

# Department of English and Comparative Literary Studies

## Undergraduate Handbook 2018/2019

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# Department of English and Comparative Literary Studies

## Undergraduate Handbook 2018/2019

### Departmental information

#### 1. Welcome / Welcome Back

This is the Department's Student Handbook for 2018-19. This is a mixture of regulations, guidance, and helpful advice to ensure that you get the best degree you can in your time at Warwick. If you have further questions, please do ask any of us for help, especially your Personal Tutor. All the rules, requirements, and deadlines for assessed and examination work set out here are designed to create a level field for all students to do their best. It is not intended to replace information on University regulations available online (<https://warwick.ac.uk/services/gov/calendar>) but to pick out some of the common issues. Our job is to help you realise your opportunities and talents. Yours is to work productively, keep in contact and attend classes, and enjoy your courses. All of the information in this booklet is given in good faith, and believed to be correct at the time of publication, October 2018. Any significant changes to the practices and procedures detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the English and Comparative Literary Studies website will be updated accordingly.

#### 2. Introduction

The purpose of this handbook is:

- To provide new students with a useful guide to how the Department of English and Comparative Literary Studies functions.
- To provide existing students with a point of reference on topics that often become relevant in your second and final years.

#### 3. Departmental contact details

**Telephone:** 024 7657 4638 or 024 7652 4928.

Email: [UGEnglish@warwick.ac.uk](mailto:UGEnglish@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 5<sup>th</sup> 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 Writing Programme 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/>

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

**Contacting students:** 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 regularly**. 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 Undergraduate Office. The Department's website is at: <https://warwick.ac.uk/fac/arts/english>

**Notification of cancelled classes:** every effort is made by the department to adhere to the published timetable. Occasionally, sessions may have to be moved due to staff illness or other unforeseen circumstances. In the event of a cancelled seminar, your module tutor will notify you by email and will inform you of arrangements for rescheduling.

- Information about departmental IT support systems: the Department 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://warwick.ac.uk/services/its/service-support/web/tabula/guides/student/> IT Services also offers assistance with their supported software and hardware equipment. For all issues regarding Tabula, desktops or any other IT problems, contact IT Services directly on x73737 while on campus or 024 765 73737 off campus. You can also e-mail the IT Services Help Desk on [helpdesk@warwick.ac.uk](mailto:helpdesk@warwick.ac.uk), and there is a Drop in Centre on the first floor of the Library: <https://www2.warwick.ac.uk/services/its/service-support/service-desk/> Moodle is also used by some tutors, for example, providing learning materials, and they will provide you with information about how to access this.

#### 4. Staff details (academic and administrative)

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

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

## 5. Roles within the Department

Head of Department	Professor Emma Mason	<a href="mailto:Emma.Mason@warwick.ac.uk">Emma.Mason@warwick.ac.uk</a> H503
Director of the Warwick Writing Programme/English and Creative Writing Degree Convenor	Professor Sarah Moss	<a href="mailto:S.Moss@warwick.ac.uk">S.Moss@warwick.ac.uk</a> G02 Drop in during office hours (G02 Millburn House), or email for appointment.
Director of Undergraduate Studies (first years)	Dr John West	<a href="mailto:J.West.1@warwick.ac.uk">J.West.1@warwick.ac.uk</a> Drop in during office hours (H541), or email for an appointment.
Director of Undergraduate Studies (second years)	Dr Jonathan Skinner	<a href="mailto:J.E.Skinner@warwick.ac.uk">J.E.Skinner@warwick.ac.uk</a> Drop in during office hours (G01 Milburn House), or email for an appointment.
Director of Undergraduate Studies (third years)	Dr Elizabeth Barry	<a href="mailto:E.C.Barry@warwick.ac.uk">E.C.Barry@warwick.ac.uk</a> Drop in during office hours (H537), or email for an appointment.
Senior Tutor (for students on English Literature; English and Theatre; English and History)	Professor Daniel Katz	<a href="mailto:D.Katz@warwick.ac.uk">D.Katz@warwick.ac.uk</a> Drop in during office hours (H531), or email for an appointment.
Senior Tutor (for students on English and Creative Writing)	Professor Sarah Moss (terms 1, 2, 3); Dr Chantal Wright (terms 1 and 3)	<a href="mailto:S.Moss@warwick.ac.uk">S.Moss@warwick.ac.uk</a> - as above <a href="mailto:C.M.Wright@warwick.ac.uk">C.M.Wright@warwick.ac.uk</a> Drop in during office hours (H523), or email for an appointment.
English Literature Degree Convenor	Dr Michael Meeuwis	<a href="mailto:M.Meeuwis@warwick.ac.uk">M.Meeuwis@warwick.ac.uk</a> Drop in during office hours (H529), or email for an appointment.
English and Theatre Degree Convenor	Dr Matthew Franks	<a href="mailto:M.Franks@warwick.ac.uk">M.Franks@warwick.ac.uk</a> Drop in during office hours (H532), or email for an appointment.
English and History Degree Convenor	Dr Jonathan Schroeder	<a href="mailto:Jonathan.Schroeder@warwick.ac.uk">Jonathan.Schroeder@warwick.ac.uk</a> Drop in during office hours, or email for an appointment.
Mitigating Circumstances Officer	Angela Nakra	As below
Taught Programmes Officers	Sally Wallace: Mon - Tues Rachel Oelman: Wed - Fri Angela Nakra: Mon - Fri	<a href="mailto:UGEnglish@warwick.ac.uk">UGEnglish@warwick.ac.uk</a> H506 Opening Hours: Mon - Thurs 10.00–12.00 & 14.00–16.00 Fri – 10.00–12.00 & 14.00–15.00
Academic Administrator	Heather Pilbin	<a href="mailto:H.S.Pilbin@warwick.ac.uk">H.S.Pilbin@warwick.ac.uk</a>
Senior Departmental Administrator	Alison Lough	<a href="mailto:A.Lough@warwick.ac.uk">A.Lough@warwick.ac.uk</a>
Department Secretary and PA to Head of Department	Amanda Dougill	<a href="mailto:A.Dougill@warwick.ac.uk">A.Dougill@warwick.ac.uk</a>

The **Directors of Undergraduate Studies** (DUGS) deal with requests for extensions to assessed essay deadlines, queries on how to withdraw temporarily or permanently from your course and how to change your degree course, and can advise on applying for consideration under the mitigating circumstances procedures. The DUGS page is at

<http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/dus>

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.

Details of **Module Convenors** can be found on the individual module webpages:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/>

## 6. Information for the first weeks at the University

University Enrolment information and Induction activities – information can be found at:

<https://warwick.ac.uk/students/welcome>.

English Department Induction information can be found at:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/firstundergraduateyearinfo/>.

Students' Union: please see information about facilities and events:

<https://www.warwicksu.com/>.

## 7. Data protection information

The University and the Department will process any personal data in accordance with the General Data Protection Regulation (GDPR), which came into force in May 2018. Full information on the University's Data Protection policies can be found here:

<https://warwick.ac.uk/services/idc/gdpr>

Under data protection legislation, no academic committee can discuss a student's personal details without their consent. If you would like to be considered for Mitigating Circumstances (see below), you must complete the form in order to allow the Panel to consider your case.

The University will keep your full student record for six years after the end of the academic year in which you graduate, or other otherwise leave the University. After six years, the University will retain only the data necessary to identify you and confirm the dates you studied at the University, the degree and classification you were awarded, and a transcript of your marks. All other personal data on your student record will be disposed of in a secure manner.

## 8. Mobile phone policy

Mobile phones should be switched to silent for lectures and 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.

## 9. Recording of lectures

Please note: students are not allowed to record lectures or seminars unless given express permission by the lecturer or 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 lectures may be found here:

<https://www2.warwick.ac.uk/services/aro/dar/quality/recordinglectures/>

## 10. Attendance requirements and monitoring

Monitoring attendance – monitoring points and implications of missing monitoring points for all students and for visa holders in particular:

As a student, you are responsible for managing your own learning by attending 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.

To help us to gauge how successfully you are engaging with your course, identify any problems which you may be experiencing and offer support to help you, the department has a number of check points (monitoring points) throughout the year. 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 **Appendix A** at the end of this handbook 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/>

***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.***

Rules for keeping in contact with the department and reporting absence

**Absence from classes:** Seminar group attendance is **compulsory** and a register is taken 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, and may wish to fill in a Mitigating Circumstances form: <https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/mitigatingcircumstances>.

