

Department of  
English and Comparative Literary Studies

**UNDERGRADUATE HANDBOOK**

**2008/2009**



# PERSONAL INFORMATION

NAME:

EMAIL ADDRESS:

DEGREE COURSE:

YEAR OF STUDY:

# PERSONAL TUTOR

NAME:

ROOM NUMBER:

TELEPHONE EXT:

# Modules 2008(09)

MODULE CODE	MODULE TITLE	SEMINAR TUTOR	TUTOR'S EMAIL



## TIMETABLE

	9-10am	10-11am	11-12am	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm
MON										
TUES										
WED										
THURS										
FRI										

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## TERM DATES

### 2008/09

Autumn Term	Monday 29 September 2008 – Saturday 6 December 2008
Spring Term	Monday 5 January 2009 – Saturday 14 March 2009
Summer Term	Monday 20 April 2009 – Saturday 27 June 2009

### 2009/2010

Autumn Term	Monday 28 September 2009 – Saturday 5 December 2009
Spring Term	Monday 4 January 2010 – Saturday 13 March 2010
Summer Term	Monday 19 April 2010 – Saturday 26 June 2010

### 2010/2011

Autumn Term	Monday 4 October 2010 – Saturday 11 December 2010
Spring Term	Monday 10 January 2011 – Saturday 17 March 2011
Summer Term	Wednesday 27 April 2011 – Saturday 2 July 2011

### 2011/2012

Autumn Term	Monday 3rd October 2011 - Saturday 10th December 2011
Spring Term	Monday 9th January 2012 - Saturday 17th March 2012
Summer Term	Monday 23rd April 2012 - Saturday 30th June 2012

## READING WEEKS

During week 6 of the Autumn and Spring Terms, the Department has Reading Weeks. These are set aside as private study enabling you to reflect on your learning from the first half of the term and to prepare for the second half of the term.

Please check whether your tutor holds an office hour during Reading Week.

# WELCOME FROM HEAD OF DEPARTMENT

Hello. If you are reading this, then it is likely that you are one of the following (here is your first chance to tick a few boxes):

- a) an excited, if slightly unsure, first-year student embarking on the great adventure of your university career, wanting to know everything (but especially where to go for your first classes);
- b) a second-year student, with a good sense of yourself and of how we work with you to imagine and explore new possibilities through your academic work, and also aware now that the work you do from now on will count towards your degree classification – so it's getting serious;
- c) a relatively world-weary third-year, who knows the ropes but who also knows that, since we listen carefully to the views of students, we sometimes change rules and regulations;
- d) a new or existing member of staff, who wants to refresh the memory about all our departmental practices;
- e) the Head of Department in a rival institution, who wants to know the secrets of our successes.

Whichever category you fall into, this book will be helpful. One evening when there's nothing much happening, pour yourself a coffee (not too strong: you don't want to be awake all night and sleep in for that class tomorrow), pull up a chair, put a little music on, and read – carefully. Try to get to know some of the basic rules and regulations here, make a note of the people you'll need to keep in close touch with, make a note of anything about which you feel unsure so that you can ask your personal tutor about it. You should keep it easily accessible at all times.

This department is very ambitious; but we are ambitious for our subject and, above all, for our students. We want you to do better than you thought you would, and for that, we need to work together. In some ways, then, we are already colleagues: we are each involved in that quest for knowledge that constitutes the central point – and the joy – of these degrees. That quest requires imagination: we need to stretch ourselves, teachers and students alike, to find things previously unimagined in our philosophies (see *Hamlet*) so that we can invent and make a world anew. Many of you know already that the etymological root for the word 'poetry' is the ancient word *poiesis*; and, in the ancient world, it meant something like 'making'. A poet is a maker of sorts; but everyone who makes something also transforms the world in that act of making. That's what we're about to do, now.

But beware: in every tool-box, there is an instructions sheet; and sometimes, if you're not aware of the instructions or how to use the tools, the making is less successful than it might have been. A stool with two legs is interesting and idiosyncratic, certainly; but ideally, if we want to sit down and read this guide comfortably with that cup of coffee, another leg – maybe even two- would make it a more pleasant experience.

The department is looking forward enormously to working with you, together, letting a new tomorrow start to emerge. This guide will map some of the safer routes for us all.

With my warmest best wishes,  
Thomas



## DEPARTMENT INFORMATION

Main office phone number: **024 7652 4928**

The Department of English and Comparative Literary Studies is located on the 5<sup>th</sup> Floor of the Humanities Building, Library Road. The CAPITAL Centre, which is part of the Department, can be found on the ground floor of Milburn House.

The Department Office is open:-

<b>Monday, Wednesday, Thursday and Friday</b>	<b>10 – 12 noon and 1 - 4pm</b>
<b>Tuesday</b>	<b>11 – 12 noon and 1 - 4pm</b>

Please note that the office is closed on alternate Thursdays (weeks 2, 4, 6, 8, and 10), and may close for short periods in order to complete confidential work.

An answering service is available outside these hours.

All students should contact Sophie Sage, Assistant Secretary, in reception (H506) in the first instance. She will forward any messages or queries to the relevant staff members.

### Key Department Contacts



#### Assistant Secretary

Miss Heather Pilbin

email: [H.S.Pilbin@warwick.ac.uk](mailto:H.S.Pilbin@warwick.ac.uk)

Ext: 24928

#### Undergraduate Secretary

Mrs Tracie Williams

email: [T.M.Williams@warwick.ac.uk](mailto:T.M.Williams@warwick.ac.uk)

Ext: 23632



## ACADEMIC STAFF

If you need to contact a member of academic staff please email them using their Warwick University email address. All full time academic staff hold two office hours a week, details of which are available on our website. Times are also displayed on the tutors' office doors.

	<u>Room</u>	<u>E-mail address</u>
<b>Dr Elizabeth Barry</b>	H537	<a href="mailto:E.C.Barry@warwick.ac.uk">E.C.Barry@warwick.ac.uk</a>
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**Honorary Teaching Fellows on the Warwick Writing Programme**

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Mr George Ttoouli

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## Part Time Tutors 2008(09)

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Tom Cornford	Not currently available
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### Department Contacts

Head of Department	Professor Thomas Docherty
Senior Tutor	Dr Elizabeth Clarke
First Year Director of Undergraduate Studies	Dr Cathia Jenainati
Director of Undergraduate Studies (2 <sup>nd</sup> & 3 <sup>rd</sup> Yrs)	Dr Christiania Whitehead
International, Visiting and SOCRATES students	Dr Daniel Katz
Interdepartmental liaison (Film, French, German, Italian, and Philosophy)	Dr Elizabeth Barry
Interdepartmental liaison (Philosophy)	Dr Michael John Kooy
English Society	Ms Laura Fairchild
SSLC (Student Staff Liaison Committee)	Ms Madelaine Beresford

### Office Contacts

<b>Departmental Administrator</b> Mrs Julia Gretton	email: <a href="mailto:J.Gretton@warwick.ac.uk">J.Gretton@warwick.ac.uk</a>	Ext: 23367
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<b>Undergraduate Secretary</b> Mrs Tracie Williams	email: <a href="mailto:T.M.Williams@warwick.ac.uk">T.M.Williams@warwick.ac.uk</a>	Ext: 23632
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<b>Writing Programme Secretary</b> Mrs Liz Cameron	email: <a href="mailto:E.M.S.Camron@warwick.ac.uk">E.M.S.Camron@warwick.ac.uk</a>	Ext: 74638
<b>Assistant Secretary</b> Miss Heather Pilbin	email: <a href="mailto:H.S.Pilbin@warwick.ac.uk">H.S.Pilbin@warwick.ac.uk</a>	Ext: 24928

## CAPITAL Centre

The CAPITAL Centre is a Centre for Excellence in Teaching and Learning located within the English department. CAPITAL stands for Creativity and Performance in Teaching and Learning and the centre's objective is to explore forms of teaching which use practical methodologies and 'open space' practice. All English students will be taught at the CAPITAL Centre at some point during their studies.

