

# **Department of English and Comparative Literary Studies**

**Honours-Level Induction**

**Wednesday 4<sup>th</sup> October 2023**

**13:00-14:30**

**OC1.05**



## Wednesday 4th October, 13:00-14:30 in OC1.05

**1:05** Welcome back from the Deputy Head of Department (Dr Mike Niblett)

**1:10** Welcome back and some orientation from the Intermediate DUGS (Dr Jen Baker) and the Finalist DUGS (Dr Rochelle Sibley)

**1:20** Welcome back from your Senior Tutor (Dr Tess Grant)

**1:25** Welcome back from the English Department Office (Heather Pilbin)

**1:30** Presentation from Ellie Wetherhill on Careers

**1:40** Presentation from Sarah Akhtaruzzaman and the Library

**1:50** Presentation from Charlotte Pearce and the Transformations team

**2:00** Presentation from Rochelle Sibley on Academic Writing

**2:05** A word from SSLC (Student-Staff Liaison Committee) and LitSoc

**2:15** Q&A



## Professor Paulo de Medeiros

**Head of the Department of English and Comparative Literary Studies**

FAB5.33

[p.de-medeiros@warwick.ac.uk](mailto:p.de-medeiros@warwick.ac.uk)

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## Dr Mike Niblett

**Deputy Head of the Department of English and Comparative Literary Studies**

FAB5.37

[m.niblett@warwick.ac.uk](mailto:m.niblett@warwick.ac.uk)



## Dr Jen Baker

Intermediate Director of Undergraduate Studies

FAB5.26     [j.baker.5@warwick.ac.uk](mailto:j.baker.5@warwick.ac.uk)



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## Dr Rochelle Sibley

Finalist Director of Undergraduate Studies

FAB5.24     [Rochelle.Sibley@warwick.ac.uk](mailto:Rochelle.Sibley@warwick.ac.uk)

## If you have a problem...

### Issue with module (e.g.):

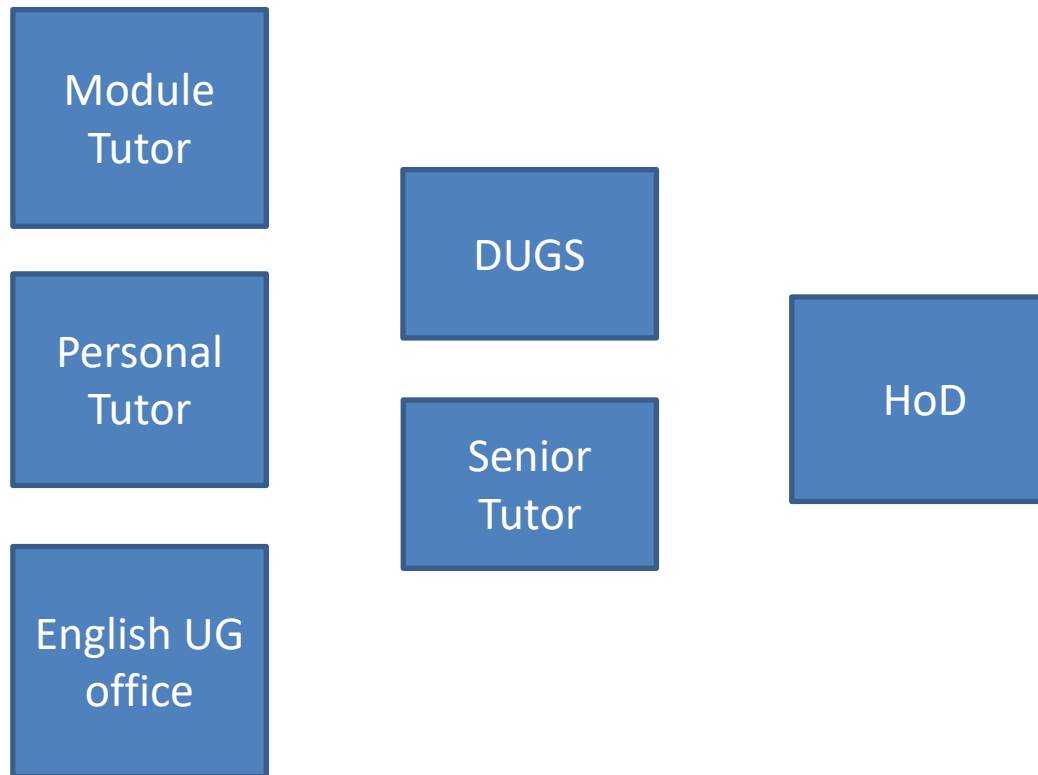
- Accessing lectures
- Assessment ideas
- Seminar absence
- Issues with the seminar
- Reading content