**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. Please see Monitoring Points information.

**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>. If your illness causes absence of more than seven consecutive days from prescribed 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>

## 11. Requesting references from academic staff

It is essential that all reference requests for job/internship/placement applications be made directly to the member of staff whom you wish to be your referee. All requests must be made directly to your prospective referee via their Warwick email account or in person. There is no guarantee a reference will be written if you have not contacted your prospective referee in advance.

## 12. Transcripts/Degree certificates/HEAR

Undergraduate students at all stages of study may access their Higher Education Achievement Report (HEAR). This serves as a cumulative, formative record until you graduate, at which stage it is finalised and becomes your formal, official record of study, including module marks and degree classification (and replaces the student transcript). [https://warwick.ac.uk/services/academicoffice/examinations/records/hear\\_higher\\_education\\_achievement\\_report](https://warwick.ac.uk/services/academicoffice/examinations/records/hear_higher_education_achievement_report).

## 13. Concerns and complaints

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. 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 Student

Support Services (including Disability 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:

<http://www2.warwick.ac.uk/services/gov/complaintsandfeedback>

<https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints>

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

## Course information

### 14. Information on additional course costs (and how to limit them)

Undergraduate students are expected to purchase their own copies of the primary texts for the course, though the department tries to make a considerable amount of material available as part of course-packs. Undergraduate students can obtain most required secondary texts from the University Library. Theatre trips are offered to students on some modules; in many cases the costs are covered or subsidized - none are compulsory.

### 15. Course regulations

Required total credits to be taken by year of study: 120 credits in each of Year 1, Year 2 and Final year respectively, please see:

<https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

Credit weightings by years of study towards final degree classification: Year 1: 0%, Year 2: 50%, Final Year: 50%.

Specific requirements for award of sub-qualifications or exit awards: for information about the circumstances which Pass Degrees are awarded, please see:

<https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

## English Literature Q300 Degree Structure

### Year 1

EN101 Epic into Novel (30 CATS)
EN121 Medieval to Renaissance English Literature (30 CATS)
EN122 Modes of Reading (30 CATS)
EN123 Modern World Literature or a modern language (30 CATS)

### Second and Final Years

English Pathway/Theory Pathway/World Literature Pathway/American Pathway

120 CATS in each year – please see Appendix C for details of core/optional modules and credits for 2018-19. Please note that the module availability may vary from year to year.

## English Literature and Creative Writing QP36 Degree Structure

### Year 1

EN121 Medieval to Renaissance English Literature (30 CATS)
EN122 Modes of Reading (30 CATS)
EN123 Modern World Literature or a modern language (30 CATS)
EN124 Modes of Writing (30 CATS)

### Second and Final Years

120 CATS in each year – please see Appendix C for details of core/optional modules and credits for 2018-19. Please note that the module availability may vary from year to year.

## English and Theatre Studies QW34 Degree Structure

### Year 1

EN107 British Theatre since 1939
EN121 Medieval to Renaissance English Literature (30 CATS)
EN101 Epic into Novel/ EN122 Modes of Reading/ TH115 From Text to Performance (30 CATS)
TH114 Intro to Theatre & Performance Studies (30 CATS)

### Second and Final Years

120 CATS in each year – please see Appendix C for details of core/optional modules and credits for 2018-19. Please note that the module availability may vary from year to year.

Year 1

EN126 History and Textuality (30 CATS)
HI153 The Making of the Modern World
EN101 Epic into Novel or EN121 Medieval to Renaissance English Literature (30 CATS)
EN101 Epic into Novel/EN121 Medieval to Renaissance English Literature/ EN122 Modes of Reading/ EN123 Modern World Literature/ HI127 The Medieval World/ HI174 The Enlightenment/ AM101 Latin America: Themes and Problems/ AM102 North America: Themes and Problems (30 CATS)

*Second and Final Years*

120 CATS in each year – please see Appendix C for details of core/optional modules and credits for 2018-19. Please note that the module availability may vary from year to year.

Guidance on optional module selection

In term 3 of your first year, you will be given information regarding optional modules for your second year. Details of the available modules both within and outside of the English department will be published online.

If you are studying English Literature, you will receive information about the four pathways available within the degree in term 3. You may wish to meet with your personal tutor to discuss which pathway you should follow in your Honours level years that is best suited to your own interests and intellectual progression. For further information about each of the pathways and the modules available within them, please see the link below. You will be asked to select your preferred modules for your second year.

You are allowed to take level one modules in the Language Centre in Year Two so long as they are 'accelerated' language modules (for example, LL141 Spanish Beginners Accelerated). Other level one modules must be discussed with your personal tutor AND the module's department BEFORE applying.

For information on module options for both second and final years, please see <https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/>.

Prerequisites: some Honours level modules have prerequisites. Please see module web pages for details.

The English Office allocates students to modules taking into account the preferences indicated and informs students of the modules they have been given during term 3. Please note that all allocations are provisional until they are confirmed at the start of the next academic year.

16. Modules

Guidance regarding unusual options: please see <https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/optionsmarket>

for information about options that can be taken in external departments such as the Institute for Advanced Teaching and Learning (IATL).

Study hours: information about lecture and seminar times can be found on module web pages. There is normally one 50 minute lecture given per week for each first year module, and a one hour seminar. Honours level modules may have a lecture/seminar format, or be taught through seminars only. There also may be additional classes such as the Academic Writing Programme in Year 1. The University guidance on study hours can be found at: <https://www2.warwick.ac.uk/services/aro/dar/quality/categories/studyhours/>

## 17. Timetable

### Term dates

**Autumn Term:** Monday 1 October 2018 – Saturday 8 December 2018

**Spring Term:** Monday 7 January 2019 – Saturday 16 March 2019

**Summer Term:** Wednesday 24 April 2019 – Saturday 29 June 2019

Please note that the **Spring term** begins on a **Wednesday** due to the Easter Bank Holiday.

### Reading weeks

Weeks 6 of the Autumn Term and Spring Term are 'Reading Weeks'. These are set aside for private study to enable you to reflect on your learning from the first half of the term and to prepare for the second half of the term.

### Tabula timetable

Your timetable will be available via Tabula.

All first year module seminars will start in Week 2 of Term 1 - please note that lectures begin in week 1.

For Honours level modules, lectures and seminars begin in Week 1 of the first term (unless advised otherwise on the module webpage).

Remember that lectures have a set time and cannot be changed. First year students will be allocated to seminar groups for each module; your personal timetable will show you when and where the seminar group is scheduled to meet. Honours level students will have an opportunity to sign up to seminar groups after module registration. If you wish to change your seminar group, you must contact the English Office – **not the seminar tutor** – to see if space is available in your preferred time/group

### Assessment submission deadlines

A spreadsheet of essay deadlines over the academic year is published each year on our web site and available from the English Office. Essays must be submitted electronically

via e-submission through Tabula system: 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.

### Return of feedback deadlines

The department provides feedback via Tabula to students 20 working days after submission. You should arrange a convenient time with your tutor to discuss your feedback if required. The department **does not** return examination scripts to students. However, tutors can provide you with written feedback if you request it. Please see the University's policy on the timing of the return of feedback to students: <https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness>

## 18. Examinations and assessment

Assessment conventions:

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/>

Marking criteria:

All Honours level essays are sample moderated. This means the marker will choose 25% (at random across class marks) of the essays they have marked to be passed to a moderator. All Honours level exams are moderated. This means every exam will have two members of academic staff looking at your exam and agreeing a mark.

Your work will be marked using the University's 20 point marking scale. This scale has 20 mark (or grade) points on it, each of which falls into one of the five classes of performance which correspond to the overall degree classification. The University uses these classes of performance for all of its undergraduate modules. The department's marking criteria on this scale are set out in detail in Appendix B. For further information, see also:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/markingscales>

All Honours marks are provisional until they are approved by the Final Year Examination Board and may be subject to change.

Plagiarism and Cheating: what is it, and how to avoid it

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/ldc/resource/eguides/plagiarism>

The University regulations are:

<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/plagiarism>

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

<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.