### CAPITAL Contacts

**Director**

Professor Carol Rutter                      email: [c.rutter@warwick.ac.uk](mailto:c.rutter@warwick.ac.uk)                      Ext: 50526

**Administrator**

Dr Susan Brock                              email: [s.l.brock@warwick.ac.uk](mailto:s.l.brock@warwick.ac.uk)                      Ext: 50067

**Office Manager**

Helen Neal                                      email: [H.J.Neal@warwick.ac.uk](mailto:H.J.Neal@warwick.ac.uk)                      Ext: 50377

**Administrative Assistant (RSC Education)**

Amanda Carroll                              email: [Amanda.carroll@rsc.org.uk](mailto:Amanda.carroll@rsc.org.uk)                      Tel: 01789 272527

**CAPITAL/Theatre Studies Technician**

Mr Ian O'Donoghue                      email: [i.f.c.o-donoghue@warwick.ac.uk](mailto:i.f.c.o-donoghue@warwick.ac.uk)                      Tel: 07824 541001

**Research Fellow**

Dr Nicholas Monk                              email: [Nicholas.monk@warwick.ac.uk](mailto:Nicholas.monk@warwick.ac.uk)                      Ext: 50528

**Research Associate**

Mr Jonathan Heron                              email: [J.P.Heron@warwick.ac.uk](mailto:J.P.Heron@warwick.ac.uk)                      Ext: 50530

**RSC/CAPITAL Playwright-in-Residence**

Mr Tarrell McCraney

**Warwick/RSC Fellows in Creativity and Performance**

Dr Stephen Shapiro (October 2008 March 2008)

Peter Blegvad – (October 2008 – December 2008)

Andy Williams – (October 2008 – December 2008)

Claudette Bryanston – (November 2008 – June 2009)



### Campus Contacts

Accommodation	Ext: 23772 Email: <a href="mailto:accommodation@warwick.ac.uk">accommodation@warwick.ac.uk</a>
Careers service	Ext: 75508 (appointments) 24748 (other careers enquiries) Email: <a href="mailto:careers@warwick.ac.uk">careers@warwick.ac.uk</a>
Counselling & Support Services	Ext: 23761 Email: <a href="mailto:counselling@warwick.ac.uk">counselling@warwick.ac.uk</a>
Disability Services	Ext: 50641 Email: <a href="mailto:disability@warwick.ac.uk">disability@warwick.ac.uk</a>
Health Centre	Ext: 24888 Website: <a href="http://www.uwhc.org.uk/">http://www.uwhc.org.uk/</a>
Mental Health Co-ordinators	Ext: 50226 Email: <a href="mailto:mentalhealth@warwick.ac.uk">mentalhealth@warwick.ac.uk</a>
Nightline	Ext: 02476 417668 Email: <a href="mailto:nightline@sunion.warwick.ac.uk">nightline@sunion.warwick.ac.uk</a>
Sports Centre	Ext: 23011/23039 Email: <a href="mailto:fitness@warwick.ac.uk">fitness@warwick.ac.uk</a>
Student Funding	Ext: 50096 Email: <a href="mailto:studentfunding@warwick.ac.uk">studentfunding@warwick.ac.uk</a>
Students' Union	Ext: 72777 (reception) 72824 (advice and welfare) 72794 (ticket enquiries) Email: <a href="mailto:sunion@sunion.warwick.ac.uk">sunion@sunion.warwick.ac.uk</a> (general enquiries)
Unitemps	Tel: 024 7652 8118 Email: <a href="mailto:unitemps@warwick.ac.uk">unitemps@warwick.ac.uk</a>



## COMMUNICATIONS

The department uses a number of methods to communicate with students. Please check your email and the noticeboard on the English department website frequently in order to ensure that you do not miss any important information.

- **Department Website**

There is a 'virtual noticeboard' on the undergraduate webpages of the department's website which is updated on a regular basis. Please check this on the morning of your seminars and lectures for any changes to rooms or times or for cancellations. Reminders and important notices are also posted here.

- **Email**

Email is the department's preferred method of communication. 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 department office. You can access your email account in a number of locations on campus: the Computer Centre, the Library, the Learning Grid and in the computing rooms on the first floor of the Humanities Building. You should check your University email inbox regularly for news from the department.

- **Department Noticeboard**

There is a noticeboard for every year of the degree course along the corridor of the department. Tutors post information here about their modules, for example lecture and seminar lists, so it is important that you check the noticeboard regularly. Pass lists are also published here at the end of the summer term following the examination boards.

- **Tutors' Doors**

Tutors regularly post notices on their doors.

- **Reception**

If you receive any mail at the department, this will be kept in the office for collection and Heather will notify you via email. (Please note that any post which is not collected will be 'returned to sender' at the end of term.)

- **Contact Details**

You are responsible for ensuring that the University and the department have the correct contact information for you. If there are any changes during the year, it is critical that you let Heather in reception know. You can access your contact records via MyWarwick on the University website.



## **YOUR DEGREE**

Whichever degree in the English department you are studying for, you need to be aware of the following policies and regulations because they affect your degree.

### **The 50-50 Rule**

The University's regulations stipulate that the Final Honours Degree will be composed of 50% by examination and 50% by assessed essays, including projects. This means that when you choose your options you must pay close attention to the assessment methods to ensure that you comply with this rule.

The department offers a range of Honours modules and a variety of assessment methods. Some modules are wholly assessed (100%) by essay or extended project, some are assessed 100% by invigilated examination whereas others are assessed by a combination of the two methods. Across the two final years of your degree you can take up to two modules that are 100% assessed but you cannot take more than two modules which are assessed by this method. The assessment methods for the modules are agreed in advance e by University Committees and staff in the department are unable to agree to changes the approved assessment methods for their modules.

### **Absence from Seminar Policy**

If a student misses four seminars in one term he/she may be set a penalty essay of 2000 words to compensate for missed learning. The maximum mark which can be awarded for this essay is 40% and it will account for 20% of the module's total mark. At the end of each term, seminar tutors will inform the English Office of students who are liable for penalty essays. Deadlines for the submission of the penalty essay will be communicated to students along with information about how students can appeal against the setting of the penalty if they believe it to have been unjustly levelled.

### **Non Assessed Essays**

A number of first year modules require students to submit formative essays which are not awarded a mark but which are nonetheless required for passing the module. The Undergraduate Studies Committee has ruled that with effect from 2008(09), any first-year student who, without good cause, still has unassessed work outstanding (including any penalty essays for missed seminars) by the end of Week 3 of Term 3, should carry a mark of 40 for the module concerned, regardless of whether they gain a higher mark in their final assessment (be that by examination and/or assessed essay).

The structure of each of the English department's degrees is shown in the tables at Appendix A.



## THE FIRST YEAR

### Important Contacts

- Dr Cathia Jenainati: is the Director of Undergraduate Studies responsible for first year students and the only person authorised to grant essay extensions. Her email address is [C.Jenainati@warwick.ac.uk](mailto:C.Jenainati@warwick.ac.uk) and her office is in H539.
- Dr Elizabeth Clarke: is the Senior Tutor who deals with pastoral issues. Her email address is [Elizabeth.Clarke@warwick.ac.uk](mailto:Elizabeth.Clarke@warwick.ac.uk) and her office is in H541.