### Issue with your academic work more widely (e.g.):

- Constant low marks
- Issues with writing
- Personal issues impacting your wellbeing
- Advice about choosing modules
- Mitigating Circumstances
- When you aren't sure where to get help on other issues
- Course Transfer

### Administration issues (e.g.)

- Tabula/timetabling issues
- module registration
- enrolment







# Three reasons you might be in contact with your DUGS:

- To apply for an extension for a piece of assessed work – **however**, this is done through Tabula, so an email is generally not necessary.
- To apply to change your degree course.
- To request to suspend your studies -- that is, temporary withdrawal from your degree (TWD)

# Extensions

If you need an **Extension** to essay/assessment deadlines, they must be requested **BEFORE** the deadline on Tabula (the online system where you submit your work).

There are two kinds of extension:

- A **self-certified** extension (**for up to 5 working days**). You can request **TWO** of these in every academic year via the **Personal Circumstances** tab on Tabula and don't need to provide evidence.
- A **specific extension** (up to two weeks in extreme circumstances). Request this via the **Extension button** on Tabula. This will be decided on an individual basis and requires you to upload suitable evidence of the problem (see your department Handbook for details). Do discuss this with your Personal Tutor if need be.

# Helpful departmental links

- The main ECLS departmental webpages are here:  
<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/>
- The 2023-24 Undergraduate Handbook is here:  
<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/handbook>
- The webpage for the Directors of Undergraduate Studies (DUGS) is on the department's website:  
<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/dus>



# Assessment Deadlines - Reminder

- One second past the deadline = one day's lateness penalty (5 points off final mark).
- If you submit the wrong piece of work, lateness penalties will accrue until you submit the right one. It may be some time before this is discovered. Leave time to double check that you have submitted the correct piece of work.
- You can replace a version submitted up to the deadline. Submit early and often.
- Do not wait until the last minute!

# Plagiarism

Make sure you are clear on what constitutes plagiarism, which will be penalised.

The University policy has been updated and can be found here:

[https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic\\_integrity/](https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/)

The Library offers a helpful tutorial on how to avoid plagiarism, called

Plagiarwise: <https://moodle.warwick.ac.uk/course/view.php?id=42224>

## NEW: University Policy on AI

As per our departmental handbook, the following falls under “Cheating”:

“The use of technology such as **AI software** to gain an unfair advantage. Presenting work generated via AI software such as ChatGPT or similar as one's own work is viewed as academic misconduct and subject to existing processes and consequences. It is considered in the same way as presenting a document written by a third party or essay mill as one's own.”

Individual modules will specify whether or not they permit any use of AI software.

## Dr Teresa Grant

Senior Tutor

(also Associate Professor in Renaissance Theatre)

My office is FAB 5.25

My email address for ST business is:

[englishseniortutor@warwick.ac.uk](mailto:englishseniortutor@warwick.ac.uk)



## SENIOR TUTOR

- The Senior Tutor is responsible for overseeing student support and welfare, including:
  - The Personal Tutor System
  - Liaison with Wellbeing and Disability Services
  - Advice about Mitigating Circumstances and Reasonable Adjustments (if your personal tutor can't help)




## PERSONAL TUTOR SYSTEM

- Unless your **Personal Tutor** is on research leave (in which case you get allocated a new one) then you will have the same one as last year. Their information is on your **Tabula profile**.
- You will meet them individually at least once a term (in the first three weeks of this term). This is one of your **monitoring points**.
- **They can help with aspects such as** general advice about studying and learning; module selection; signpost to other areas of support; provide references; communicate with other tutors if you encounter major issues.

## Recording your Personal Tutor Meeting

- It is now your responsibility to ensure you attend the required Personal Tutor meetings (use their sign-up system) and **record the meeting** after on Tabula. Your tutor will then “approve” it.

UENA-Q300 21/22 | UENA-Q300 22/23 | UENA-Q300 23/24



Name: Jen Baker  
Warwick email: J.Baker.5@warwick.ac.uk  
University ID: 1972867

[View timeline](#)

### Record of meetings

Date	Title
▶ 15:50 - 16:00, Tue 3 <sup>rd</sup> Oct 2023	PT meeting

[Schedule meeting](#) [Record meeting](#) [Record missed meeting](#)

### Record a meeting ×

Title  
Personal Tutor meeting

Participants  
 dissertation supervisor  
 Jen Baker (personal tutor)

Date of meeting: 03-Oct-2023  
Time of meeting: 12:00:00  
End time of meeting: 12:10:00

Format  
Face-to-face meeting

Location  
FAB 5.26

File  
[Choose files](#) No file chosen  
Up to 10 attachments allowed. You can upload multiple files at once. They need to be in the same folder on your computer for you to be able to select them all. To select multiple files at once hold down the Ctrl key (Cmd key on Mac) and click on each file.

