Adjustments

The Equality Act 2010 requires the University to make reasonable adjustments where a candidate who is disabled (within the meaning of the Act), would be at a substantial disadvantage in comparison to someone who is not disabled.

'Substantial' is defined as 'more than minor or trivial' and that a disability ({https://www.gov.uk/definition-of-disability-under-equality-act-2010} https://www.gov.uk/definition-of-disability-under-equality-act-2010) is defined as 'a physical or mental impairment that has a substantial and long-term negative effect on the ability to carry out normal day-to-day activities'.

Applying for reasonable adjustments

Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should contact Disability Services via the Wellbeing student portal at: {https://wellbeing.warwick.ac.uk/} https://wellbeing.warwick.ac.uk/ and request an appointment to discuss their support requirements.

A reasonable adjustment may be unique to the individual and could include, for example, arrangements in relation to examinations, deadlines and access to lecture materials in advance. Please see Disability Services website for further information about this: {https://warwick.ac.uk/services/disability/howwecanhelp/} https://warwick.ac.uk/services/disability/howwecanhelp/

Any reasonable adjustments made are evidence-based; students are required to supply appropriate and recent medical evidence, or, in the case of a specific learning difference such as dyslexia or dyspraxia, a full diagnostic assessment. The type of appropriate evidence required can be discussed with Disability Services.

Once a student has met with Wellbeing Support Services, the adviser will contact the student's department and the Examinations Office (with their permission) to recommend any specific adjustments.

Reasonable adjustment recommendations for examinations are known as 'Alternative Examination Arrangements' (previously 'Special Examination Arrangements). These must be made before the annual deadlines as set out by the Examinations Office on the Disability Services website at: {https://warwick.ac.uk/services/disability/howwecanhelp/examinations} https://warwick.ac.uk/services/disability/howwecanhelp/examinations. Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstances Policy.

Recommendations to apply for reasonable adjustments may include for the student to be able to complete assessments via alternative assessment methods; bearing in mind that academic or professional standards in relation to core competencies and assessed criteria still need to be met.

The University's Wellbeing Support Services website is at: {https://warwick.ac.uk/services/supportservices} https://warwick.ac.uk/services/supportservices. Further information on disabilities and reasonable adjustments can also be accessed in the University's Disability Policy at: {https://warwick.ac.uk/services/equalops/learnmore/equalityact/disability} https://warwick.ac.uk/services/equalops/learnmore/equalityact/disability

Mitigating Circumstances

What are Mitigating Circumstances?

During the course of study, you may experience exceptional unforeseen short-term circumstances which are outside your control and might have a detrimental effect on your studies. Please find a definition of possible short-term circumstances classified as mitigating circumstances in the table below. Please note that this list is not exhaustive. The purpose of mitigating circumstances is to inform exam boards about the circumstances in your life which may have affected your studies to allow them to take this into account when making decisions about your assessment, progression and degree classification. Mitigating circumstances **cannot** result in a change of marks for specific pieces of assessed coursework, exams, or modules. Equally, a successful mitigating circumstance case does not excuse you from assessment in any of your modules, and mitigating circumstances cannot be used to allow you resit assessment in order to improve your marks.

For further information, including the possible outcomes of a mitigating circumstances submission at an exam board, please see {https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/mc_gu the guidance on mitigating circumstances for students.

If you have a long term chronic condition or disability and think you may need on-going support arrangements, please see the section on {https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/handbook/degree/mitigation#reasonable-adjustments} Reasonable Adjustments.

Applying for mitigating circumstances

If you would like to apply for mitigating circumstances you should, in the first instance, contact your personal tutor. They will be able to provide advice and support with your mitigating circumstances. It is important to contact your personal tutor as early as possible to ensure that appropriate support is put in place. You may also seek advice from the Senior Tutor. Additionally, you may wish to consult Wellbeing Support Services, the Dean of Students Office, or one of the advisors at the Students' Union Advice Centre. Even if your circumstance is not eligible for consideration under mitigating circumstances, you should consider seeking support from the central university support services.

Mitigating Circumstances applications are submitted through your personal Tabula profile page at: {https://tabula.warwick.ac.uk/profiles/view/me/personalcircs} https://tabula.warwick.ac.uk/profiles/view/me/personalcircs.

With your application you must submit at least one piece of relevant evidence. A list of relevant evidence relating to claim type is provided below.