### 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
<p>The University considers it acceptable for proof readers to identify, but not make corrections to:</p> <p>Common typographical, spelling or punctuation errors;</p> <p>formatting and layout errors and inconsistencies such as page numbers, line spacing, font size, headers and footers;</p> <p>grammatical and syntactical errors and anomalies;</p> <p>lexical repetition or omissions;</p> <p>sections of text where the meaning is ambiguous;</p> <p>minor formatting errors in referencing (for consistency and order);</p> <p>errors in the labelling of diagrams, charts and figures.</p>	<p>The University does <b>not</b> consider it acceptable practice for proof readers to amend existing content. Proof readers are <b>not</b> permitted to:</p> <p>Rewrite content where the meaning is ambiguous;</p> <p>Add to existing content;</p> <p>Alter the argument or logic where it is faulty;</p> <p>Re-arrange or re-order sentences to enhance the structure or argument;</p> <p>Implement or alter a referencing system or add to references;</p> <p>Check or correct facts, data calculations, formulae or equations;</p> <p>Translate text drafted by students, noting that this does not prohibit translation of source material as long as it is properly referenced.</p>

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)

### 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 third-party 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 Director of Undergraduate Studies, and the Taught Programmes Officers. You may be invited to

meet with your Director of Undergraduate Studies (DUGS) before a decision can be made, but if such a meeting is not thought necessary by the DUGS, 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 the fifth week of term 3.**

#### Late submission policy

Essays must be submitted electronically using Tabula by 12 noon on the stipulated deadline (from 12:01pm on the day they are due to 11:59am the next day is counted as 1 day late).

5 marks per day will be deducted from late essays where an extension has not been granted.

Please take EXTREME CARE when submitting your essays to Tabula and ensure you upload the correct version of your essay. If incorrect essays are submitted, once the error has been discovered, 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 draft will incur a penalty of 5 marks per day from the original deadline or have its mark capped at 40%** (whichever is higher). It is in your interest to ensure that you submit the correct essay because any error may not be discovered for some days. Please take care when you submit your essays – do not leave it until the last minute, and do double check all submissions!

Computer problems are not an acceptable reason for non-submission or late submission of assessed work. Backup your work regularly to reliable external storage!

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 [www.files.warwick.ac.uk](http://www.files.warwick.ac.uk)

#### Departmental policies and guidance on writing essays and word-length

Throughout your years in the Department you will be required to write a number of essays. Some of these will be unassessed (or formative) essays which mean that any marks given for the work do not contribute to your final grade. However, most essays will be assessed (or summative) pieces of work, with marks counting towards your final grade. Both types of essay are important as they help you to develop your skills and improve your performance over the course. Formative essays are particularly critical in your first year and you should take every opportunity to hone your essay-writing skills before proceeding to Honours level.

Titles for essays are published six weeks before the submission deadline. You may have more than one essay due on the same day and should organize your time accordingly to make sure you can submit on time.

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 word-length. 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.

## Examinations

The examination period is in term 3, beginning in week 4 and finishes in week 9. The examination timetable is published at the beginning of term 3. Examination days run from Monday through to Saturday.

Most examinations will be invigilated unseen papers. A few modules, however, opt for a seen paper. Details of these will be given to you by the tutor. Seen exam papers will be available 21 days before the examination. Papers are posted at:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/essay/exams/seenpapers1819summer/> or can be collected from the English Office during opening hours.

Please note: You may be penalised up to 20 marks from your overall exam mark if it is evident that you are in violation of the rubric of an exam paper.

For details of Materials Allowed in Examinations, please refer to the Regulation A, which can be found in the University's Senate Examination and Degree Conventions at:

[https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/a\\_materials/](https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/a_materials/)

Past examination papers are available at

<http://www2.warwick.ac.uk/services/exampapers> on the University's website.

University information about Examinations can be found at:

<http://www2.warwick.ac.uk/services/academicoffice/examinations>

## Departmental assessment strategy

The department offers a range of Honours modules and a variety of assessment methods. Some modules are 100% assessed by essay or extended project, some are assessed 100% by invigilated examination, and some are 50% assessment and 50% examination. Some modules use portfolios, logbooks, journals, commonplace books and online/digital projects as well as examinations and essays for assessment. 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/assessmentstrategy>

## Resit/remedying failure requirements

The pass mark for all undergraduate modules is 40. Information regarding the percentage weighting of each individual element of a module can be found on module websites. Where a module comprises more than one element of assessment, students in their first year must achieve a pass mark in each of the assessment elements in order to pass the module and proceed to the second year of the degree. If any individual element of a first year module is not passed at the first attempt, the First Year Board of Examiners will require the student to resit the failed element(s) only. All resit assessments and examination marks are capped at 40, but where a student has Mitigating Circumstances, they may be permitted to sit a failed assessment or examination as a first attempt, where the marks are not capped.

University Regulation 36.2, sets out general requirements and expectations in terms of progress, attendance and the completion of work. Full details of University Regulations and Conventions in relation to resits can be found in the following:

Regulation 12: Absence for Medical Reasons from a University Examination for First Degrees: <http://warwick.ac.uk/regulation12>

Undergraduate Degree Classification Rules:

<https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

Harmonised First Year Board of Examiners' Conventions (including any approved exemptions and specific departmental requirements):

<http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>

Undergraduate Progression Requirements for Intermediate Years of Study:

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ugprogression09>

## Board of Examiners procedures

There are three Examination Boards, one each for first years, intermediate (second) years and finalists. The Examination Boards consider the performance of all students over the academic year and make a recommendation with regards to progression. The Finalist Examination Board recommends the final degree classification that should be conferred on each student.

## Degree classification rules:

At the end of your degree, the results of your Honours-year modules are combined to determine your overall degree result: First, 2:1, 2:2, 3rd class, Pass, or fail. The rules that we use to determine your degree classification are described in the Honours degree classification convention, available here:

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>

In addition, when considering students whose overall average mark falls below a class boundary but is within 2% of that boundary, the Exam Board will apply the following rules when deciding whether or not to promote the student to the higher class.

1. In cases where a student's average is within 1.0% of the higher class, the higher award will be made whenever at least one of the following conditions is met:

- a) the student has whole modules totalling 150 CATS or more at the higher class;
- b) the student has whole modules totalling 90 CATS or more at the higher class in their final year.

2. In cases where a student's average is within 2.0% of the higher class, but not within 1.0%, the higher award will be made whenever at least one of the following conditions is met:

- a) the student has whole modules totalling 180 CATS or more at the higher class;
- b) the student has whole modules totalling 120 CATS at the higher class in their final year.

In the absence of any of these conditions, the provisional classification will stand. Students with an overall average of 70.0% or higher will always be awarded a first, provided they meet the other necessary criteria in the university's Undergraduate Degree Classification Convention.

## Results and Pass lists

All marks will be available to students to collect from an online repository after the meeting of the relevant Examination Board. First and second year pass lists indicate who is to proceed into the subsequent year. Finalist pass lists indicate degree classification. Results will not be revealed to friends or family. Please note that the English Office will NOT give out results verbally, by phone, or email.

You have the right of appeal against the decision of a final year Board of Examiners regarding the classification of degree awarded or a decision not to award a qualification. There are specific acceptable grounds for appeal. Please see:

<https://warwick.ac.uk/fac/sci/lifesci/intranet/guide/help/appeals>.

Examination Regulations: please see Regulation 10 Examination Regulations:

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs>

## 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 the guidance on mitigating circumstances for students at [https://warwick.ac.uk/fac/arts/staffintranet/teachingsupport/mitigatingcircumstances/mc\\_guidance\\_for\\_students\\_final\\_300718.docx.pdf](https://warwick.ac.uk/fac/arts/staffintranet/teachingsupport/mitigatingcircumstances/mc_guidance_for_students_final_300718.docx.pdf).

### 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 Tutors. Additionally, you may wish to consult Wellbeing Services, 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.

If you decide to make a mitigating circumstances application, you will be asked to submit a mitigating circumstances form to the Mitigating Circumstances Officer via our online form:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/mitigatingcircumstances>

With this application you must also submit at least one piece of relevant evidence. A list of relevant evidence relating to claim type is provided below. Joint Honours students **MUST** make their mitigating circumstances request to their home Department, unless it is an extension request for an individual piece of work which will have to be made to the Department owning the module.

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 marked "strictly confidential and for the attention of the Chair of the Mitigating Circumstances Panel only". The information will be relayed by the Chair to the Mitigating Circumstances Panel (MCP) in each Department

and/or Faculty 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 Undergraduate Studies; the Senior Tutor; the Mitigating Circumstances Officer, the Secretary to the MCP.