### Important to Remember!

- The first year of your degree is a foundational year. You must pass it in order to proceed into the second year.
- The marks you receive in the first year of your degree, whilst important, do not form part of the final degree classification.

### Personal Tutors

- Each student is assigned a personal tutor for the duration of their degree. Your personal tutor is a member of academic staff who will offer you academic and pastoral support.
- Tutors will post a list of times when they are available to see their personal tutees during the first week. You should meet your personal tutor as soon as possible.
- Your personal tutor represents you at any formal assembly such as exams boards or disciplinary hearings, and may be consulted by administrative and academic staff on a number of matters regarding your progress.
- You will be invited to meet with your personal tutor for a review of your academic progress in term 1.
- If you wish to change your personal tutor for any reason, please contact the English Office.
- Should your personal tutor be on leave, you will be assigned a temporary tutor until your own returns.
- Students taking joint degrees will be allocated a personal tutor in their home department.

### Timetables

- Your personal timetable will be ready for collection from the English Office on **Monday 29<sup>th</sup> September after the induction meeting.**
- Lectures have a set time and cannot be changed. There is normally one 50 minute lecture given per week for each first year module.
- You will have already been allocated to seminar groups. If you wish to change your seminar group, you **must** contact English Office - *not the seminar tutor* - to see if space is available in your preferred time/group.

### Attendance

- Attendance at lectures is **highly recommended**. Lecture times for 2008(09) are given at Appendix B.
- Seminar group attendance is **compulsory** and a register is taken at each meeting. If you are absent for **at least 4 seminars in one term and you do not provide a valid excuse for your absences** you may be set a penalty essay of 2,000 words which will be capped at a mark of 40 and will count towards 20% of the total module mark. At the end of each term, seminar tutors will inform the English Office of students who are liable for penalty essays. Deadlines for the submission of the penalty essay will be communicated to

students along with information about how students can appeal against the setting of the penalty if they believe it to have been unjustly levelled.

- If you miss a seminar through illness you should contact the seminar tutor with an explanation. You will need to provide the English Office with a medical certificate to support your claim.
- If you are absent for personal reasons, you should inform the seminar tutor *as well as* your personal tutor of your absence. If the reasons for your absence are likely to affect your academic work you may wish to be considered as having Special Circumstances. (Please see that section for more details.)
- **Attendance for International Students both exchange and full-time:** *New UK immigration legislation is being introduced during 2008 and 2009 which requires the University to report failure on the part of international students to attend lectures, seminar or tutorials or to meet submission deadlines to the Home Office. Repeated absence may mean that an international student risks losing their visa. Please contact the University's International Office for further advice on how this new legislation might affect your studies. (Website: [go.warwick.ac.uk/international](http://go.warwick.ac.uk/international))*

#### **Self – Study**

- An important part of your degree is the level of self-study you do. Lectures and seminars provide the basis for further study and tutors actively encourage further probing into texts and subjects.
- Each module has a listed bibliography and often secondary reading lists which you can utilise to help you engage with the module.

#### **The Library**

- The Library has recently undergone a multimillion pound regeneration and is now equipped with the latest electronic databases and a collection of primary and secondary sources. In addition to the brief lectures you will be offered at the induction session, we strongly encourage you to sign up for a library tour in first few weeks of term.
- Further study space can be found at The Learning Grid which is located in University House. The Learning Grid can be used for individual study although it is geared more for group study and discussion.

#### **Online Module Registration (OMR)**

- You will be able to register your modules online once you have received your timetable from the English Office. OMR is open until mid-October. You must register within that timeframe.
- **Please do not try to register for modules before you have received and made any necessary changes to your timetable.**
- You will need to select the modules you have chosen **and the correct assessment pattern**. The University's system assigns letters to denote assessment methods as follows:
  - A = 100% Assessed Essays;**
  - B = 100% Examined;**
  - C = 50% Examined 50% Assessed Essays.**
  - AO = is for Audit Only (i.e. no credits are earned for the module).**
- It is very important that you check that your modules and the corresponding assessment patterns are correct. If you do not do this and they are wrong, then you may not be registered correctly for any exams.
- Once you have completed your registration online, you should print your OMR page and check it with your personal tutor who will sign it. Please hand in the printed and **signed** OMR form to Tracie Williams in the English Office (H506). **You must do this by the end of week 3 of Term 1.**
- The tables below shows the assessment patterns for first year modules:

**Q300 English Literature and QQ34 English and American Literature**

<b><i>Module Code and Name</i></b>	<b><i>Assessment Method</i></b>
EN101 The Epic Tradition	B: 100% Examined
EN121 Medieval to Renaissance English Literature	B: 100% Examined
EN122 Modes of Reading	A: 100% Assessed Essays
EN123 Literature in the Modern World (Optional Core)	C: 50% Examined, 50% Assessed Essay
Language module (in lieu of EN123)	Please contact the relevant department

**QP36 English Literature and Creative Writing**

<b><i>Module Code and Name</i></b>	<b><i>Assessment Method</i></b>
EN121 Medieval to Renaissance English Literature	B: 100% Examined
EN122 Modes of Reading	A: 100% Assessed Essays
EN123 Literature in the Modern World (Optional Core)	C: 50% Examined, 50% Assessed Essay
EN124 Modes of Writing: An Introduction	A: 100% Assessed Essays
Language module (in lieu of EN123)	Please contact the relevant department

**QW34 English and Theatre Studies**

<b><i>Module Code and Name</i></b>	<b><i>Assessment Method</i></b>
EN107 British Theatre since 1939	A: 100% Assessed Essays
EN121 Medieval to Renaissance English Literature	B: 100% Examined
TH111 Introduction to Theatre OR TH112 Introduction to Performance Studies	Please contact Theatre Studies
EN101 The Epic Tradition OR	B: 100% Examined
EN123 Literature in the Modern World OR	C: 50% Examined, 50 % Assessed Essays
Language Module	Please contact the relevant department

### Note for Joint Honours Students

If you are doing a joint honours degree with English, you must consult with your seminar tutor on the appropriate form of assessment *before* registering on OMR

#### End of Year Results

- The First-Year Examinations Board takes place at the end of June to approve marks awarded to all first year students.
- You will be able to collect your results from your personal tutor after the Board has finished. Your personal tutor will inform you of what times he/she is available.
- **Please note that the Office will NOT reveal results verbally, by phone, or email. All students are expected to remain on campus until the end of term for this reason.**

#### Pass Lists

- All pass lists are displayed in the department and in the foyer of University House following the meeting of the Examinations Board. If you do not wish to have your name displayed, please contact Heather Pilbin, in writing, in advance of the exam period in order to advise. Please note that pass lists show the names of students who are allowed to proceed into the next year. They do not show individual results for modules.