Please note that submitting a mitigating circumstances form does *not* grant extensions for individual assignment deadlines; you *must* apply for extensions separately, if an extension is required. Please see the section on {https://warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/pgthandbook/teaching/assessment#policy-on-extension-requests} Extension Requests.

Information provided by you is sensitive and will be treated confidentially and in line with General Data Protection Regulation (GDPR). Any student who believes that the mitigating circumstances submission contains sensitive personal information and/or highly confidential evidence, may submit their mitigating circumstances as 'Sensitive', to be viewed in person only. The information will be relayed to the department's Mitigating Circumstances Panel (MCP) without divulging the details of the sensitive nature of the information. Subsequently, the MCP will decide on the recommendations to be made to the Board of Examiners. Any further

communications to other bodies (such as to Board of Examiners boards and/or module leaders) is ONLY permitted to list the type of mitigation agreed and reporting the appropriate grading of the MC submission AND NOT the details of the circumstances or any evidence or how it was assessed.

While it is acknowledged that you may be reluctant or not comfortable disclosing relevant information pertaining to private or sensitive issues or mental or physical health difficulties which are impacting on your academic progression, this cannot be used as an excuse not to do so. We cannot take into account circumstances that we are not told about. To ensure fairness to all students, it is your responsibility to fully disclose all relevant mitigating circumstances within the time frames laid down. Once marks have been officially released to you, it is too late to submit mitigating circumstances and retrospective applications. Consequently, mitigation where a student did not wish to raise their issues until they received their results will not normally be considered or accepted. All applications for mitigating circumstances are treated confidentially, and only a small number of staff will sit on the panel which decides the outcome.

Mitigating Circumstance Panel
The Mitigating Circumstance Panel (MCP) meets in the summer term, before the meetings of the Boards of Examiners, to consider all applications made in the department. The Panel is made up of: the Head of Department or Deputy; the Examination Secretary; the Director of Postgraduate Studies; the Senior Tutor; the Mitigating Circumstances Officer, the Secretary to the MCP.

 Deadline:

The deadline for submitting the mitigating circumstances form will be one week before the MA Exam Board, the date of which is to be confirmed.

Definition of mitigating circumstances

Mitigating circumstances are defined as:

- Situations that you could not have predicted and had no control over (e.g. serious illness, death of someone close, being the victim of a crime, family difficulties and unforeseen financial hardship);

- Situations with significant impact on your ability to undertake assessments/examinations which are independently evidenced in a timely fashion; (e.g. doctor's note during illness showing duration and level of negative impact);

- Situations that are acute or short term, the timing of which are relevant to the impact on your study (normally within three weeks of the relevant assessment event or deadline).

In general terms, mitigating circumstances must be (a) significant (they have more than a minor impact on you), (b) unexpected (you must have had no prior knowledge of the event), (c) unpreventable (there was no reasonable steps you could have taken to prevent the event), (d) relevant (you must be able to link the event, and its impact on the period for which your claim is being made) and (e) corroborated (it must be independently verifiable and the evidence must meet the University requirements-see Appendix A below).

NOTE: Long term chronic conditions (normally greater than a term in duration and that are likely to be ongoing) and disabilities are dealt with under the reasonable adjustments (RAs) policy which can be viewed at: {https://warwick.ac.uk/services/disability/howwecanhelp/} *https://warwick.ac.uk/services/disability/howwecanhelp/.* Please see the section on {https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/handbook/degree/mitigation#reasonable-adjustments} Reasonable Adjustments.

Claims based on the following fall normally within the definition of mitigation circumstances (the list is not exhaustive):

- A significant deterioration of a permanent or chronic condition close to assessment (normally within three weeks of the assessment due) which you have already reported and is already covered by reasonable adjustments OR/IF the reasonable adjustments do not fully address the impact of the condition and still leave you at a disadvantage over others.

- Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.

- Death of someone close to you around the time of the assessment.

- Serious illness or accident (including significant caring responsibilities) of someone close to you at the time of the assessment.

- Significant change in employment circumstances beyond your control (part-time students only).

- Significant change in personal or unforeseen financial circumstances (e.g. divorce of student, fire, court appearance by student, acute accommodation crisis).

- Late diagnosis of a disability, including Specific Learning Difficulty (SpLD).

- Bullying, harassment or threatening behaviour.

- Victim of a crime or involvement in a criminal case (e.g. as a witness).