### Deadlines

The deadlines for submitting mitigating circumstances forms are as follows:

First Year: Monday 10 June

Second Year & Third Year Intercalated Year: Thursday 20 June

Finalist: Tuesday 4 June

### 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).

*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 (RA's) policy which can be viewed at:*

*<https://warwick.ac.uk/services/disability/howwecanhelp/>*

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 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 Undergraduate 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 refer to the guidance on mitigating circumstances for students at

**Circumstances normally eligible for consideration & evidence required**

Mitigating Circumstance	Evidence MUST include:
<p><b>A significant deterioration of a permanent or chronic condition which you have already told us about and is covered under reasonable adjustments.</b> 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.</p>	<p>(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.</p>
<p><b>Serious illness (physical or mental), accident or severe trauma at the time of the assessment or during the preparation for it.</b></p>	<p>(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.</p>
<p><b>Death of someone close to you.</b> 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, <u>if it can be demonstrated that the relationship was close.</u></p>	<p>(i) If relationship is close and death occurred within the last six months, copy of the death certificate or order of funeral service in case of a death certificate not being available. 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                      (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.</p>

<p><b>Serious illness or accident of someone close to you</b> 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, <u>if it can be demonstrated that the relationship was close.</u></p>	<p>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.</p> <p>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</p>
<p><b>Significant change in your employment circumstances beyond your control (part-time students only).</b></p>	<p>(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.</p>
<p><b>Unforeseen significant change in your personal or financial circumstances</b> (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).</p>	<p><b>Serious Family Problems</b>  (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.</p> <p><b>Unforeseen change to financial circumstances:</b>  (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.  <a href="https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds">https://warwick.ac.uk/services/academicoffice/funding/hardshipfunds</a></p> <p><b>Court Appearance/jury duty:</b>  (i) Letter from court with date student is expected to appear.</p> <p><b>Other issues not listed:</b>  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.</p>

<p><b>Late diagnosis of a Specific Learning Difficulty.</b> Only eligible when diagnosis is obtained too late (after the University deadline) for reasonable adjustments to be made by way of special exam arrangements.</p>	<p>Diagnosis letter and confirmation from the Department or Disability Services that it was submitted too late and missed the University deadline.</p>
<p><b>Bullying, harassment or threatening behaviour.</b></p>	<p>(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.</p>
<p><b>You are the victim of a crime/assault</b></p>	<p>(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.</p>

\*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.

#### Reasonable adjustments (including Special Exam Arrangements)

The Equality Act 2010 (<https://www.gov.uk/definition-of-disability-under-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>) 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'.

Students who have long term chronic conditions or disabilities and who believe they are entitled to reasonable adjustments should in the first instance contact Disability Services or Mental Health and Wellbeing and request an appointment to discuss their support requirements: <https://warwick.ac.uk/services/supportservices>.

A reasonable adjustment may be unique to the individual and could include special examination arrangements, delayed deadlines but also alternative methods of assessments.

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 or Mental Health and Wellbeing.

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 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>. Recommendations that are made AFTER these deadlines will be handled under the Mitigating Circumstance Policy.

Recommendations to apply 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.

Further information on disabilities and reasonable adjustments can also be accessed in the University's Disability Policy at: <https://warwick.ac.uk/services/qualops/disability/policy>

## 19. Pastoral care and support

### Additional academic support

The English Department runs an Academic writing programme for first year students (for both students based in English and students on joint degrees not based in English) <https://www2.warwick.ac.uk/fac/arts/english/writingprog/academicwriting/english/>  
<https://warwick.ac.uk/fac/arts/english/writingprog/academicwriting/english/jointdegreeprovision/>

Second year students, please also see the University's Year 2 toolkit: [https://warwick.ac.uk/services/skills/help/year2\\_toolkit/](https://warwick.ac.uk/services/skills/help/year2_toolkit/)

Information for international students on language support can be found at: <https://www2.warwick.ac.uk/fac/soc/al/study/learn-english/in-sessional/>

### Personal tutoring system

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 are encouraged to meet 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. It is part of the Department's Monitoring Student Attendance and Progression Policy that you meet with your personal tutor.

## Support and Personal Development

Please see the Student Support and Wellbeing website at:  
<https://warwick.ac.uk/services/supportservices>

If you suffer from any specific learning difficulties, such as dyslexia, it is very important that you inform your personal tutor and contact Disability Services (<http://www2.warwick.ac.uk/services/tutors/disability>) in order to put in place support arrangements you may need. If the department is not made aware of any difficulties via this process, your tutors cannot take them into consideration when assessing your work.

## Careers and Skills

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 [via\\_careers@warwick.ac.uk](mailto: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/>. 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/>

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

## 20. Student engagement

### Student Staff Liaison Committee (SSLC)

The SSLC 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 SSLC feedback on issues discussed is provided to the Departmental Meeting as part of the TALC report. SSLC representatives may also attend the Departmental Meeting. 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 SSLC 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 SSLC will not discuss personal problems nor will it discuss complaints about individual members of staff.

Your SSLC 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.

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

## Feedback

The Department and the University give careful consideration to the views of the students and there are a number of ways that you can pass your views on to the academic staff, some of which preserve your anonymity. 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 [ugenglish@warwick.ac.uk](mailto:ugenglish@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.

## Complaints procedures

The Department adheres to the University's three stage Student Complaints Procedure:

**Stage 1:** Frontline / Local Resolution

**Stage 2:** Formal Departmental Investigation and Resolution

**Stage 3:** Formal Institutional Review and Final Resolution

For Stage 1, you should contact the Director of Undergraduate Studies – in person or by email – to register your complaint. You can find full details of the Student Complaints Procedure on the main university website here:

<https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints/>

## 21. Joint degrees

The joint English Literature and Creative Writing, English and Theatre Studies and English and History degrees are based in the English Department. Contacts details for the Convenors of these degrees are included in Section 5 'Roles within the Department'.

The Department participates in joint degrees with the Philosophy, Film and Television and Classics Departments, and the School of Modern Languages and Culture. Information about all these degrees can be found on the relevant departmental webpages.

Guidance regarding submission deadlines for joint degrees (where rules differ): **students should consult the relevant department for submission deadlines for their modules.**

## 22. 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/>) to find print and electronic books, and journal articles. For assignment research there are [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/>

Kate Courage is the Academic Support Librarian for the department. Please contact Kate at [kate.courage@warwick.ac.uk](mailto: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.

Regular news and updates can be found via the Library's homepage, Facebook pages (@WarwickUniLibrary) and its Twitter account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes 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>

More on the Library's community engagement wellbeing services for students can be found at: <https://warwick.ac.uk/library/students/study-happy/> or via Twitter at #StudyHappy.

### 23. Study abroad/placement learning

Students following the department's degree courses have the opportunity to convert to a four year variant of the course in which the third year is spent studying abroad at one of the University's partner institutions in Europe, the U.S. or Asia.

During the year abroad, students continue to study along the path of their degree course and may choose to also study other courses not available at Warwick. Students are required to attain a pass standard in the work that they do whilst abroad, but the work does not count directly towards their overall Warwick degree classification. Students will continue to have the support of their Personal Tutor at Warwick whilst abroad. Participating in the exchange requires students to pay half-fees for their year abroad.

For further information on the intercalated year abroad, please refer to the following website:

<https://warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/calexchange>

General University-wide information about placements can be found at:

<http://warwick.ac.uk/quality/categories/placementlearning/>

# University Information

## 24. General information

Term dates: <http://warwick.ac.uk/termdates>

## 25. All Students information

### **University 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's Expected of Students at Warwick**, which summarises key expectations for students and signposts associated support: [warwick.ac.uk/studentbehaviour/](http://warwick.ac.uk/studentbehaviour/)

**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>

**Dignity at Warwick Policy**, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying: [warwick.ac.uk/dignity/](http://warwick.ac.uk/dignity/)

**University Strategy**, which sets our vision as a world-class university and our values:  
[warwick.ac.uk/strategy/](http://warwick.ac.uk/strategy/)

**Warwick Student Community Statement**, which sets out aims for the University as well as for students: [warwick.ac.uk/wscs/](http://warwick.ac.uk/wscs/)

**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: [warwick.ac.uk/calendar/](http://warwick.ac.uk/calendar/)

**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: [warwick.ac.uk/studentrights/](http://warwick.ac.uk/studentrights/)

**Warwick Student Community Statement:** <http://warwick.ac.uk/wscs>

**Study hours statement:** <http://warwick.ac.uk/quality/categories/studyhours/>

Regulation 10; Examination Regulations: <http://warwick.ac.uk/regulation10>

Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test:

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating>

Regulation 23; Student Disciplinary Offences:

<http://warwick.ac.uk/calendar/section2/regulations/disciplinary/>

Regulation 31; Regulations governing the use of University Computing Facilities:

<http://warwick.ac.uk/regulation31>

Regulation 36; Regulations Governing Student Registration, Attendance and

Progress: <http://warwick.ac.uk/regulation36>

**Feedback and complaints:** We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience.

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint: <https://warwick.ac.uk/services/feedbackcomplaints>

**Health, Safety and Wellbeing Policy Statement:**

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy>

**Equal Opportunities Statement:** <http://warwick.ac.uk/equalops>

“The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

“The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

“Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.”