#### Preparing for your Second Year

##### Module Choices

- Towards the end of term 2 you will be given information regarding optional modules. You will be notified by email once the module booklet is available online. The Arts Faculty also produces a hardcopy booklet that will be offered to you in print. There is further information about what to take in your second year in the Second Year section of this handbook.
- Module allocation takes place during the beginning of term 3. The English Office will inform students which modules they have been allocated before the end of term. However, **please note that all allocations are provisional at this stage and will be confirmed at the start of the next academic year.**

#### THE WILLIAM V. WHITEHEAD PRIZE FIRST-YEAR PRIZE FOR ACADEMIC EXCELLENCE

William Whitehead established the English Medieval Course at the University of Warwick when he came to teach here in 1965. Throughout his long career in the Department he served as Admissions Tutor, and for generations of undergraduates he served as the best of academic models. None of his students will forget his one-man reenactments of the great scenes from *Sir Gawain* and *Troilus and Criseyde* or the anecdotes from his New England youth with which he illuminated the continuing human interest of Medieval literature. William Whitehead's expectations of his students were high, but so was his commitment to teaching them as individuals. He felt that what mattered about literature was its capacity to influence the way people think, feel and live. This prize is awarded in memory of William Whitehead and the academic values he stood up for. It is given to the first-year student who achieves the highest marks for the year group.



## THE SECOND AND THIRD YEARS

### Important Contacts

- **Dr Christiania Whitehead:** is the Director of Undergraduate Studies responsible for second and third year students and the only person authorised to grant essay extensions to second-year and third year students. Her email address is [C.A.Whitehead@warwick.ac.uk](mailto:C.A.Whitehead@warwick.ac.uk)
- **Dr Elizabeth Clarke:** is the Senior Tutor who deals with pastoral issues. Her email address is [Elizabeth.Clarke@warwick.ac.uk](mailto:Elizabeth.Clarke@warwick.ac.uk) and her office is in H541.

Having already spent at least one year in the department, you should be aware of most of the procedures and expectations (see the First Year section in this Handbook if you cannot remember them!)

This section provides a reminder of things you need to do (and things you shouldn't do!) during your second and third years.

### Timetables

- Your personal timetable will be available for collection from the English Office as from the beginning of term 1 (**Monday 29th September 2008**).

### Attendance

- You are advised to attend all lectures. **A list of lecture times for 2008(09) is given at Appendix B.**
- Attendance at seminars is **compulsory**. Any absence without reason may result in extra work. If you miss **four** seminars in one term, you may be set a penalty essay of 2000 words. The mark for this penalty essay will be capped at 40% and will account for 20% of the module's total mark.

### Online Module Registration (OMR)

- You **must see your personal tutor by the end of week 3 in term 1** to confirm your module choices for the year (he / she needs to sign the form) and to discuss any other issues that may be concerning you.
- Remember, when registering for your modules, you must check that you are registering for the correct assessment pattern. Remember the 50:50 rule! (see page 14 of this Handbook.)
- Once your personal tutor has approved your choices you **CANNOT CHANGE YOUR REGISTRATION ON OMR**, so its important that you get this right first time.
- If you have any queries about the weighting of your modules, ask your personal tutor

The second and third years of your degree are the ones that contribute towards your final degree classification which is awarded at the end of your third year. These are also the years when you are given greater flexibility to choose a range of modules to study rather than prescribed core modules. However, there are still core modules that you must take and there are strict guidelines governing your choice of optional modules. Consult the degree programmes at Appendix A for a reminder of the core modules that you will be taking in your second and third years.

**See Appendix C for a list of modules and their methods of assessment.**

### **End of Year Results - Second Year**

- The Second-Year Board of Examiners meets after the end of the summer term. Once the results have been confirmed by the Board, they will be posted to you. In order to enable us to do this, you must provide the English Office with a self-addressed stamped envelope marked on the back with "Second Year Examination Results". If you do not provide an envelope, the results will not be posted, however, you may collect them from the English Office during the Summer vacation.

**Please note: Results will not be revealed to friends or family; they will not be faxed or emailed. We will not tell anyone (including you!) your results over the telephone.**

### **Degree Results - Finalists**

- Finalists are expected to be available to attend the department on the day of the Finalists' Examination Board in case they are called for a Viva (an oral examination). If you are required to attend a Viva you will be notified late morning / lunchtime and your Viva will take place in the afternoon. No degree results will be available until all Vivas have taken place and the results agreed by the Board.

### **Pass Lists**

- Pass lists will be posted in the foyer of University House after the meeting of the relevant Examination Board, as well as on the noticeboards in the department. If you do not want your name to appear on a pass list you can choose anonymity. You will need to notify the department of this wish, **in writing by the end of week 3 in term 3.**

### **Degree Transcripts**

- Official transcripts will be sent to you after the degree congregation. These are issued by the Academic Office and will be accompanied by information telling you how to obtain multiple copies.

### **Graduation**

- During the last weeks of the summer term you will receive information about degree congregation, which is the graduation ceremony. The ceremony is normally held during the third week of July. The University will provide you with a pack of information about the day.





## YOUR WORK

### ESSAYS

#### Types of Essays

Throughout your three years in the Department of English and Comparative Literary Studies you will be required to write a number of essays. Some of these will be unassessed (or formative) essays which means 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 three years. Formative essays are particularly critical in your first year and you should take every opportunity to hone your essay-writing skills before proceeding into Honours.

#### Essay Titles

Titles for essays are normally published at least **six weeks** before the submission deadline. On occasion you may have more than one essay due on the same day. Use the six weeks wisely to prepare your work so that you are not writing two essays at the last minute.

#### Style and Presentation Guidelines

Handwritten assignments cannot be accepted. Computers for students' use are available in the work areas in the Library, Learning Grid, Humanities Building and the Computer Centre. You are required to keep a back-up of your work and an electronic copy of any assignments you submit to the department. In the event of computer problems, please contact the IT Services Helpdesk on ext. 73737.

#### PLEASE NOTE

**Computer problems are not an acceptable reason for non /late submission of assessed work.**

**Extra-curricular commitments are not valid reasons for an essay extension.**

You should observe the following **presentation guidelines** for all essays (though for creative writing work and portfolio submissions, you may use a style agreed with your tutor)

- Line spacing should be 1.5 or double,
- Use 12-point type, with wide margins for comments
- the pages of your essay should be stapled together
- Your **Student ID number** should be included in the header or footer on each page of your essay. YOUR NAME SHOULD ONLY APPEAR ON THE COVER SHEET WHICH IS ATTACHED TO THE ESSAY BUT **NOT** ON THE PAGES OF THE ESSAY ITSELF.

#### Bibliography, Footnotes and Endnotes

All assessed essays and dissertations should have a bibliography of works consulted and cited. There should be correct and full referencing of sources either as in-text citation, as footnotes or as endnotes. The purpose of these references is:

- To document direct quotation
- To credit ideas taken from a primary or secondary source (including single words, phrases and paraphrases)

- To give your reader sufficient information to track your quotation back to its source and to locate its full text.

The key essentials of citation are: clarity, brevity, consistency and completeness.

### **Word-length**

The word-length of your essay includes quotations and excludes footnotes, endnotes and the bibliography. Tutors will allow a discretionary 10% shortfall or extension of the word length, however they will not take into account anything which is written after the 10% extension. This could have severe repercussions on your mark, as your concluding paragraphs will not be read, so make sure that your work does not exceed the maximum word length allowed .

### **Submission**

A hard copy of your essay must be submitted to the English Office **by 3pm** on the stipulated deadline. Essays submitted by email or fax will not be accepted. Essays should never be left in pigeonholes, outside the English Office, or handed to tutors. (The only exception is for part-time evening students). If you submit an essay outside office hours, you should post it through the letterbox at the English Office.

Please submit **two copies** of your essay: one copy will be retained by the department and the other will be returned to you. If you do not provide two copies of your work, you will not receive one back.