NOTE: This list is not exhaustive and if you feel that you want to report a claim for mitigating circumstances which is not listed above, but does in in your opinion represent a mitigating circumstance, you should list the mitigating circumstances on your mitigating circumstances form and submit it for consideration. The department will seek advice from the Academic Director of Postgraduate Studies to ascertain if the mitigating circumstance falls within the definition of mitigating circumstances.

Claims based on the following would not normally be considered to fall within the definition of mitigating circumstances (the list is NOT exhaustive):

- Minor illnesses of relatives (unless you have substantial care or support responsibilities for the person).

- A permanent or chronic condition which you have already told us about and is covered by reasonable adjustments.

- Circumstances that do not relate to the assessment period in question unless independent evidence is provided which demonstrates the ongoing detrimental impact of a personal situation/medical condition Minor illnesses, minor injuries (e.g. coughs, colds etc.) not requiring treatment from a qualified practitioner and that in a work situation would not normally lead to absence.

- Examination stress and anxiety, unless a flare-up of a pre-diagnosed illness/condition.

- Stress or symptoms of anxiety or low mood which do not meet the criteria or threshold for a diagnosis of an anxiety or mood disorder.

- Pressure of academic workload.

- Computer, printer or other IT failure.

- Temporary self-induced conditions, e.g. hangover.

- Travel disruption (e.g. traffic jams, delayed trains).

- Misreading or misinterpreting of an assessment title, assessment dates, time and deadlines.

- Claims submitted without independent supporting evidence.

- Assessment dates being clustered or close together unless there has been a specific recommendation for reasonable adjustments which includes spacing of assessment dates.

- Employment or other types of external work (unless due to hardship that could not be foreseen).

- Non-academic activities and events that can be planned (such as holiday, moving house, weddings, sporting events etc.) or that were foreseeable and preventable.

- Late disclosure of circumstances on the basis that the student did not feel comfortable submitting mitigating circumstances prior to the relevant Board of Examiners' meeting where marks are confirmed (i.e. only submitting mitigation after they have failed an assessment.)

- Staff absence due to illness or other unforeseen circumstance.

- Ignorance of the regulations or examination or assessment arrangements.

For guidance on the types of evidence required to support a mitigating circumstances application, please see the table **APPENDIX A EVIDENCE REQUIRED FOR MITIGATING CIRCUMSTANCES CLAIMS** below:

Mitigating Circumstance	**A significant deterioration of a permanent or chronic condition which you have already told us about and is covered under reasonable adjustments.** Where this permanent condition has already been adequately adjusted for through Special Examination arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance.
Evidence MUST include:	(i) Letter from health professional, or Disability Services, or Mental Health and Well Being on official, headed paper (or have an official stamp) confirming deterioration with dates AND (ii) Must be written at the time of the deterioration* AND (iii) Must attest to evidenced impact on the student.
Mitigating Circumstance	**Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.**
Evidence MUST include:	(i) Letter from an appropriately qualified health professional (e.g. medical doctor, nurse) on official, headed paper or have an official stamp confirming illness with dates AND (ii) Must be recorded at the time* of the serious illness, accident or trauma AND (iii) Must attest to evidenced impact on the student.
Mitigating Circumstance	**Death of someone close to you.** Bereavement at assessment time or in preparation for it earlier in the academic year (not normally more than 6 months after the event). 'Someone close' can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close.

Evidence MUST include:	(i) If relationship is close and death occurred within the last six months, evidence that death has occurred must be submitted, this could be a copy of the death certificate or order of funeral service or death announcement in a newspaper or on the web OR
	(ii) If death occurred more than six months ago, evidence of impact on ability to do the assessment; such as from a doctor or counsellor or Students' Union Advice Centre or University Wellbeing Services or Senior Tutor OR
	(iii) If relationship is not close and regardless of time of death, evidence of impact on your ability to do the assessment, such as from doctor or counsellor or Students' Union Advice Centre or University Wellbeing Services or Senior Tutor.
Mitigating Circumstance	**Serious illness or accident of someone close to you** at assessment time or in preparation for it earlier in the academic year. 'Someone close' can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close.
Evidence MUST include:	EITHER:
	(i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND
	(ii) Evidence of closeness (e.g. statement from Personal Tutor, Student Support, counsellor or Students' Union Advice Centre) AND
	(iii) Letter from health professional, or Student Support or counsellor explaining how the circumstances are affecting your ability to do the assessment.
	OR FOR CARERS:
	(i) Letter from health professional on official, headed paper or have an official stamp confirming the circumstances with the dates AND
	(ii) Proof that you have substantial care and support responsibilities for the person.
Mitigating Circumstance	**Significant change in your employment circumstances beyond your control (part-time students only).**
Evidence MUST include:	(i) Letter from employer confirming new working hours **AND/OR**
	(ii) Statement from Personal tutor or Senior Tutor or Student Support or Students' Union Advice Centre attesting to impact on student.
Mitigating Circumstance	**Unforeseen significant change in your personal or financial circumstances** (e.g. divorce of student, fire, court appearance or jury duty by student, acute accommodation issues of student, serious and unforeseeable transport disruptions such as road closure due to traffic accident).