Description  
Add any notes you want here or leave blank

## University Support Services

- Outside of the department there are various services that can help if you are in difficulty during your degree.
- You can access them directly without speaking to the department first, but **can also ask your personal tutor to help sign-post**, if you are unsure what help you need or want to alert them to issues you are facing.



## Wellbeing and Student Support

[Wellbeing Strategy](#) | [Students](#) | [Staff](#) | [Parents and guardians](#) | [Student Funding](#) | [Self-help resources](#) | [About](#) | [Feedback](#)

# Support for students

Wellbeing and Student Support (WSS) are available during normal working hours, with Brief Consultation sessions being offered from 10am to 3pm, Monday to Friday via our [Wellbeing Portal](#) or call Wellbeing Support Services on 024 7657 5570.

For out of hours support at any time of the day or night, please visit [Togetherall](#). For out of hours emergency help, please visit [https://warwick.ac.uk/services/wss/students/emergency\\_contacts/](https://warwick.ac.uk/services/wss/students/emergency_contacts/)

- [Access the Wellbeing Portal](#)
- [Access 24/7 support from Togetherall](#)

This is the place to go to get help with emotional/psychological, work/stress, study strategies, and is also the portal for Disability Support

[Students](#)

[Guidance for staff](#)

[Parents and guardians](#)

[Self-help resources](#)

**Get in touch**

Students, please contact us via the [Wellbeing Portal](#)

024 7657 5570

[We are at Senate House, ground floor](#)



The University Disability Support team helps in various ways including mediating financial and academic support (called **Reasonable Adjustments**) for students with physical disabilities as well as mental health conditions and neurodiversity such as (ADHD, ASC, dyslexia).

This is the case whether you already had support pre-University or think you need to be screened for an undiagnosed condition during the degree.

The sooner these RAs are made the better!

The screenshot shows a web browser window with the URL [warwick.ac.uk/services/wss/students/disability/](http://warwick.ac.uk/services/wss/students/disability/). The page features the Warwick logo and the title "Wellbeing and Student Support". A navigation menu includes "Wellbeing Strategy", "Students", "Staff", "Parents and guardians", "Student Funding", "Self-help resources", "About", and "Feedback". The main heading is "Information for disabled students", with sub-links for "About us", "How we can help", "Support for Specific Disabilities", and "DSAs and financial support". The content area contains four main sections: "About us", "How we can help", "Support for Specific Disabilities", and "Disabled Students' Allowances (DSAs) and financial support". On the right side, there is a "Get in touch" section with contact information: "Students, please contact us via the Wellbeing Portal", phone number "024 7657 5570", location "We are here (Senate House, ground floor)", and "Opening hours" which are "Monday to Friday 8.30am-5pm (Friday until 4pm)" and "Brief consultations - Monday to Friday 10am-3pm".

## IMPORTANT

Even if you declared a condition when you applied you should still contact Disability services for a 1-2-1 so that they can discuss the right support for you.



The University Student Funding pages can help with bursary applications, advice on budgeting and advice on Hardship Funds.

If you are a **Widening Participation Student** you can also speak to Charlotte Pearce who works in the English department.

Student Funding - University of V x +

warwick.ac.uk/services/wss/funding/

WARWICK

Student Funding

Search Warwick

Funding your Studies | Warwick Bursaries and Scholarships | Hardship Funds | Managing Your Money | Outreach Resources | Contact Us | Student Funding News

Funding for 2023-24 entry

If you are starting your undergraduate course in 2023 we have more information about how to apply for Tuition Fee and Maintenance Loans to fund your studies and living costs.

[More about 2023 entry undergraduate funding](#)

Find out more about...

News

[Warwick Bursary 2022](#)

The Student Funding Team is currently in the process of checking student eligibility for the Warwick Bursary.

As soon as we have approved your bursary you will receive an email to the same email address that you have registered with the Student Loans Company, letting you know

What's new on Twitter...