When you submit your essay remember to complete and attach a **cover sheet**, which can be downloaded at: <http://www2.warwick.ac.uk/fac/arts/english/undergraduate/current/essayexams/>

You should fill in all fields on this sheet (please note that 'tutor' refers to the seminar tutor and not your personal tutor), and you must sign the plagiarism declaration. Essays cannot be accepted without a completed and signed coversheet

### **Extensions**

Extensions to assessed essay deadlines may be granted only under specific circumstances which are laid down in the University's conventions:

Requests for extensions to a published deadline may only be granted in those cases where a student with appropriately documented medical or compassionate grounds makes the request either before the deadline has passed or within three days of the expiry of the deadline (unless there are specific circumstances which warrant an extension of this period – which again must be documented).

To apply for an extension please complete a request form which can be downloaded from: <http://www2.warwick.ac.uk/fac/arts/english/undergraduate/current/essayexams/deadlines> and speak to:

- |   |                                   |                                 |             |
|---|-----------------------------------|---------------------------------|-------------|
| • | First-Year Students               | <b>Dr Cathia Jenainati</b>      | <b>H539</b> |
| • | Second-Year & Third-Year Students | <b>Dr Christiania Whitehead</b> | <b>H520</b> |

For extensions of more than 14 days, the department must request approval from the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts.

### **Return of Essays**

The department aims to return essays to students four weeks after submission. You should arrange a convenient time with your tutor to collect and gain feedback on your essay.

### **Essay Marks**

All Honours assessed essays are marked anonymously by the first and second markers. The department uses a 100-point marking scale which is divided into bands, which relate to the degree classifications, First, 2:i, 2:ii etc. More details on the marking criteria are on pages 26 - 29.

**All marks are provisional until they are approved by the Finalists' Examination Board and may be subject to change.**

**ASSESSED ESSAY DEADLINES ARE ALWAYS 3PM ON MONDAYS**

**5 MARKS PER DAY (INCLUDING WEEKENDS) WILL BE DEDUCTED FROM LATE ESSAYS WHERE AN EXTENSION HAS NOT BEEN GRANTED**

**TUTORS WILL DEDUCT MARKS FOR POOR PRESENTATION OR SCHOLARLY PRACTICE (e.g. incorrect citation of sources or poor bibliography)**

### **EXAMINATIONS**

The examination period starts in week 5 of the Summer Term and finishes in week 9. It is important that you keep all of these weeks free, as the examination timetable is not published until the beginning of the Summer Term.

Most examinations will be invigilated unseen papers; however a few modules opt for a seen paper. Details of these will be given to you by the tutor. Seen exam papers will be available for students to collect one week before the exam.

Always make sure that you pay close attention to the instructions on the examination paper, e.g. some of your examinations may include reading time, whilst others may not.

### **Revision Sessions**

Many of the tutors run revision sessions during the Summer Term.

The Academic Writing Programme runs sessions on exam strategies and offers students an opportunity to consult past papers. Consult the Warwick Writing Programme's website for further details. <http://www2.warwick.ac.uk/fac/arts/english/writingprog/academicwriting/english/>

### **Examination Feedback**

The department **does not** return examination scripts to students. However, tutors can provide you with written feedback if you request it.



## SPECIAL CIRCUMSTANCES

### Specific Learning Difficulties (SpLD)

If you suffer from any specific learning difficulties, such as dyslexia, it is very important that you inform your personal tutor and provide supporting documentation for your file. If the department is not made aware of any difficulties, your tutors cannot take them into consideration when assessing your work. Students who wish to discuss their specific circumstances should speak in confidence to the Undergraduate Secretary, Tracie Williams, and refer to the disability webpage of the University's website for more details of available support.

### Special Examination Arrangements

If you require any special examination arrangements—such as extra time, a scribe, a non-networked computer—it is critical that you let your personal tutor and the Undergraduate Secretary know as soon as possible so that the University's Examinations Office can make the necessary arrangements for you.

If you do request any special arrangements you **must** provide supporting evidence.

### Special Cases Committee

If a student experiences any personal or medical problems that may affect their academic work, they may present evidence to the Special Cases Committee, via their personal tutor, the relevant Director of Undergraduate Studies, the Senior Tutor or the Head of Department. The problems must be documented (e.g. by medical certificates or reports). The Committee meets during the Spring and Summer Terms and will make recommendations to the Examinations Board.

If you wish to present a case to the Special Cases Committee, you must complete an application form which, by signing, permits your case and supporting evidence to be discussed by the Special Cases Committee. Under Data Protection legislation any academic committee is prohibited from discussing a student's personal details without consent so you must complete and sign the form if you want your case to be considered by the Committee. See Appendix J for a copy of the form.

### Key Contacts

First Year Director of Undergraduate Studies	Dr Cathia Jenainati	
Director of Undergraduate Studies	Dr Christiania Whitehead	
Senior Tutor	Dr Elizabeth Clarke	
Disability Co-ordinator	Ms Jane Abson	Ext.73734
<a href="http://www.warwick.ac.uk/services/tutors/disability/">www.warwick.ac.uk/services/tutors/disability/</a>		

**ALL PERSONAL INFORMATION IS TREATED IN THE STRICTEST OF CONFIDENCE**



## CHEATING IN A UNIVERSITY TEST

It is critical that every piece of work that you submit is your own work. Cheating in a University test, which includes assessed essays and dissertations, is **not** tolerated by either the University or the department. If you do cheat, your work may be awarded a mark of 0%. Cheating can be defined in a number of ways: the University's regulations provide the following definition:

**'In these regulations 'cheating' means an attempt to benefit oneself, or another, by deceit or fraud. This shall include deliberately reproducing the work of another person or persons without proper acknowledgment.'**

Regulation 11, University Calendar

When you submit an assessed essay you must sign the following declaration on the cover sheet:

*"I am aware of the Department's notes on plagiarism and of Regulation 11B in the University Calendar concerning cheating in a University test. The attached work submitted for a University test is my own."*

If it is subsequently found that the work is not your own or that you have not accurately acknowledged any sources, you risk being awarded a mark of 0%.

Full details of Regulation 11B can be found in **Appendix E**.

## Plagiarism

### What is it?

It is a form of cheating. It is the use of another person's work without acknowledgement. It may include direct transcriptions of text or the presentation of ideas from a source as your own. You must always acknowledge your sources, making appropriate use of citation and bibliographies.

- Quotations *must always* be acknowledged with a specific page reference every time they occur.
- Direct quotations must be placed in quotation marks.
- An idea taken from a secondary source must be given a detailed reference.
- It is not acceptable to just cite a source in the bibliography; if you are using quotations or ideas from a specific source you must cite the reference accurately.

### What could happen?

If a tutor suspects plagiarism they will notify the Head of Department. Having examined the work, the Head of Department may impose a mark of 0%. If this happens, it can have serious consequences for your work: most essays count for 50% of your module mark.

If you are a second-year or third-year student your case may be considered by a Senate Disciplinary Committee. If plagiarism is detected in one essay, all other essays may be re-examined for evidence of plagiarism. The University has a range of plagiarism software that can be used to do this.

### How to avoid it

Very few students are deliberately dishonest, but poor scholarly practice can lead them to commit plagiarism. You should always provide appropriate references. Whilst it is important to engage with other people's ideas, you must credit their work. Sources that need citing include on-line sources. If you consult the internet you need to provide the URL and state the date on which you accessed it.

**Advice on good scholarly practice can be found in most books on academic writing. We recommend Le Pan and Babington, *The Broadview Guide to Writing*, 3<sup>rd</sup> edition, which is available from the University Bookshop. Alternatively, consult**

[www.bedfordstmartins.com/online/citex.html](http://www.bedfordstmartins.com/online/citex.html).