Evidence MUST include:	**Serious Family Problems** (i) Letter from a doctor, solicitor or other professional person confirming the circumstances and dates (must be on official, headed paper) AND (ii) Evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment. **Unforeseen change to financial circumstances:** (i) Evidence proving unforeseen financial hardship, e.g. bank statements showing your current financial circumstances AND/OR (ii) Letter of support from Student Funding / Hardship Fund. {https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds} https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds **Court Appearance/jury duty:** (i) Letter from court with date student is expected to appear. **Other issues not listed:** Evidence provided must prove the circumstance exists (must be from independent source) with dates AND evidence from a doctor, nurse or relevant professional of how the problem is affecting your ability to do the assessment.
MitigatingCircumstance	**Late diagnosis of a Specific Learning Difficulty.** Only eligible when diagnosis is obtained too late (after the University deadline) for reasonable adjustments to be made by way of special exam arrangements.
Evidence MUST include:	Diagnosis letter and confirmation from the Department or Disability Services that it was submitted too late and missed the University deadline.
Mitigating Circumstance	**Bullying, harassment or threatening behaviour.**
Evidence MUST include:	(i) Report from Senior Tutor or Student Support Services or Students' Union Advice Centre outlining nature of circumstance with dates affected AND (ii) Copies of relevant emails, screenshots, videos, social media posts, witness statements, or other communications (with dates where possible) that illustrate bullying, harassment or threatening behaviour.
Mitigating Circumstance	**You are the victim of a crime/assault.**
Evidence MUST include:	(i) Official police report giving the date of the crime OR a letter from health professional, or Senior Tutor, or Student Support or counsellor or Students' Union Advice Centre explaining how the circumstances are affecting your ability to do the assessment. AND (ii) Crime reference number.

*Medical notes must demonstrate advice or treatment was sought at the time, or soon after any illness. Disclosure weeks or months later will carry little weight or may not be eligible.

University Information

Support Services

Available to students through the University and the Students' Union comprise the following:

- Wellbeing Support Services ({https://warwick.ac.uk/services/wss} https://warwick.ac.uk/services/wss)

- Dean of Students' Office ({https://warwick.ac.uk/services/dean-of-students-office} https://warwick.ac.uk/services/dean-of-students-office)

- Personal Tutoring System ({https://warwick.ac.uk/services/dean-of-students-office/personaltutors} https://warwick.ac.uk/services/dean-of-students-office/personaltutors)

- Residential Life Team ({https://warwick.ac.uk/services/residentiallife} https://warwick.ac.uk/services/residentiallife)

- International Student Office ({https://warwick.ac.uk/services/iso} https://warwick.ac.uk/services/iso)

- Disability Services ({https://warwick.ac.uk/services/disability} https://warwick.ac.uk/services/disability)

- Wellbeing Team (including Mental Health support and Counselling needs) ({https://warwick.ac.uk/services/mentalhealth} https://warwick.ac.uk/services/mentalhealth)

- University Health Centre ({https://www.uwhc.org.uk/} https://www.uwhc.org.uk/)

- Chaplaincy ({https://warwick.ac.uk/services/chaplaincy} https://warwick.ac.uk/services/chaplaincy)

- Students' Union Advice Centre ({https://www.warwicksu.com/advice/} https://www.warwicksu.com/advice/)

- Student Funding ({https://warwick.ac.uk/services/academicoffice/funding/} https://warwick.ac.uk/services/academicoffice/funding/)

Security Team

Security Services ({https://warwick.ac.uk/services/campus-security} https://warwick.ac.uk/services/campus-security

The University Security Team works 24 hours a day to ensure that there is a safe, secure and friendly environment for students, staff and visitors. The University also has a campus policeman who is located on the University campus, who is available Monday to Friday (9am-5pm), and who can be contacted by telephone on 024 765 22083 or email: security@warwick.ac.uk. For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 999.