[@warwickfunding on Twitter](#)

Finance&Funding

We hope you got the A-level results you really wanted! If not, consider Clearing. Check [@thestudentroom](#) link for ti

Follow







# Report and Support Team

**CONFIDENTIAL support**

**No requirement to report**

<https://reportandsupport.warwick.ac.uk/>

**Support**

 <p><b>Sexual Misconduct</b></p> <p><a href="#">What is Sexual Misconduct?</a></p> <p><a href="#">What is Online Sexual Misconduct?</a></p> <p><a href="#">I have been affected by Sexual Misconduct</a></p> <p><a href="#">I know someone who has been affected by Sexual Misconduct</a></p>	 <p><b>Discrimination</b></p> <p><a href="#">What is Discrimination?</a></p> <p><a href="#">I have been affected by Discrimination</a></p> <p><a href="#">I know someone who has been affected by Discrimination</a></p>	 <p><b>Bullying and Harassment</b></p> <p><a href="#">What are Bullying and Harassment?</a></p> <p><a href="#">I have been affected by Bullying and/or Harassment</a></p> <p><a href="#">I know someone who has been affected by Bullying and/or Harassment</a></p>
 <p><b>Hate Incidents and Hate Crime</b></p> <p><a href="#">What is a Hate Incident and a Hate Crime?</a></p> <p><a href="#">I have been affected by a Hate Incident and/or a Hate Crime</a></p> <p><a href="#">I know someone who has been affected by a Hate Incident and/or a Hate Crime</a></p>	 <p><b>Relationship Abuse</b></p> <p><a href="#">What is Relationship Abuse?</a></p> <p><a href="#">I have been affected by Relationship Abuse</a></p> <p><a href="#">I know someone who has been affected by Relationship Abuse</a></p>	 <p><b>Policy, Process and FAQs</b></p> <p><a href="#">Frequently Asked Questions</a></p> <p><a href="#">Report and Support Videos</a></p> <p><a href="#">Staff Policies and Procedures</a></p> <p><a href="#">Student Discipline Policies and Processes</a></p> <p><a href="#">Warwick Mediation Services</a></p>

- If you're feeling really unwell or in crisis, security staff are mental health-trained and available to call 24hrs a day. Their number is on your university card.

## Some of the other key Support Services

- [Student's Union Advice Centre](#) for things like Finance and External Accommodation help as well as academic problems.
- **Library Study-Happy Team**
- **The Health Centre**
- **Residential Life Team** if you live on campus.



## Mitigating Circumstances

- are **acute, severe, exceptional** circumstances outside the student's control which affect their ability to complete work. Circumstances eligible for mitigating circumstances will usually be unforeseen and not normally of a duration greater than a term.
- Contact your **Personal Tutor** if there is some unexpected problem, illness or situation affecting your work that we should know about.
- Keep dates/details as things go along, and save any **external evidence** (such as GP letters, hospital admissions, legal documents, supporting statements).
- If you think this has affected your work significantly, you can make a **claim at the end of the year** for these circumstances to be taken into account by the exam board in relation to your assessment, and/or degree classification. This can lead to greater options if you have work missing or with considerable late penalties, for instance. Your **Personal Tutor** can help with this process.
- The request is made via the **Personal Circumstances** button on Tabula
- There are details in the online department **Handbook** as to what constitutes appropriate evidence, and how sensitive information is handled in such matters.

The **Undergraduate Programmes Officer** is  
Angela Nakra



Our Academic Administrators are:  
Heather Pilbin  
Julie Rawlinson

The Professional Services team are in FAB5.42 and their opening  
hours are:

Monday-Friday, 10.00-12.00 and 14.00-16.00

For email, please use: [UGEnglish@warwick.ac.uk](mailto:UGEnglish@warwick.ac.uk)





STUDENT  
OPPORTUNITY

# Careers support for English & CLS students at the University of Warwick

**Ellie Wetherhill**  
Careers Consultant  
[careers@warwick.ac.uk](mailto:careers@warwick.ac.uk)



# Career Planning

<b>Self-Awareness</b>	<b>Exploration</b>	<b>Decision-making</b>	<b>Action - Apply</b>
<p>Knowing yourself Your interests, values, skills, strengths, weaknesses and motivations</p>	<p>Research your ideas and options Trying out through gaining experience Talking to people in the role/sector</p>	<p>Make choices : Work experience &amp; other opportunities Roles/sectors Next steps</p>	<p>Put together a CV and get feedback Know how to write cover letters Practice and prepare for interviews</p>

# 1:1 careers support

## Careers guidance

- Face to face or via MS Teams
- With a Careers Consultant
- In-depth conversation about career planning and choices
- Mock interviews

## Application feedback & opportunity advice

- Face to face, via MS Teams or written feedback
- With a member of the Job Search team
- Feedback on CVs, cover letters, personal statements and application forms
- Advice on interviews, assessment centres, searching for work and networking

**Ellie Wetherhill is the Careers Consultant linked to English & CLS:** book an appointment by visiting [MyAdvantage](#) or get in touch via email [Ellie.Wetherhill@warwick.ac.uk](mailto:Ellie.Wetherhill@warwick.ac.uk)

# Events

## Careers Fairs

- Autumn Fair- Thur 12<sup>th</sup> Oct (Week 2)
- Law Fair- Tue 24<sup>th</sup> Oct (Week 4)
- Creative Careers Fair- Tue 6<sup>th</sup> Feb