## **DEGREE CLASSIFICATIONS AND MARKING CRITERIA**

Information about degree classification and marking criteria is being finalised and will be published separately as an appendix to this Handbook.



## YOUR PROGRESS

There are a number of methods that the department uses to record your academic progress throughout your degree.

### Student Review

In December of every year your progress will be reviewed. Your tutors will provide a report on your attendance and contribution to seminar discussion, and any marks that you have received will be seen. Following this, you will meet with your personal tutor for a general review during Week 2 of Spring Term. If you anticipate any difficulties in submitting work or sitting examinations, or you know of any factors that are likely to affect your performance, it is essential that you let your personal tutor know immediately.

### Academic Progress Committee

This committee considers the work of any student that is deemed so unsatisfactory that there are doubts about the student's ability and / or resolution to complete the academic year. The committee's aim is to warn students of the situation and suggest ways that they can improve their work. If this is unsuccessful the student may be asked to withdraw from the degree.

- Any tutor may advise the committee of the student's poor performance and / or attendance.
- The committee is obliged to inform the personal tutor of any proceedings that take place.
- The student is informed that the committee is considering their case.
- The student is invited to attend the committee meeting and may bring their personal tutor or another member of teaching staff to the meeting.
- The committee will consult reports from all relevant tutors at the meeting.
- The recommendation of the committee is based upon the improvement the student has made between the original report and the meeting.
- Any member of staff who wishes to attend the meeting or submit evidence can do so.
- If the committee recommends that the student be advised to withdraw, its report is forwarded to the Undergraduate Studies Committee of the Faculty of Arts.
- If the committee permits the student to stay under conditions, such as regularising their attendance, the student's performance against these conditions will be carefully monitored.
- If a student fails to honour the conditions set by the committee, the case is referred back for reconsideration.

### Examination Boards

There are three Examination Boards, one each for first years, 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.

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 refer to appendix F for more information about the Appeals Process.



## YOUR VIEWS

The department and the University give careful consideration to the views of students and there are a number of ways that you can pass your views on to the academic and administrative staff, some of which preserve your anonymity.

### **Module Evaluations**

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.

### **Student-Staff Liaison Committee (SSLC)**

The SSLC model is very important to the University. It is an effective method of addressing issues that concern students. Every department has at least one representative from every year. The meeting is organised and chaired by students, but academic staff are members of the committee. The student chair and secretary are always invited to the department's staff meeting to provide a report on the issues that have been discussed. This ensures that all the academic staff are aware of the concerns and can discuss ways of addressing these, if it is appropriate. 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 a SSLC noticeboard between rooms H506 and H501 where the names and contact details for the SSLC representatives are posted.

### **Education Officer**

The Students' Union Executive includes an Education Officer, who is a graduate of the University elected by the student body to represent them on University committees. It is part of the Education Officer's role to ensure that the views of students are shared with academic colleagues on the higher committees.

### **Student Academic Complaints Procedure**

The University has a set of procedures for dealing with student academic complaints about any aspect of the teaching and learning process. This is outlined on the University website at [www.warwick.ac.uk/info/complaints](http://www.warwick.ac.uk/info/complaints) .

### **Academic Staff**

You can also share your views personally with a member of academic staff, your seminar tutor, your personal tutor, one of the Directors of Undergraduate Studies, the Senior Tutor, or the Head of the Department.



## YOUR FUTURE

Employers value the competencies acquired by English graduates. It is not only the content of your degree that appeals to future employers but also the transferable skills you will acquire. Our graduates enter a wide range of careers. Over the past few years a number of graduates have entered publishing houses including Penguin Books, Bloomsbury Publishing and the BBC Audio Books. Journalism is another popular career. A recent graduate works for *The Guardian* and another works for *The Daily Mail*. Other graduates have entered the art world; one student is working for Tate Britain. Teaching is a popular career choice and some of our graduates have been selected for the Government's Teach First Scheme and the Fast Track teaching scheme. The Civil Service is a popular destination of some of our alumni. Theatre, film and TV have also attracted English graduates. Amongst our alumni in this field are directors, producers, actors, theatre designers, writers and education directors. There are accountants, public relations officers, solicitors, barristers amongst our alumni. An English degree can open many doors!

### Skills from your English Degree

Some of the transferable skills that you will acquire through your degree are:

- Investigation and research, such as locating, marshalling and evaluating information from a wide range of sources.
- Analytical and critical skills including the ability to assess the merits of rival arguments, to develop your own thesis and test it against the evidence.
- Creative skills, including cultivation of the ability to make imaginative connections that are necessary to understand unfamiliar situations, cultures and texts.
- Communication skills, written and oral.
- Language skills, including a sophisticated understanding of the way English has been and can be used; many students also develop their aptitude in a foreign language.
- IT skills.
- Bibliographical and editorial skills.

### Careers Service

The University Careers Service is ready to provide advice and information about a broad spectrum of jobs. The advisers can assist with CV writing, application forms and interview techniques. They can help students who do not know what to do, as well as those who have clearly formed ideas. Anna Preston is the Careers Adviser dedicated to supporting students in the department and she liaises closely with the department. She can be contacted at [CSDE@warwick.ac.uk](mailto:CSDE@warwick.ac.uk). There is a Careers Noticeboard between rooms H508 and H510 where up-to-date information is posted. There is also a very helpful website on the careers service [www.warwick.ac.uk/services/careers/](http://www.warwick.ac.uk/services/careers/)

### Further Study

Many students now choose to continue with their studies prior to starting a career. Some stay on to do an MA or a PhD in the Department. Others decide to pursue other avenues of interest such as Arts Administration and Cultural Policy, Architectural History, Applied Theatre and Musical Theatre.

#### MA Programmes in the Department of English & Comparative Literary Studies

MA in English Literature

MA in Pan-Romanticism

MA in Writing

If you are interested in any of our MA Programmes contact Mrs Cheryl Cave:

[C.A.Cave@warwick.ac.uk](mailto:C.A.Cave@warwick.ac.uk)



## EXCHANGES

### **University of California**

Every year four students are given the opportunity of spending a year at the University of California in lieu of their second year at Warwick. Priority will be given to students on the English and American Literature Degree. The work completed during this year will contribute towards the final degree classification. Participating in this exchange does not require any additional financial contribution. Further information on the exchange programme can be found on the department website.

### **Socrates-Erasmus**

The University of Warwick supports students who wish to participate in exchanges with a European university. It is common that students spend their second year at the other university; the work completed during the year will contribute towards the final degree classification.

If you are interested in either of these exchange programmes contact Dr Daniel Katz, the Department's International Officer at [D.Katz@warwick.ac.uk](mailto:D.Katz@warwick.ac.uk) .

## Degree Structures

The Department of English and Comparative Literary Studies at Warwick offers three single honours degrees, one joint degree, and participates in a number of joint degree courses run by other departments.