**Smoking Policy:**

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

**Policy on the Timing of the Provision of Feedback to Students on Assessed Work:**

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness>

**Moderation guidance:**

<http://warwick.ac.uk/quality/categories/examinations/moderation>

**University assessment strategy:**

<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat>

## 26. Undergraduate Students

- Regulation 8; Regulations for First Degrees:  
[https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg8to8\\_5\\_1/](https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg8to8_5_1/) and  
[https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg8from8\\_6/](https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg8from8_6/)
- Regulation 12; Absence for Medical Reasons from a University Examination for First Degrees: <http://warwick.ac.uk/regulation12>
- Undergraduate Degree Classification Rules:  
<https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13>
- Harmonised First Year Board of Examiners' Conventions (including any approved exemptions and specific departmental requirements):  
<http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe>
- Undergraduate Progression Requirements for Intermediate Years of Study:  
<https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ugprogression09>

## 27. Learning Resources and Student Support

### Student Careers and Skills

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

## IT Services

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](mailto: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>

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>

A range of Help Desk Leaflets providing useful IT support information are available from: <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/>.

For links to other useful pages, see MyWarwick at: <http://warwick.ac.uk/students>.

## Language Centre

The Language Centre (<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 programmes 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 programme:

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/>

- 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/>

- Lifelong Language Learning (LLL) Courses:

A programme 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: [language.enquiries@warwick.ac.uk](mailto:language.enquiries@warwick.ac.uk)

## Wellbeing Support Services

Wellbeing Support Services (<https://warwick.ac.uk/services/supportservices>) offer a comprehensive support structure available to help with all kinds of different problems, including personal, physical and mental health; financial; problems connected with the law and University regulations; problems involving the provision of facilities for students with disabilities; or harassment of any sort.

Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations.

Support services available to students through the University and the Students' Union comprise the following:

- Student Support (<https://warwick.ac.uk/services/studentssupport>)
- 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>)
- Residential Life Team (<https://warwick.ac.uk/services/residentiallife>)
- International Student Office (<https://warwick.ac.uk/services/iso>)
- Counselling Service (<https://warwick.ac.uk/services/counselling>)
- Disability Services (<https://warwick.ac.uk/services/disability>)
- Mental Health and Wellbeing Team (<https://warwick.ac.uk/services/mentalhealth>)
- University Health Centre (<https://www.uwhc.org.uk/>)
- Chaplaincy (<https://warwick.ac.uk/services/chaplaincy>)
- Students' Union Advice Centre (<https://www.warwicksu.com/advice/>)
- Student Funding (<https://warwick.ac.uk/services/academicoffice/funding/>)
- Security Services (<https://warwick.ac.uk/services/campus-security>)

Wellbeing Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on: [studentsupport@warwick.ac.uk](mailto:studentsupport@warwick.ac.uk)

## Student Support

The Deputy Director of Wellbeing Support and the Student Support Team work closely with the University Dean of Students to help students in times of need, and lead on the development of policy and practice in the area of student support across the University.

They advise students on 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.

The Student Support Team provide 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 impact on students. Student Support, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on: [studentsupport@warwick.ac.uk](mailto:studentsupport@warwick.ac.uk)

For further details, see: <https://www2.warwick.ac.uk/services/supportservices>

## University Dean of Students and Faculty Senior Tutors

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 First Floor of the Social Sciences Building (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>). The Dean of Students can be contacted on: [SeniorTutor@warwick.ac.uk](mailto:SeniorTutor@warwick.ac.uk) or telephone the Offices on 024 765 22761.

### Personal Tutors

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.

### 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](mailto:residentialteam@warwick.ac.uk) or telephone 024 765 75570.

### International Student Office (Immigration Team)

The International Student Office 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, dependant 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 to Warwick programme 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/>

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 Immigration Team within the International Student Office ([immigrationservice@warwick.ac.uk](mailto:immigrationservice@warwick.ac.uk)) or the Students' Union Advice Centre ([advice@warwicksu.com](mailto: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 International Student Office 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/connect/contacts>

### Counselling Service

The University Counselling Service 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 visit the Counselling Service 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 University Counselling Service is located in Westwood House and can be contacted by telephone on 024 765 23761 or email: [counselling@warwick.ac.uk](mailto:counselling@warwick.ac.uk)

### 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; social communication difficulties/ASD; unseen medical conditions; 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 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 024 761 50641 or email: [disability@warwick.ac.uk](mailto:disability@warwick.ac.uk).

### Mental Health and Wellbeing Team

The University Mental Health and Wellbeing Team provides advice, information and support to facilitate academic work and participation in University life. Their main aims 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 the Mental Health and Wellbeing Team 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.

The University Mental Health and Wellbeing Team can be contacted by telephone on 024 765 75570 or email on: [studentsupport@warwick.ac.uk](mailto:studentsupport@warwick.ac.uk).

### 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: [www.nhs.uk](http://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: [chaplaincy@warwick.ac.uk](mailto:chaplaincy@warwick.ac.uk).

### 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](mailto:advice@warwicksu.com).

### Student Funding

The 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 is located on the ground floor of Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: [studentfunding@warwick.ac.uk](mailto:studentfunding@warwick.ac.uk).

### Security Services

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](mailto: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 Children's Services

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>). In recent years, holiday schemes and summer schemes have also been made available: <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](mailto:nurseryenquiries@warwick.ac.uk).

## Academic Registrar's Office

- Academic Office: <https://warwick.ac.uk/services/academicoffice>
- International Student Office: <https://warwick.ac.uk/services/iso>
- Student Recruitment, Outreach and Admissions Service: <https://warwick.ac.uk/services/aro/sroas>
- Student Careers and Skills: <https://warwick.ac.uk/services/careers>
- Teaching Quality: <https://warwick.ac.uk/services/aro/dar/quality>

## Appendix A: 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, please see:

<http://www2.warwick.ac.uk/services/aro/dar/quality/categories/attendance/what/>

For further information regarding the process for Regulation 36, please see:

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceregress/>

***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 undergraduate 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 scheme applies to all of the following students where applicable:

- Q300 English Literature students
- Q301 English Literature students with Intercolated Year
- QP36 English Literature & Creative Writing
- QP37 English Literature & Creative Writing with Intercolated Year
- QW34 English Literature & Theatre Studies

- QW35 English Literature & Theatre Studies with Intercalated Year
- VQ32 English & History
- Exchange Students based in the English Department

### First Year Students

Monitoring point	Description	Example of timing	Monitoring methods
<b>Year 1 - Term 1</b>			
1	Meeting with personal tutor	by end of week 3	Student records meeting on Tabula; personal tutor approves
2	Module registration on eMR	by end of week 3	Taught Programmes Officer to review and update Tabula
3	Attendance at Academic Writing Session	by end of week 10	Tabula attendance records completed by Tutor
4-6	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor
<b>Year 1 - Term 2</b>			
7-9	3 teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor
10	Submission of all required assessed work during the term	by end of week 10	Tabula automatically records when work is submitted
<b>Year 1 - Term 3</b>			
11	Attendance at examinations OR submission of final piece of coursework (if no exams)	weeks 4-9	Taught Programmes Officer to update Tabula