## Employer Talks

### Meet the Professionals

Events focused on marketing, tech and data, government and public sector, investment banking and more

## Careers Workshops

- CVs and Applications
- Interviews
- Assessment Centres
- LinkedIn
- Career Planning & Neurodivergence
- Survive Job Rejection



# Online resources

The screenshot displays the Warwick University myAdvantage portal. At the top right, there are links for 'Cookie preferences', 'Notify', and a user profile for 'Ellie Wetherhill' with a notification icon. The main header features the Warwick University logo and the text 'Student Opportunity » myAdvantage'. Below this is a dark navigation bar with several menu items: 'myAdvantage' (highlighted with a red box), 'Vacancies', 'Appointments', 'Events', 'News', 'My Dashboard', and 'Profile'. On the right side of this bar, there is a notification icon with the number '0' and the user name 'Ellie'. The main content area is titled 'Search Vacancies' and includes three search filters: 'Keywords' (with a text input field containing 'e.g. Graduate, Analyst, Intern...'), 'Vacancy Type' (a dropdown menu set to 'Any'), and 'Location' (a text input field containing 'CV1 1AA, Coventry, United Kingdom'). Below these filters, there is a 'Search' button and a link for 'More Search Options'. In the bottom right corner, there is a 'Telephone interviews' link with a telephone icon. The page also has a 'Saved Vacancies' link in the top right of the main content area.

## Find us – contact us

**Student Opportunity Hub:** Ground floor, Senate House

Find out more via the [Warwick Careers website](#)  
[MyAdvantage](#)

Or email us [careers@warwick.ac.uk](mailto:careers@warwick.ac.uk)

You can also find us on the following channels:

- [Twitter: @so\\_warwick](#)
- [YouTube: Careers and Skills](#)
- [Facebook: WarwickStudentOpportunity](#)
- [Warwick Careers Blog](#)



**WARWICK  
AWARD**  
STUDENT OPPORTUNITY

## Shape your future with the Warwick Award

- Develop & showcase your employability skills
- Free to join & recognised by the University
- Personalise it to fit your needs & complete it at a time that suits you

**Find out more: [warwick.ac.uk/warwickaward](https://warwick.ac.uk/warwickaward)  
or scan the QR code**



# The Library: support for English

<https://warwick.libguides.com/english>

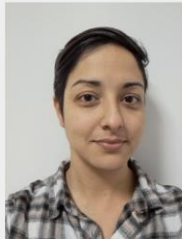
## English and Comparative Literary Studies: Home

A subject guide to the Library for students, researchers and staff in English and Comparative Literary Studies

[Home](#) [Books](#) [Journals](#) [Databases](#) [Referencing](#) [Special Collections](#)



### Academic Support Librarian for English



Sarah Akhtaruzzaman

[Email Me](#)



Books



Journals



Databases



Referencing



Special Collections



**Charlotte Pearce**

**Widening Participation Officer**

**[Charlotte.Pearce@warwick.ac.uk](mailto:Charlotte.Pearce@warwick.ac.uk)**

**Office: FAB5.42**



# What is Widening Participation?

Widening Participation (WP) aims to address the patterns of under-representation of some groups in Higher Education

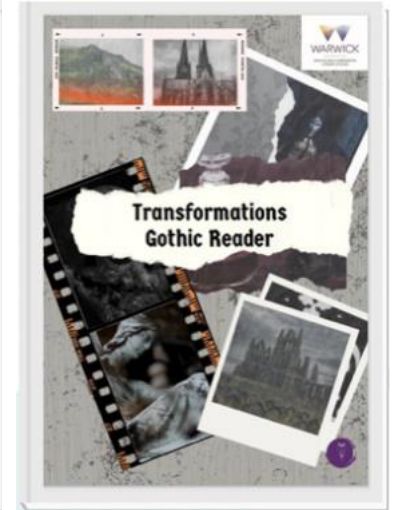
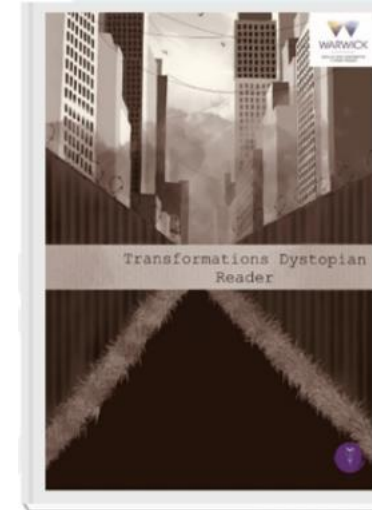
## What does a WP Officer do?