Students should call the security team about emergency response requirements: Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance: pastoral care, directions and facility support; outdoor event applications and entertainment support.

University Health Centre

Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; and physiotherapy sessions. Students should visit the Health Centre if they require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: {http://www.nhs.uk} www.nhs.uk.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

Chaplaincy

The Chaplaincy is the focus of Spiritual life on campus and provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can 'learn to live well together'. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues: stress, debt, relationships, loneliness, vocational issues, theological issues, and enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email: {mailto:chaplaincy@warwick.ac.uk} chaplaincy@warwick.ac.uk.

Doctoral College

The Doctoral College at Warwick is responsible for enhancing postgraduate student experience and upholding the high standards of graduate educational provision across the University. The Doctoral College provides support to students to ensure timely progress, academic success and appropriate preparation for careers, and is available as a source of information and support beyond students' departments.

To meet the needs of the University's postgraduate students, the Doctoral College:

- Works to ensure that postgraduate students are provided with appropriate facilities and take advantage of the wider student experience offered by the University environment, for example the Wolfson Research Exchange and the PG Hub
- Supports and delivers a series of activities and events to provide postgraduates with opportunities for networking and socialising beyond their departments
- Administers student feedback mechanisms
- Provides information and support to students applying for internal and external bursaries and scholarships

- Offers impartial advice on the University's regulatory framework

- Supports the conduct of formal appeals and complaints processes and other investigations

For the latest information on how the Doctoral College can support you in your studies please visit: {http://warwick.ac.uk/dc} http://warwick.ac.uk/dc

PG Hub

The Postgrad Hub is located on Floor 2 of the Junction building. Please check the {https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub/questions/} FAQs for its current opening hours. Its current opening hours are Monday to Sunday, 08:00-22:00. As a Library study space, the {https://warwick.ac.uk/services/library/using/visiting} main library policy applies to the Postgrad Hub.

It is accessible to all postgraduate students, both taught and research. You will need your University ID card to access the Postgrad Hub and will not be able to gain access without one.

{https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub/insidethepghub} Take a look and familiarise yourself with the Postgrad Hub space before visiting.

For more information see:

{http://warwick.ac.uk/pghub/postgraduate_hub} http://warwick.ac.uk/pghub/postgraduate_hub

{http://www2.warwick.ac.uk/services/library/pghub/} #WarwickPGHub

{mailto:pghub@warwick.ac.uk} pghub@warwick.ac.uk

Masters Skills Programme

Use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick. Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability and enhance your research skills.

Selected highlights:

- Warwick Skills Portfolio Award: tailored by you to meet your personal development needs, this award encourages you to work towards your own goals and reflect on your learning experiences

- Leadership Scheme: this scheme runs during the spring term and is designed to support students in developing their leadership skills whilst at Warwick

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

For more information:

{http://warwick.ac.uk/skills/events/mastersworkshops} http://warwick.ac.uk/skills/events/mastersworkshops

{mailto:skills@warwick.ac.uk} skills@warwick.ac.uk
@warwickskills

Dean of Students Office

The University Dean of Students works closely with Faculty Senior Tutors to help students in times of need by promoting the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and Senior Tutors.

The University Dean of Students has overall responsibility for the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students' Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The Dean of Students' Offices are located on the Second Floor of Senate House (Room SH2.17) (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor ({https://warwick.ac.uk/services/dean-of-students-office/about} https://warwick.ac.uk/services/dean-of-students-office/about). The Dean of Students can be contacted on: {mailto:DeanofStudents@warwick.ac.uk} DeanofStudents@warwick.ac.uk or telephone the Offices on 024 765 22761.

Students' Union Advice Centre

The Students' Union Advice Centre is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams; change of course; academic appeals and complaints; have a housing problem with their accommodation, on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties; or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email: advice@warwicksu.com.