### Honours Year Students

Monitoring point	Description	Example of timing	Monitoring methods
<b>Honours Year - Term 1</b>			
1	Attendance at department/course induction session	by end of week 1	Paper register; Taught Programme Officer to input attendance into Tabula
2	Module registration on eMR	by end of week 3	Taught Programmes Officer to review and update Tabula
3	Meeting with personal tutor	by end of week 3	Student records meeting on Tabula; personal tutor approves
4-6	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor
<b>Honours Year - Term 2</b>			
7-9	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor
10	Submission of all required assessed work during the term	by end of week 10	Tabula automatically records when work is submitted
<b>Honours Year - Term 3</b>			
11	Attendance at an examination OR submission of final coursework (if no exams)	weeks 4-9	Taught Programmes Officer to update Tabula

**Study Abroad (Intercalated Year) – Q301, QP37, QW35**

Monitoring point	Description	Example of timing	Monitoring methods
<b>Study Abroad - Term 1</b>			
1	Email contact with Personal Tutor	by end of week 1	Student records meeting on Tabula; personal tutor approves

2	Registration of Study Abroad Module	by end of week 3	Taught Programmes Officer to review and update Tabula
3	Email contact with Personal Tutor	by end of week 4	Student records meeting on Tabula; personal tutor approves
4	Email contact with Personal Tutor	by end of week 6	Student records meeting on Tabula; personal tutor approves
5	Email contact with Personal Tutor	by end of week 8	Student records meeting on Tabula; personal tutor approves
6	Email contact with Personal Tutor	by end of week 10	Student records meeting on Tabula; personal tutor approves
<b>Study Abroad - Term 2</b>			
7	Email contact with Personal Tutor	by end of week 2	Student records meeting on Tabula; personal tutor approves
8	Email contact with Personal Tutor	by end of week 4	Student records meeting on Tabula; personal tutor approves
9	Email contact with Personal Tutor	by end of week 6	Student records meeting on Tabula; personal tutor approves
10	Email contact with Personal Tutor	by end of week 10	Student records meeting on Tabula; personal tutor approves
<b>Study Abroad - Term 3</b>			
11	Requested Final Year Modules	by end of week 3	Taught Programmes Officer to update Tabula

### **Visiting Exchange Students – Full Year and Part Year based in the English Department**

#### **Full Year Students**

Monitoring point	Description	Example of timing	Monitoring methods
<b>Exchange Students (Full Year) - Term 1</b>			
1	Meeting with personal tutor	by end of week 3	Student records meeting on Tabula; personal tutor approves
2	Module registration on eMR	by end of week 3	Taught Programmes Officer to review and update Tabula
3-5	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor

6	Submission of all required assessed work during the term	by end of week 10	Tabula automatically records when work is submitted
<b>Exchange Students (Full Year) - Term 2</b>			
7-9	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10	Tabula attendance records completed by Tutor
10	Submission of all required assessed work during the term	by end of week 10	Tabula automatically records when work is submitted
<b>Exchange Students (Full Year) - Term 3</b>			
11	Attendance at an examination OR submission of final coursework (if no exams)	weeks 4-9	Taught Programmes Officer to update Tabula

### Part Year Students

Monitoring point	Description	Example of timing	Monitoring methods
<b>1 term only</b>			
1	Meeting with personal tutor	by end of week 3 of applicable term	Student records meeting on Tabula; personal tutor approves
2	Module registration on eMR	by end of week 3 of applicable term	Taught Programmes Officer to review and update Tabula
3-5	Teaching sessions (attendance at any seminar during specific weeks)	by end of week 10 of applicable term	Tabula attendance records completed by Tutor
6	Submission of all required assessed work during the term	by end of week 10 of applicable term	Tabula automatically records when work is submitted
<b>2 terms only</b>			
1	Meeting with personal tutor	by end of term 1, week 3 (or term 2 week 3 if starting in term 2)	Student records meeting on Tabula; personal tutor approves

2	Module registration on eMR	by end of term 1, week 3 (or term 2 week 3 if starting in term 2)	Taught Programmes Officer to review and update Tabula
3-4	Teaching sessions (attendance at any seminar during specific weeks)	by end of term 1, week 10 (or term 2 week 10 if starting in term 2)	Tabula attendance records completed by Tutor
5	Submission of all required assessed work during the term	by end of term 1, week 10 (or term 2 week 10 if starting in term 2)	Tabula automatically records when work is submitted
6-8	Teaching sessions (attendance at any seminar during specific weeks)	by end of term 2, week 10 (or term 3 week 10 if starting in term 2)	Tabula attendance records completed by Tutor
9	Submission of all required assessed work during the term	by end of term 2, week 10 (or term 3 week 10 if starting in term 2)	Tabula automatically records when work is submitted

Appendix B: Marking descriptors and the 20-Point Scale

Marking descriptors – Department of English and Comparative Literary Studies

Class	Scale	Mark point	Generic university descriptor	English Department descriptor
Zero	Zero	0	Work of no merit OR Absent, work not submitted, penalty in some misconduct cases	
		12	Poor quality work well below the standards required for the appropriate stage of an Honours degree.	Ineptitude in knowledge, structure, academic/professional practice. Failure or inability to address the topic. No evidence of basic understanding of relevant concepts/techniques.
Fail	Fail	25	Work is significantly below the standard required for the appropriate stage of an Honours degree. Some evidence of understanding but subject to very serious omissions and errors.	
		32	Work does not meet standards required for the appropriate stage of an Honours degree. Evidence of study and demonstrates some knowledge and some basic understanding of relevant concepts and techniques, but subject to significant omissions and errors.	Work falls below the standard required for an Honours degree and has the weaknesses of the third-class degree without compensating factors. It may include failure or inability to address the topic, poverty of expression, and irrelevance of information.
Third	Low 3rd	42	Work of limited quality, demonstrating some relevant knowledge and understanding.	Work in this category will fall short of one or more of the criteria for the award of 2:ii.

Upper Second (2.1)	Mid 3rd	45	High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.	<ul style="list-style-type: none"> <li>• it will show evidence of some relevant knowledge, though it may be poorly organised and badly expressed, and may consist of simple regurgitation of notes from seminars and lectures.</li> <li>• Third-class essays may be characterised by overgeneralised and unsupported argument, or by a simplistic and unquestioning approach to issues.</li> </ul>
	High 3rd	48		
Lower Second	Low 2.2	52	Competent work, demonstrating reasonable knowledge and understanding, some analysis, organisation, accuracy, relevance, presentation and appropriate skills.	<p>Work will be conscientious, attentive to subject matter and title, and adequate in standard of presentation. The essay must employ adequate Modern English grammar, syntax, spelling, and punctuation.</p> <p>A 2:ii essay will:</p> <ul style="list-style-type: none"> <li>• Show an understanding of the selected topic;</li> <li>• Show reasonable knowledge of the text(s) being discussed;</li> <li>• Present an argument backed up with analysis of appropriate detail from the primary text(s);</li> <li>• Engage with the themes and content of the module;</li> <li>• Be presented according to departmental criteria for the submission of assessed work.</li> </ul>
	Mid 2.2	55		
	High 2.2	58		
Upper Second (2.1)	Low 2.1	62	High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.	The best work will be highly competent in organisation and presentation, showing evidence of individual research and appropriate and intelligent uses of primary and secondary material. The essay must employ a good standard of Modern English grammar, syntax, spelling, and punctuation.

			A 2:i essay will meet <b>all</b> the criteria for the award of the 2:ii and will exceed them in <b>some</b> of the following ways:
	Mid 2.1	65	<ul style="list-style-type: none"> <li>• Incorporate perceptive analysis of well-chosen detail from the text(s) being discussed;</li> <li>• Present arguments in which evidence leads lucidly to conclusions;</li> <li>• Be organised into an effective overall structure;</li> <li>• Make effective and expressive use of English;</li> <li>• Signpost its overall argument effectively so that the structure of the whole essay is clear to the reader;</li> <li>• Show some ability to engage critically with one or more named scholar's arguments about the text(s) and / or context;</li> <li>• Integrate analysis of the text(s) with discussion of broader cultural, historical and/or theoretical issues.</li> </ul>
	High 2.1	68	
First	Low 1st	74	<p>Work will demonstrate all the virtues of the 2:i band with additional qualities of intellectual maturity, scholarly organisation of original research, eloquence, and / or elements of exceptional insight in your engagement with the subject. It will show some degree of originality, independent research, and thought.</p> <p>A first-class essay will meet <b>all</b> the criteria of the award of the 2:ii and will exceed the criteria for the 2:i in <b>some</b> of the following ways:</p> <ul style="list-style-type: none"> <li>• Ambitious argument or project carried out successfully;</li> <li>• Outstandingly perceptive commentary on a number of details of the text(s);</li> </ul>
	Lower Mid 1st	78	
			Very high quality work demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. Work which may extend existing debates or interpretations.