- Transformations
- A-level lecture series
- Book donations – email [charlotte.pearce@warwick.ac.uk](mailto:charlotte.pearce@warwick.ac.uk) for a list
- Performance and Pedagogy
- University-wide Widening Participation projects

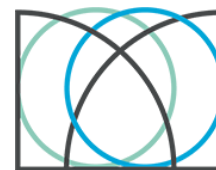


# What is *Transformations*?

Maryam Khonat  
Co-President  
English Literature & History  
Finalist



Bethan Davies  
Co-President  
English Literature & History  
Finalist



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# How can I get involved?

- Come along to one of our Transformations information sessions:
  - Wednesday 11<sup>th</sup> Oct (week 2) 1.45-3pm, Student Hub (FAB5.49)



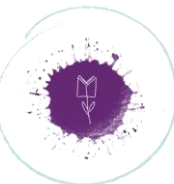
transformationswarwick



transformations@warwick.ac.uk



For more info, including videos, take a look at the Transformations page within the 'Your Department' section of the ECLS website





# Widening Participation Student Network

A university-wide network. This is a chance to share experiences, find out about opportunities and gain insight into a wide variety of topics



## For students who:

- Are first generation in their family to attend university
- Received a contextual offer
- Come from an area with low progression rate to university
- Receive a Warwick Bursary or other means tested financial support
- Have a disability
- Are over 21 when starting university
- Have caring responsibilities
- Have spent time in local authority care
- Received free school meals



# **Academic Enrichment: Intermediate Students.**

## **Convenor: Dr Jen Baker**

An extended Academic Enrichment programme is running for Intermediate (Year2) undergraduates this year, including:

- Specific online resources on moving from first-year to honours-level assignments
- In-person workshops on academic writing

[Full details are on the website here.](#)

★ ECLS Intermediate-Year Academic Enrichment ★

Convenor: Dr Jen Baker ([J.Baker.5@warwick.ac.uk](mailto:J.Baker.5@warwick.ac.uk)) who is also your DUgs for year 2.

Tutors: (tutor will depend on which workshop group you are timetabled with)

Dr Jen Baker,  
Dr Emma Francis ([E.J.Francis@warwick.ac.uk](mailto:E.J.Francis@warwick.ac.uk))  
Dr Nancy Haijing Jiang ([Haijing.jiang@warwick.ac.uk](mailto:Haijing.jiang@warwick.ac.uk))

#### Overview

Intermediate Academic Enrichment is for all second-year students currently enrolled on English Literature (Q300), English and Theatre Studies (QW34), and English and History (VQ32) degrees. This provision has been designed to support your move from first-year to honours-level studies: it will encourage you to develop your criticality and originality in preparation for your assignments, and will offer you practical guidance about how to remain engaged and organised throughout the academic year.

The course consists of compulsory workshops, which will be delivered throughout the Autumn and Spring Terms. You will need to sign up to a workshop group at the beginning of Autumn term. Optional additional sessions will be delivered during the Summer term; these will consist of 'writing retreats' during assessment season, and a Careers session with the central Careers team. As this is a supplementary course, there are no assessments or required reading. However, in order to make course content as useful to you as possible, you may be asked to bring in an example piece of your work to work with during the workshops.

#### Timetable

##### Term 1

Week 2 - Academic Writing Session 1 [*compulsory*]: 'An Introduction to Honours-level Study: Getting Re-Grounded'

Week 4 - Academic Writing Session 2 [*compulsory*]: 'Critical Engagement: Academic Literacies toolkit'

Week 8 - Academic Writing Session 3 [*compulsory*]: 'Responding to Feedback'

##### Term 2

Week 2 - Academic Writing Session 4 [*compulsory*]: 'Revising and Editing Drafts'

Week 4 - Academic Writing Session 5 [*compulsory*]: 'Framing your material'

Week 8 - Academic Writing Session 6 [*compulsory*]: 'Academic Writing specifics'



# **Academic Enrichment: Finalist Students**

## **Convenor: Dr Rochelle Sibley.**

A new Academic Enrichment programme is running for Finalist (Year 3) undergraduates this year, including:

- Specific online resources for building on last year's assignments
- In-person workshops on academic writing

[Full details are on the website here.](#)

# ECLS Academic Writing Moodle



This resource contains over 40 screencasts on all topics associated with researching, planning and writing your assignments for ECLS.

It will also be updated further during the coming academic year with further worked example resources on a variety of writing and research skills.

You should already have access to this Moodle, but if not then contact [Rochelle.Sibley@warwick.ac.uk](mailto:Rochelle.Sibley@warwick.ac.uk)



**Dr Rochelle Sibley**

Convenor of the Writing Centre

My office is FAB 5.24

My office hours are Tuesdays 2-3 and by appointment

# Academic writing one-to-ones

ECLS also hosts academic writing one-to-one support to help you address specific issues with your assignment-writing.