Student Careers and Opportunities

The Student Opportunity Career team offers a wide range of online resources, workshops, one-to-one information, advice and guidance, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone. Student Careers and Skills can help students:

- Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations
- Understand what's important to them, their values, strengths and career goals
- Recognise and develop the transferrable skills employers look for
- Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Each academic department has a designated Careers Consultant who can provide discipline-specific support for students and online careers. This can include one-to-one careers guidance, support for alumni events and discipline-specific information sessions.

There is a designated Senior Careers Consultant, Anna Preston, who has extensive experience working with students from University of Warwick. Anna can be contacted by email {mailto:via_careers@warwick.ac.uk} via careers@warwick.ac.uk. Student Careers and Skills is located on the ground floor of University House. See {http://www2.warwick.ac.uk/about/visiting/maps/interactive/} http://www2.warwick.ac.uk/about/visiting/maps/interactive/. Anna runs appointments in University House and may also be able to see you in the department. Appointments can be made online: {https://myadvantage.warwick.ac.uk/} https://myadvantage.warwick.ac.uk/

Students can also be referred to the Careers and Skills website for more information ({https://warwick.ac.uk/services/careers} https://warwick.ac.uk/services/careers).

Your department also has a Student Careers and Skills representative and a Facebook page: {https://www.facebook.com/WarwickEnglishCareers} https://www.facebook.com/WarwickEnglishCareers

IT Facilities and Training

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the first floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-5.30pm) or email: helpdesk@warwick.ac.uk

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at: {http://warwick.ac.uk/its} http://warwick.ac.uk/its

IT Services also produce information on acceptable use of University IT facilities for students and staff: {https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing} https://warwick.ac.uk/services/gov/calendar/section2/regulations/computing

A range of Help Desk Leaflets providing useful IT support information are available from: {http://warwick.ac.uk/servicedesk/leaflets} http://warwick.ac.uk/servicedesk/leaflets or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students and is provided to facilitate students to work more effectively with applications delivered by IT Services: https://warwick.ac.uk/services/its/servicessupport/training

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: {http://warwick.ac.uk/its/servicessupport/networkservices/resnet/} http://warwick.ac.uk/its/servicessupport/networkservices/resnet/.

For links to other useful pages, see MyWarwick at: {http://warwick.ac.uk/students}
http://warwick.ac.uk\students.

Residential Life Team

All students who have accommodation on campus have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.

Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

University Nursery

Some students, especially postgraduate or mature, may need information about child care provision on campus. Children of Warwick staff and students are eligible to attend the University Nursery ({https://warwick.ac.uk/services/childrensservices/nursery} https://warwick.ac.uk/services/childrensservices/nursery). In recent years, holiday schemes and summer schemes have also been made available: {https://warwick.ac.uk/services/childrensservices} https://warwick.ac.uk/services/childrensservices.

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

International Student Office

The Student Opportunity (Immigration and Compliance) team supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependent visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, providing letters to prove student status for visa purposes, banking); and the International Student Experience (Welcome Week and a programme of ongoing induction events, social events and trips for international students and their families, and the opportunity to take part in a HOST visit).

For further information, see: {https://warwick.ac.uk/study/international/immigration/} https://warwick.ac.uk/study/international/immigration/

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should be directed to the Student Immigration & Compliance Team within Student Opportunity (contact details at {https://warwick.ac.uk/study/international/immigration/current/connect/} https://warwick.ac.uk/study/international/immigration/current/connect/) or the Students' Union Advice Centre

({mailto:advice@warwicksu.com} advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

The Student Immigration & Compliance Team is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 765 23706 or via: {https://warwick.ac.uk/study/international/immigration/current/connect/} https://warwick.ac.uk/study/international/immigration/current/connect/

Language Centre

The Language Centre ({https://warwick.ac.uk/fac/arts/languagecentre} https://warwick.ac.uk/fac/arts/languagecentre) supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programs to support students.

There are a number of choices available for acquiring a new foreign language or brushing up language skills:

- Modules for credits on the academic program:

  These can be taken as part of an undergraduate degree course, but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from: {https://warwick.ac.uk/fac/arts/languagecentre/academic/} https://warwick.ac.uk/fac/arts/languagecentre/academic/

- Academic modules not for credit:

  The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. More information is available from: {https://warwick.ac.uk/fac/arts/languagecentre/academic/fees/} https://warwick.ac.uk/fac/arts/languagecentre/academic/fees/

- Lifelong Language Learning (LLL) Courses:

  A program of language courses available to students, staff and the public from beginner through to advanced level. More information is available from: https://warwick.ac.uk/fac/arts/languagecentre/lifelonglearning/

Enrolment takes place on Wednesday, Thursday and Friday of week 1, with online enrolment for Lifelong Language Learning courses from mid-September, and consultation evenings for those unsure of their level.