Upper Mid 1st	82	Exceptional work of the highest quality, demonstrating excellent knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills. At final-year level: work may achieve or be close to publishable standard.	<ul style="list-style-type: none"> <li>• Highly developed organisation of overall argument;</li> <li>• Very effective and persuasive argumentative writing;</li> <li>• Convincing and vivid presentation of an engaged response to the text(s);</li> <li>• Particularly sophisticated handling of the arguments of other critics;</li> <li>• Thorough and lucid engagement with difficult ideas;</li> <li>• Outstandingly well-judged integration of the text(s) into discussion of broader cultural, historical, and/or theoretical issues.</li> </ul>
High 1st	88		
Excellent 1st	94	Work of original and exceptional quality which in the examiners' judgement merits special recognition by the award of the highest possible mark.	<p>The essay must demonstrate consistent use of referencing conventions for bibliographies, footnotes, and in-text citations.</p> <p>Work in this category will show exceptional command of the subject, including material which ranges well beyond that covered in lectures/classes. It will be work of exceptional insight, bringing new perspectives to bear on the materials, or developing new knowledge or techniques. It will meet all of the criteria for excellence in the category below, and will achieve or be close to publishable standard.</p>
	100		

## Appendix C: Course Regulations 2018-19

Please see details of core/optional modules and credits for 2018-19. Please note that the module availability may vary from year to year.

### English Literature Q300

Please note that all modules are worth 30 CATS unless otherwise stated.

### English pathway

<b>Pathway Approved Options</b>
<p>You must take <b>THREE/90 CATS WORTH</b> of these across the two years. You must take at least <b>ONE/30 CATS</b> in Year 2.</p> <p>EN227 Romantic and Victorian Poetry</p> <p>EN228 Seventeenth-Century Literature and Culture</p> <p>EN245 The English Nineteenth Century Novel</p> <p>EN263 Devolutionary British Fiction 1945-present</p> <p>EN301 Shakespeare and Selected Dramatists of his Time</p> <p>EN330 Eighteenth-Century Literature</p> <p>EN353 Early Modern Drama (15 CTS T1)</p> <p>EN352 Restoration Drama (15 CATs T2)</p> <p>EN377 Literature, Theory and Time</p> <p>EN395 Dreaming in the Middle Ages: Fiction, Imagination, and Knowledge (15 CATS T1)</p> <p>EN3A2 Women and Writing, 1150-1450 (15 CATS T1)</p> <p>EN3A0 Poetry and Crisis: William Langland's Piers Plowman in late medieval culture and society (15 CATS T2)</p> <p>EN398 Medieval Alterities: Race, Religion, and Orientalism in the Literature of Medieval England (15 CATS T2)</p>
<b>Distributional Requirement (non-English)</b>
<p>You must take <b>ONE/30 CATS WORTH</b> of these across the two years.</p> <p>'Distributional' means any module with a predominantly non-English component.</p> <p>See list below.</p>
<b>Options</b>
<p>You must take <b>FOUR/120 CATS</b> of other modules across the two years.</p> <p>These modules may be any honours level module offered by the Department, including any of the designated Pathway Approved Options and Distributional Requirements.</p>

You could take up to **ONE/30 CATS** of honours level module(s) from outside the Department.

Module EN320 (Dissertation) may only be taken as an option in your final year.

### Modules Available in 2018-19 as Distributional Requirement on the ENGLISH Pathway

EN201 The European Novel	EN302 European Theatre
EN229 Literary and Cultural Theory	EN304 Twentieth-Century U.S. Literature
EN248 Modern American Poetry	EN336 States of Damage 21 <sup>st</sup> Century US Writing and Culture
EN251 New Literatures in English	EN361 Introduction to Alternative Lifeworlds Fiction (Science Fiction, Fantasy and the Weird)
EN265 Global Novel	EN370 Commodity Fictions: World Literature and World-Ecology
EN267 Literature, Environment, Ecology	EN374 Global city Literature: Image, Theory, Text
EN268 Modernist Cultures	EN391 American Horror Story: U.S. Gothic Cultures, 1790-Present
EN273 Reeling and Writhing	

#### Theory pathway

Pathway Requirement
<p>This module may be taken in either of your honours level years.</p> <p style="text-align: center;">EN229 Literary and Cultural Theory</p>
Pathway Approved Options
<p>You must take <b>ONE</b> of these across the two years.</p> <p>EN264 Explorations in Critical Theory and Cultural Studies</p> <p>EN265 The Global Novel</p>

EN267 Literature, Environment, Ecology

EN328 English Literature and Feminisms

EN335 Literature & Psychoanalysis

EN336 States of Damage: 21<sup>st</sup> Century US Writing and Culture

EN370 Commodity Fictions: World Literature and World-Ecology

EN377 Literature, Theory and Time

#### **Distributional Requirement (pre-1900)**

You must take **TWO/60 CATS WORTH** of these across the two years.

Distributional means any module with a pre-1900 element. See list overleaf.

#### **Options**

You must take **FOUR/120 CATS WORTH** of other modules across the two years.

These modules may be any honours level module offered by the Department, including any of the designated Pathway Approved Options and Distributional Requirements.

You could take up to **ONE/30 CATS** honours level module(s) from outside the Department.

Module EN320 (Dissertation) may only be taken as an option in your final year.

<b>Pathway Approved Options</b>
<p>You must take <b>TWO</b> of these across the two years. EN248 Modern American Poetry</p> <p>EN267 Literature, Environment, Ecology</p> <p>EN304 20<sup>th</sup> Century North American</p> <p>EN336 States of Damage: 21<sup>st</sup> Century US Writing and Culture</p> <p>EN361 Introduction to Alternative Lifeworlds Fiction (Science Fiction, Fantasy and the Weird)</p> <p>EN374 Global city Literature: Image, Theory, Text</p> <p>EN391 American Horror Story: U.S. Gothic Cultures, 1790-Present</p> <p>EN392 Race, Ethnicity and Migration in the Americas</p> <p>Any module approved by the American Pathway Convenor as fulfilling American themes (including those from other departments)</p>
<b>Distributional Requirement (pre-1900)</b>
<p>You must take <b>TWO/60 CATS WORTH</b> of these across the two years. Distributional means any module with a pre-1900 element. See list below.</p>
<b>Options</b>
<p>You must take <b>FOUR/120 CATS WORTH</b> of other modules across the two years.</p> <p>These modules may be any honours level module offered by the Department, including any of the designated Pathway Approved Options and Distributional Requirements.</p> <p>You could take up to <b>ONE/30 CATS</b> honours level module(s) from outside the Department.</p> <p>Module EN320 (Dissertation) may only be taken as an option in your final year.</p>

<b>Pathway Requirement</b>
<p><b>ONE</b> of these modules must be taken in either of your honours level years.</p> <p>EN201 European Novel</p> <p>Or</p> <p>EN265 Global Novel</p> <p>Or</p> <p>EN302 European Theatre</p>
<b>Pathway Approved Options</b>
<p>You must take <b>ONE</b> of these across the two years.</p> <p>EN251 New Literatures in English</p> <p>EN263 Devolutionary British Fiction 1945-present</p> <p>EN267 Literature, Environment, Ecology</p> <p>EN268 Modernist Cultures</p> <p>EN361 Introduction to Alternative Lifeworlds Fiction (Science Fiction, Fantasy and the Weird)</p> <p>EN370 Commodity Fictions: World Literature and World-Ecology</p> <p>EN374 Global city Literature: Image, Theory, Text</p>
<b>Distributional Requirement (pre-1900)</b>
<p>You must take <b>TWO/60 CATS WORTH</b> of these across the two years.</p> <p>Distributional means any module with a pre-1900 element. See list overleaf.</p>
<b>Options</b>
<p>You must take <b>FOUR/120 CATS WORTH</b> of other modules across the two years. These modules may be any honours level module offered by the Department, including any of the designated Pathway Approved Options and Distributional Requirements.</p> <p>You could take up to <b>ONE/30 CATS</b> honours level module(s) from outside the Department.</p> <p>Module EN320 (Dissertation) may only be taken as an option in your final year.</p>

## Modules Available in 2018-19 as Distributional Requirement (pre-1900)

### THEORY, WORLD LITERATURE AND AMERICAN Pathways

EN227 Romantic and Victorian Poetry
EN228 Seventeenth Century: The First Modern Age of English Literature
EN245 The English Nineteenth-Century Novel
EN273 Reeling and Writhing
EN301 Shakespeare and Selected Dramatists of his Time
EN323 Othello (15 CATS Term 2)
EN328 English Literature and Feminisms, 1790-1899
EN330 Eighteenth-Century Literature
EN352 Restoration Drama (15 CATS Term 2)
EN353 Early Modern Drama (15 CATS Term 1)
EN379 The Marriage Plot: romance, sex and feminism in English Fiction (15 CATS – Term 1)
EN396 The English Country House: fictions and histories (15 CATS)
EN3A3 Writing the Isles (15 CATS)
EN3A4 Austen in Theory
EN395 Dreaming in the Middle Ages: Fiction, Imagination, and Knowledge - 15 CATS
EN3A2 Women and Writing, 1150-1450 (15 CATS)
EN3A0 Poetry and Crisis: William Langland's Piers Plowman in late medieval culture and society (15 CATS)
EN398 Medieval Alterities: Race, Religion, and Orientalism in the Literature of Medieval England (15 CATS)

### Modules Available as Optional Modules on all Pathways

Please note that all modules are worth 30 CATS unless otherwise stated.