These one-to-ones are delivered by Rochelle Sibley and Owain Burrell, either in-person or online, depending on student preference and availability.

The full details on what these one-to-ones cover and how you can book them are here:

<https://warwick.ac.uk/fac/arts/english/currentstudents/academicwritingone-to-ones>

## Study Abroad

- Students currently in their second year have the opportunity to apply to the study abroad programme. Note that **good attendance** and a **2.1 average** overall this year are required for places to be confirmed.
- <https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/studyabroad>
- There will be an **information session sometime this term** (date currently advertised is from last year) – email will come round from Prof. Liz Barry who is overseeing the programme.

# URSS

- The Undergraduate Research Support Scheme enables Warwick undergraduate students to carry out an interdisciplinary summer research or public engagement project. **There is the opportunity to also apply for a bursary to help fund the project.**
- The scheme is open to all undergraduate students from any year or course, with the exception of exchange students. The faculty will hold information sessions later this term.
- <https://warwick.ac.uk/services/skills/urss/>

# JOIN THE Staff-Student Liaison Committee

## SSLC Meetings

Remember: SSLCs for full-time courses should meet at least four times a year.

## Who should be on the SSLC?

Students should be in the majority. As a general guide there should be at least two representatives per year.

Student representatives should be elected from each year of each course, or students representing various stages of progression in a part-time or postgraduate research degree.

SSLC rep elections are usually held in week 2. Elections for first year undergraduates are normally arranged by the departments with assistance from the Students' Union. Elections for all other undergraduates and all postgraduates are normally arranged by the Academic Convenor.

The Chair and Secretary of each SSLC must be Students. **At least** two members of academic staff elected by their department should sit on the SSLC, one of whom will be the Academic Convenor. If the SSLC covers more than one course, a member of staff representing each course should attend meetings as often as possible.

The Head of Department, or another senior member of academic staff, should be invited to SSLC meetings from time to time.

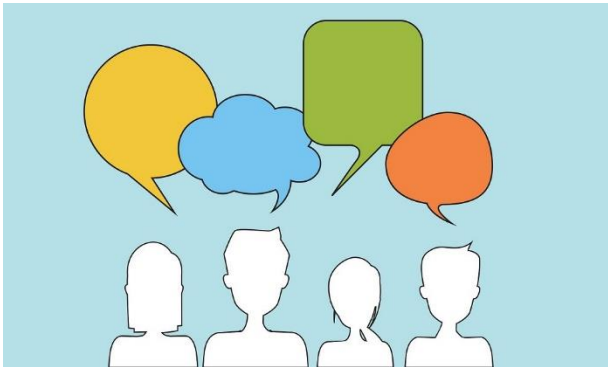
**WARWICK**  
THE UNIVERSITY OF WARWICK





You will receive emails from the SU and from the Academic convenor of the SSLC (Dr Sarah Wood) soon.

Do consider being a voice for your degree!



## Issues to be Discussed at Meetings

For Undergraduate and Taught Postgraduate courses:

- Course content and delivery (but not individual members of staff), including changes to course structures and proposals for new courses
- Assessment and examination, including feedback on assessment
- Skills development
- Progress monitoring
- Timetabling
- Joint degrees and related guidance

For SSLCs with undergraduate students:

- National Student Survey results and actions taken by the department in response to issues raised through the NSS

For Postgraduate Research courses:

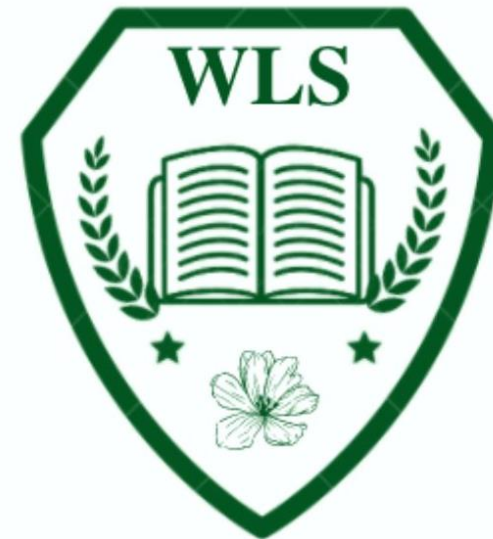
- Monitoring, progression and supervisory systems (but not individual supervisors)
- Assessment
- Research training

For all SSLCs:

- Student support and guidance
- Library provision
- IT issues and availability of e-learning resources (eg digital resources)
- Careers advice
- Departmental liaison with the Library, IT and Careers, and induction and training arrangements
- Learning facilities, including the Learning Grid in University House and/or the Biomed Grid at Gibbet Hill
- Other academic resources, including accommodation, seminar size, timetable.