<b>Q300 English Literature</b>			
<p>The department focuses on English Literature as a world literature, which interacts with other cultures. Therefore the objective of this degree is to locate English Literature in the broader intellectual and historical contexts of the written word. The core modules in this degree examine the development of literary culture in Britain from the Middle Ages to the present day, with a particular focus on poetry and on renaissance and seventeenth century literature and theatre. You will have the opportunity to study a foreign language in your first year that will enable you explore other comparative work. In your second and third year, you can choose from a number of options that explore critical theories and European literary genres.</p>			
<b>First Year</b>			
<b>The Epic Tradition</b>	<b>Medieval to Renaissance English Literature</b>	<b>Modes of Reading</b>	<b>Literature in the Modern World or A language module</b>
<b>Second Year</b>			
<b>Romantic and Victorian Poetry</b>	<b>Seventeenth-century Literature and Culture</b>	<b>European Novel or European Theatre or Literary and Cultural Theory or U.S Writing and Culture 1780-1920</b>	<b>Your choice of module from a range of approved options</b>
<b>Third Year</b>			
<b>Shakespeare and Selected Dramatists of His Time</b>	<b>European Theatre or Literary and Cultural Theory or Eighteenth-century Literature or US Writing and Culture 1780-1920</b>	<b>Your choice of module from a range of approved options</b>	<b>Your choice of module, which must be examined, from a range of approved options</b>

### QQ34 English and American Literature

This degree introduces you to a wide range of literatures in English, whilst also allowing you to study the various connections linking English and American writers within a transatlantic context. In the first year you will study the early history of genres later taken up in America – narrative and poetry – and you are introduced to major works and key themes in twentieth-century literature. In your second and third year, the amount of American Literature you study is flexible. In all cases, the degree's objective is to provide you with a good working knowledge of the main areas of English and American Literature.

#### First Year

The Epic Tradition	Medieval to Renaissance English Literature	Modes of Reading	Literature in the Modern World or A language module
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#### Second Year

Romantic and Victorian Poetry	US Writing and Culture 1780 - 1920	European Novel or European Theatre or Literary and Cultural Theory	Your choice of module from a range of approved options
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#### Third Year

Shakespeare and Selected Dramatists of His Time or Your choice of module from a range of approved options	Your choice of 'American' modules. E.g. Modern American Women Writers, Twentieth Century North American Literature, States of Damage: 21 <sup>st</sup> Century US Writing and Culture	Your choice of module from a range of approved options	Your choice of module, which must be 50% examined, from a range of approved options
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### QP36 English Literature and Creative Writing

This degree puts the practice of writing in different genres on an equal footing with critical and cultural-historical approaches to literature. The teaching methods for the writing modules combine critical discussion with intensive practical work. The first year includes historical and theoretical literary models. In the second and third years, you are encouraged to take an approved module in another department. This provides a broad intellectual context for the creative writing work, which includes specialised options in poetry, fiction and life writing.

#### First Year

Modes of Writing: An Introduction	Medieval to Renaissance English Literature	Modes of Reading	Literature in the Modern World <i>or</i> A language module
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#### Second Year

Romantic and Victorian Poetry	Composition and Creative Writing (this module is 100% assessed)	The Practice of Poetry <i>or</i> Your choice of module, which must be at least 50% examined, from a range of approved options	Your choice of module, which must be at least 50% examined, from a range of approved options
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#### Third Year

Shakespeare and Selected Dramatists of His Time <i>or</i> Your choice of module from a range of approved options	The Practice of Fiction <i>or</i> The Practice of Poetry <i>or</i> Personal Writing Project	Your choice of module, which must be at least 50% examined, from a range of approved options	Your choice of module, which must be at least 50% examined, from a range of approved options
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**Note:**

The second-year core module 'Composition and Creative Writing' is **100% assessed**. If you decide to take another 100% assessed in your second year, you **will not be able** to take the 'Personal Writing Project' in your third year, as this is also **100% assessed**.

### QW34 English and Theatre Studies

This degree approaches theatre from two directions: through the literary analysis of texts and via the understanding of playing places and performance. The teaching is shared between the Department of English and Comparative Literary Studies and the School of Theatre Studies. The Theatre Studies modules examine developments in theatrical theory and practice emphasising, wherever appropriate, those movements from the past that are responsible for creating the theatre of the present.

#### First Year

British Theatre since 1939	Medieval to Renaissance English Literature	The Epic tradition <i>or</i> Literature in the Modern World <i>or</i> A language module	Introduction to Theatre <i>or</i> Introduction to Performance Studies
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#### Second Year

Drama and Democracy	Seventeenth Century Literature and Culture <i>or</i> Romantic and Victorian Poetry	Your choice of module from a range of approved options	Aspects of Theatre
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#### Third Year

Shakespeare and Selected Dramatists of His Time	Your choice of module from a range of approved options	Your choice of module, which must be at least 50% examined, from a range of approved options	Your choice of Theatre Studies module, which must be at least 50% examined, from a range of approved options
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## Lecture Times 2008 – 2009

Module	Day & Time	Location (see Key)
EN101 The Epic Tradition	Thurs 12:00-13:00	H0.52
EN121 Medieval to Renaissance English Literature	Tues 12:00-13:00	ACCR
EN122 Modes of Reading	Thurs 10:00-11:00	MS.01
EN123 Literature in the Modern World	Mon 17:00-18:00	H0.52
EN201 The European Novel	Wed 12:00-13:00	Physics Lecture Theatre
EN213 US Writing & Culture 1780-1920	Tues 14:00-15:00	MS.03 – Autumn & Spring Term LIB2 – Summer Term
EN223 North American Women Writers	Tues 11:00-12:00	H545
EN227 Romantic and Victorian Poetry	Thurs 13:00-14:00	H0.51
EN228 Seventeenth-Century Literature & Culture	Mon 11:00-12:00	S0.21
EN251 New Literatures in English	Thurs 14:00-15:00	H545
EN262 English & French Romanticism	Tues 12:00–13:00	H545
EN301 Shakespeare & Selected Dramatists of His Time	Mon 14:00-15:00 Wed 13:00-14:00	ACCR ACCR
EN302 European Theatre	Mon 16:00-17:00 Wed 14:00-17:00	S0.21 A0.23
EN307 Comparative Literature II (French): Modernism & Postmodernism	Wed 9.00 – 10.00	R0.12
EN330 Eighteenth-Century Literature	Tues 15:00-16:00	R0.12

Key to Locations	
ACCR	Arts Centre Conference Room
A0	Social Studies Building
H	Humanities Building
L3 and L5	Science Concourse (opposite main library)
MS	Maths and Statistics Building
R	Ramphal
S	Social Studies Building

English Modules 2008-2009: Methods of Assessment

Appendix C

Module	A	B	C	D
EN101 The Epic Tradition	A*	B	C*	
EN105 Approaches to Reading in English and French		B		
EN107 British Theatre Since 1939	A			
EN121 Medieval to Renaissance English Literature		B		D*
EN122 Modes of Reading	A			
EN123 Literature in the Modern World	A*		C, C*	
EN124 Modes of Writing	A			
EN201 The European Novel		B*	C	
EN204 Literature of World War II	A		C	
EN206 Comparative Literature I (English and German Romanticism)			C	
EN213 US Writing and Culture, 1780-1920			C	
EN223 North American Women Writers	A		C	
EN226 Drama and Democracy			C	
EN227 Romantic and Victorian Poetry			C	
EN228 Seventeenth-Century Literature and Culture			C	
EN229 Literary and Cultural Theory			C	
EN232 Composition and Creative Writing	A			
EN236 The Practice of Fiction	A		C	
EN238 The Practice of Poetry	A		C	
EN246 Feminist Perspectives on Literature	A			
EN251 New Literatures in English			C	
EN255 Anglo-Irish Literature	A		C	
EN258 The Practice of Life Writing	A		C	
EN259 Native American and Mixed-Blood Narratives			C	
EN261 Introduction to Creative Writing	A			
EN262 English and French Romanticism			C	
EN263 Devolutionary British Fiction: 1930-Present			C	
EN267 Literature, Environment, Ecology	A			
EN268 Modernist Cultures			C	
EN270 Transnational Feminisms: Literature, Theory and Practice			C	
EN271 Expatriation, Dispatiation and Modern American Writing	A		C	
EN301 Shakespeare and Selected Dramatists on His Time			C	
EN302 European Theatre			C	
EN304 Twentieth-Century North American Literature			C	
EN307 Comparative Literature II: Modernism and Postmodernism			C	
EN320 Dissertation	A			
EN328 English Literature and Feminisms 1780 - 1899	A		C	
EN329 Personal Writing Project	A			
EN330 Eighteenth-Century Literature			C	
EN331 Poetry in English since 1945			C	
EN332 The Romantic Period Novel	A		C	
EN334 Crime Fiction, Nation and Empire: Britain 1850 – 1947	A			
EN337 Shakespeare: From Page to Stage to Page	A			
EN342 Shakespeare Special Topic: Teaching Shakespeare A Practical Approach			C	
EN343 Drama, Performance and Identity Post 1955				D*
EN344 Representing Depression: Aesthetics, Insight and Activism	A			
EN345 Shakespeare Special Topic: Shakespeare's Later Collaborators I			C	
EN346 Shakespeare Special Topic: Shakespeare's Later Collaborators II			C	
EN347 Shakespeare Special Topic: Shakespeare and the Law			C	