EN201 The European Novel
EN206 Comparative Literature I: English and German Romanticism
EN227 Romantic and Victorian Poetry
EN228 Seventeenth Century: The First Modern Age of English Literature
EN229 Literary and Cultural Theory
EN240 Screenwriting
EN245 The English Nineteenth Century Novel
EN251 New Literatures in English
EN248 Modern American Poetry
EN251 New Literatures in English
EN263 Devolutionary British Fiction
EN264 Explorations in Critical Theory

EN265 Global Novel
EN267 Literature, Environment, Ecology
EN268 Modernist Cultures
EN273 Reeling and Writhing
EN301 Shakespeare and Selected Dramatists of his Time
EN302 European Theatre
EN304 Twentieth Century US Literature
EN320 Dissertation
EN323 Othello (15 CATS) final year students only
EN328 English Literature and Feminisms 1799-1899
EN330 Eighteenth-Century Literature
EN331 Poetry in English since 1945
EN334 Crime Fiction, Nation and Empire: Britain 1850-1947
EN335 Literature & Psychoanalysis
EN336 States of Damage: Twenty-First Century US Writing and Culture
EN352 Restoration Drama (15 CATS, T2)
EN353 Early Modern Drama (15 CATS, T1)
EN361 Introduction to Alternative Lifeworlds Fiction (Science Fiction, Fantasy and the Weird)
EN370 Commodity Fictions: World Literature and World-Ecology
EN374 Global city Literature: Image, Theory, Text
EN377 Literature, Theory and Time
EN378 Disasters and the British Contemporary
EN379 The Marriage Plot: romance, sex and feminism in English Fiction (15 CATS)
EN384 Writing Out Loud: Slam, Spoken work and performance poetics (15 CATS)
EN389 Small Press Publishing: History, Theory, Practice (15 CATS, T1)
EN391 American Horror Story: U.S. Gothic Cultures, 1790-Present
EN399 On the Road to Collapse (15 CATS)
EN397 Game Theory: Interactive and Video Game Narratives (15 CATS)
EN396 The English Country House: fictions and histories (15 CATS) final year students only
EN3A3 Writing the Isles (15 CATS) final year students only
EN3A4 Austen in Theory
EN393 Advanced Screenwriting - final year students only
EN395 Dreaming in the Middle Ages: Fiction, Imagination, and Knowledge (15 CATS)
EN3A2 Women and Writing, 1150-1450 (15 CATS)

EN3A0 Poetry and Crisis: William Langland's Piers Plowman in late medieval culture and society (15 CATS)
EN398 Medieval Alterities: Race, Religion, and Orientalism in the Literature of Medieval England (15 CATS)
EN392 Race, Ethnicity and Migration in the Americas

### English Literature and Creative Writing QP36

Second Year			
Compulsory Core Module	Optional Core Module	Optional Core Module	Optional Module –
EN232 Composition and Creative Writing	EN238 The Practice of Poetry <b>OR</b> another English Department module.	EN301 Shakespeare and Selected Dramatists <b>OR</b> your choice of module in English with a pre-1900 element - see table below. (One pre-1900 module in either year 2 or year 3.)	Your choice of module from the English <b>or</b> any other department.
Final Year			
Optional Core Module	Optional Core Module	Optional Module	Optional Module
EN236 The Practice of Fiction/EN329 Personal Writing Project	EN301 Shakespeare and Selected Dramatists <b>OR</b> your choice of module in English with a pre-1900 element - see table below. (One pre-1900 module in either year 2 or year 3.)	Your choice of module from the English Department	Your choice of module from the English <b>or</b> any other department.

## Distributional requirements (pre-1900 modules) for English and Creative Writing

EN227 Romantic and Victorian Poetry	EN352 Restoration Drama (15 CATS Term 2)
EN228 Seventeenth Century: The First Modern Age of English Literature	EN379 The Marriage Plot: romance, sex and feminism in English Fiction (15 CATS – Term 1)
EN245 The English Nineteenth-Century Novel	EN396 The English Country House: fictions and histories (15 CATS) – <i>Finalists only</i>
EN273 Reeling and Writhing	EN3A3 Writing the Isles (15 CATS) – <i>Finalists only</i>
EN301 Shakespeare and Selected Dramatists of his Time	EN3A4 Austen in Theory
EN323 Othello (15 CATS Term 1)	EN395 Dreaming in the Middle Ages: Fiction, Imagination, and Knowledge - 15 CATS
EN328 English Literature and Feminisms, 1790-1899	EN3A2 Women and Writing, 1150-1450 (15 CATS)
EN330 Eighteenth-Century Literature	EN3A0 Poetry and Crisis: William Langland's Piers Plowman in late medieval culture and society (15 CATS)
EN353 Early Modern Drama (15 CATS Term 1)	EN398 Medieval Alterities: Race, Religion, and Orientalism in the Literature of Medieval England (15 CATS)

English and Theatre Studies QW34

Second year			
Compulsory Core Modules	Optional Core Module	Optional Module	
EN226 Drama & Democracy  <b>AND</b> Approved Theatre modules totalling 30 CATS.	EN228 Seventeenth-Century: The First Modern Age of English Literature <b>OR</b> EN302 European Theatre <b>OR</b> A combination of 15 CATS modules, one in each term: EN353 Early Modern Drama, EN352 Restoration Drama, TH229 Pantomime, Culture and Ideology, TH228 Nineteenth-century Melodrama in Context	Your choice of module in the Department of English, <b>OR</b> Department of Theatre Studies <b>OR</b> any other any department (totalling 30 CATS)	
Final year			
Compulsory Core Module	Optional Core Module	Optional Core Module	Optional Module
EN301 Shakespeare and Selected Dramatists of His Time	Your choice of module in the English Department <b>OR</b> Theatre Department (totalling 30 CATS)	Your choice of module in the English Department <b>OR</b> Theatre Department <b>OR</b> from any other department (totalling 30 CATS)	Dissertation, either in Theatre Studies or English <b>OR</b> 30 CATS free choice from Theatre Studies or English

English and History VQ32

Second Year			
Compulsory Core Module	Optional Core Module	Optional Core Module	Optional Module
Writing History: Truth, Memory and Fiction	30 CATS worth of modules from the Department of English	30 CATS worth of Early Modern History modules from the Department of History	Your choice of module from the English or History Departments or any other department
Final Year			
Compulsory Core Module	Optional Core Module	Optional Core Module	Optional Module
Dissertation	30 CATS worth of modules from the Department of English	30 CATS worth of modules from the Department of History	Your choice of module from the English or History Departments or any other department

## Appendix D: 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. The Academic Conduct Panel examines the assignment. If they conclude that this is a case of poor academic practice, or if they find that there is no case to answer, the assignment is returned to the Module Convenor for appropriate marking.

If the Academic Conduct Panel is unsure as to whether this is a case of poor academic practice or a case of cheating, they will ask the student to produce a written statement. If, after reading the statement, 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.

The Academic Conduct Panel may, in rare cases where it suspects that an essay has been written to order, ask the student to attend a 'viva' on the essay, that is, 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. 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 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.

**Please note that this procedure is also outlined as a flow-chart on the following page.**