# WARWICK LITERATURE SOCIETY

2023/4



WARWICK  
LITERATURE  
SOCIETY

# WHAT WE DO

- We are the home for all Literature enthusiasts here at Warwick
- We are a safe space for all students for any queries you may have starting at university
- We have three distinct areas that we do a variety of events for: academic, social and creative



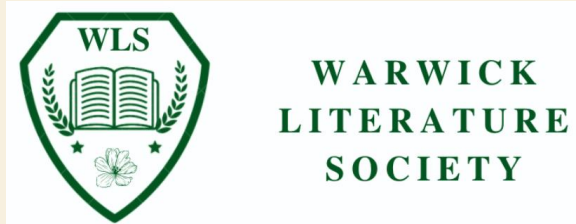
# ACADEMIC SIDE



WARWICK  
LITERATURE  
SOCIETY

- As an academic society we do a wide variety of different academic socials to help support you when starting academic work at university
- We also have a Facebook group called, 'Pass the Book' which allows students to sell any old module texts they may have and do not want anymore for a much cheaper price!
- We hold study sessions both on campus and in Leamington

# SOCIAL



- Another major part of the society is the social side where every week we hold a variety of sober and non-sober socials
- We always have at least one member of our exec who remain completely sober who can look after and help with any issues during the event
- We also do charity events which are a great opportunity to raise money for amazing causes.
- Every term we have welfare events which provide a safe space to come and destress or talk about how you're feeling in a safe and supportive environment
- Here are some examples of socials we do throughout the year:
  - Circles
  - Bar crawls
  - Scavenger hunts
  - Day trips
  - Bowling
  - Movie nights
  - Charity sports day
  - Welfare walks and meditation sessions



# CREATIVE



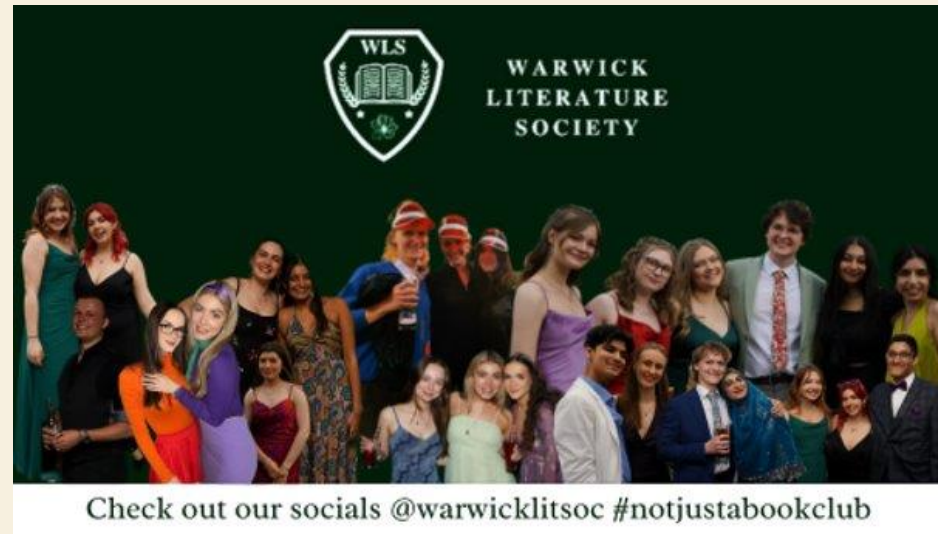
- The third aspect of our society is the creative side
- We create an open and welcoming environment for anyone who wants to express their creativity regardless of degree subject or experience
- There is no pressure to perform, you can always just come and watch
- Here are some examples of creative events we do:
  - Open mic nights
  - Creative collabs with other societies
  - Slam poetry evenings
  - Creative collage sessions

# BIGGER THINGS WE ARE DOING THIS YEAR

- Family scheme – a small group of first years are placed with two older students so they can ask any questions and have an immediate point of contact for any concerns surrounding university work.
- We are looking in to putting together a LitSoc anthology of different creative pieces to highlight the immense creativity we have as a society
- Tour – for the first time since the pandemic we are going on tour!
- The annual ball – a great opportunity to come and celebrate the end of the year with all your friends
- We are putting together a termly/monthly book club and the books we decide to talk about will be voted for via polls on our story

# HOW TO KEEP UP TO DATE!

- Follow and look at our Instagram for a detailed look at all our upcoming events - [@warwicklitsoc](#)
- We now have a TikTok where we post highlights from certain events we do throughout the year - [@warwicklitsoc](#)



ANY QUESTIONS?