The Language Centre is located on the ground floor of the Humanities Building and can be contacted by email: {mailto:language.enquiries@warwick.ac.uk} language.enquiries@warwick.ac.uk

Transport

There is public transport to the University from Coventry, Leamington Spa and Warwick. For more information, please see the following link: {http://www2.warwick.ac.uk/about/visiting/directions/localbuses}
http://www2.warwick.ac.uk/about/visiting/directions/localbuses

Lost Property

Lost property is held by University House Reception or by the Student Union.

If you lose something within the department, first try the office, and also contact the porters in the lodge on the Ground Floor of the Humanities building. **Do not leave personal property unattended. The department cannot accept responsibility for items lost or stolen.**

Term Dates

2020/2021

Welcome Weekend Saturday 26 September 2020 - Sunday 27 September 2020
Welcome Week Monday 28 September 2020 - Sunday 4 October 2020
Autumn Term Monday 5 October 2020 – Saturday 12 December 2020
Spring Term Monday 11 January 2021 – Saturday 20 March 2021
Summer Term Monday 26 April 2021 – Saturday 3 July 2021

2021/2022

Welcome Weekend Saturday 25 September 2021 - Sunday 26 September 2021
Welcome Week Monday 27 September 2021 - Sunday 3 October 2021
Autumn Term Monday 4 October 2021 – Saturday 11 December 2021
Spring Term Monday 10 January 2022 – Saturday 19 March 2022
Summer Term Monday 25 April 2022 – Saturday 2 July 2022

2022/2023

Welcome Weekend Saturday 24 September 2022 - Sunday 25 September 2022
Welcome Week Monday 26 September 2022 - Sunday 2 October 2022
Autumn Term Monday 3 October 2022 – Saturday 10 December 2022
Spring Term Monday 9 January 2023 – Saturday 18 March 2023
Summer Term Monday 24 April 2023 – Saturday 1 July 2023

2023/2024

Welcome Weekend Saturday 23 September 2023 - Sunday 24 September 2023
Welcome Week Monday 25 September 2023 - Sunday 1 October 2023
Autumn Term Monday 2 October 2023 – Saturday 9 December 2023
Spring Term Monday 8 January 2024 – Saturday 16 March 2024
Summer Term Monday 22 April 2024 – Saturday 29 June 2024

2024/2025

Welcome Weekend Saturday 21 September 2024 - Sunday 22 September 2024
Welcome Week Monday 23 September 2024 - Sunday 29 September 2024
Autumn Term Monday 30 September 2024 – Saturday 7 December 2024

Spring Term Monday 6 January 2025 – Saturday 15 March 2025

Summer Term Monday 21 April 2025 – Saturday 28 June 2025

2025/2026

Welcome Weekend Saturday 20 September 2025 - Sunday 21 September 2025

Welcome Week Monday 22 September 2025 - Sunday 28 September 2025

Autumn Term Monday 6 October 2025 – Saturday 13 December 2025

Spring Term Monday 12 January 2026 – Saturday 21 March 2026

Summer Term Monday 27 April 2026 – Saturday 4 July 2026

*Please note that some courses may have non-standard start dates. Please refer to your offer letter for confirmation of the start date of your programme.

**International students sponsored under Tier 4, who are subject to restrictions on the number of hours they can work each week for immigration reasons, should be aware that the official University term dates and vacation periods relate to undergraduate courses only. Tier 4 students on any other type of course, including Postgraduate Taught and Postgraduate Research courses, should refer to {http://www2.warwick.ac.uk/services/international/immigration} http://go/immigration, or {http://www2.warwick.ac.uk/study/international/immigration/current/connect/form/} contact us using this form for further information about their rights to work in the UK. Exceeding the permitted number of working hours when studying in the UK under Tier 4 is a serious breach of the conditions of your visa.

For Undergraduate queries email: UGEnglish@warwick.ac.uk

For Postgraduate MA queries email: PGEnglish@warwick.ac.uk

For Postgraduate Research queries email: PGREnglish@warwick.ac.uk

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Faculty of Arts

Staff intranet

Page contact: Siân Moore

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