**A = 100% Assessed    B = 100% Examined    C = 50% Assessed / 50% Examined**

**A\*, B\*, C\*, D\* = Honours level only    \*\* = Philosophy and Literature Students only**

## ESSAY DEADLINES

The dates given below are the *final* submission times. Essays submitted after these times (unless an extension has been granted) will not be assessed.

**ALL ESSAYS ARE DUE BY 3PM ON MONDAYS (EXCEPT ON BANK HOLIDAYS WHEN THEY SHOULD BE SUBMITTED BY 3PM ON THE TUESDAY AFTER THE BANK HOLIDAY MONDAY)**

### Option modules where there is a choice of 100% A or 50/50

Where the assessment method of an option is either 100% assessed OR 50% assessed./50% examined, students opting for 50/50 should submit assessed essays according to the FIRST ESSAY DEADLINE

Module	Term 1	Term 2	Term 3
EN101 The Epic Tradition <b>No assessed work</b> , only formative essays  Honours Variant	Week 8 (17th November)	Week 1 (5 <sup>th</sup> January) Week 10 (9 <sup>th</sup> March)	Week 2 (27 <sup>th</sup> April)
EN105 Approaches to Reading in English and French	Week 10 (1 <sup>st</sup> December)	Week 10 (9 <sup>th</sup> March)	
EN107 British Theatre Since 1939	Week 8 (17th November)	Week 2 (12 <sup>th</sup> January) Week 9 (2 <sup>nd</sup> March)	Week 4 (11 <sup>th</sup> May)
EN121 Medieval to Renaissance English Literature No assessed work. Formative essays due: Commentaries due:  Honours Variant	Week 10 (1 <sup>st</sup> December) Week 7 (10 <sup>th</sup> November)  Date specified by tutor	Week 7 (16 <sup>th</sup> February)  Date specified by tutor	Week 1 (20 <sup>th</sup> April)
EN122 Modes of Reading		Week 2 (12 <sup>th</sup> January)	Week 2 (27 <sup>th</sup> April)
EN123 Literature in the Modern World  Honours Variant		Week 7 (16 <sup>th</sup> February)  Week 7 (16 <sup>th</sup> February)	Week 4 (11 <sup>th</sup> May)  Week 4 (11 <sup>th</sup> May)
EN124 Modes of Writing Unit 1 – Poetry Unit 2 – Life Writing Unit 3 – Fiction Unit 4 – Prose Super Portfolio	Week 7 (10 <sup>th</sup> November)	Week 2 (12 <sup>th</sup> January) Week 7 (16 <sup>th</sup> February)	Week 1 (20 <sup>th</sup> April) Week 4 (11 <sup>th</sup> May)
EN201 The European Novel			Week 4 (11 <sup>th</sup> May)
EN204 Literature of World War II		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN206 Comparative Literature 1 (German)			Week 3 (5 <sup>th</sup> May)
EN213 US Writing and Culture, 1780-1920	Week 9 (24 <sup>th</sup> November)		Week 3 (5 <sup>th</sup> May)
EN223 North American Women Writers		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN226 Drama and Democracy		Week 4 (26 <sup>th</sup> January)	Week 5 (18 <sup>th</sup> May)

EN227 Romantic and Victorian Poetry	Week 9 (24 <sup>th</sup> November)	Week 10 (9 <sup>th</sup> March)	
EN228 Seventeenth-Century Literature and Culture		Week 4 (26 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN229 Literary and Cultural Theory	Week 10 (1 <sup>st</sup> December)		Week 1 (20 <sup>th</sup> April)
EN232 Composition and Creative Writing		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN236 The Practice of Fiction Essay Portfolio			Week 3 (5 <sup>th</sup> May) Week 3 (5 <sup>th</sup> May)
EN238 The Practice of Poetry Essay Portfolio			Week 3 (5 <sup>th</sup> May) Week 3 (5 <sup>th</sup> May)
EN246 Feminist Perspectives on Literature		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN251 New Literatures in English		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN255 Anglo-Irish		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN258 The Practice of Life Writing Essay Portfolio		Week 3 (19 <sup>th</sup> January) Week 3 (19 <sup>th</sup> January)	Week 3 (19 <sup>th</sup> January) Week 3 (19 <sup>th</sup> January)
EN261 Introduction to Creative Writing Essay Portfolio			Week 3 (5 <sup>th</sup> May) Week 3 (5 <sup>th</sup> May)
EN262 English and French Romanticism		Week 3 (19 <sup>th</sup> January)	
EN263 Devolutionary British Fiction: 1930-Present		Week 2 (12 <sup>th</sup> January)	Week 1 (20 <sup>th</sup> April)
EN267 Literature, Environment, Ecology		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN268 Modernist Cultures		Week 3 (19 <sup>th</sup> January)	
EN270 Transnational Feminism: Literature, Theory and Practice		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN271 Expatriation, Dispatiation and Modern American Writing		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN301 Shakespeare and Selected Dramatists of His Time		Week 11 (16 <sup>th</sup> March)	
EN302 European Theatre	Week 10 (1 <sup>st</sup> December)	Week 10 (9 <sup>th</sup> March)	
EN304 Twentieth-Century North American Literature		Week 3 (19 <sup>th</sup> January)	
EN307 Comparative Literature 2 (French)			Week 3 (5 <sup>th</sup> May)
EN320 Dissertation			Week 2 (27 <sup>th</sup> April)
EN328 English Literature and Feminisms, 1790-1899		Week 2 (12 <sup>th</sup> January)	Week 2 (27 <sup>th</sup> April)
EN329 Personal Writing Project			Week 2 (27 <sup>th</sup> April)
EN330 Eighteenth-Century Literature		Week 9 (2 <sup>nd</sup> March)	
EN331 Poetry in English since 1945			Week 3 (5 <sup>th</sup> May)
EN332 The Romantic-Period Novel		Week 4 (26 <sup>th</sup> January)	Week 2 (27 <sup>th</sup> April)
EN334 Crime Fiction, Nation and Empire: Britain 1850-1947		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN337 Shakespeare from Page to Stage to Page Essay Portfolio		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN342 Shakespeare's Special Topics – Teaching Shakespeare: A Practical Approach		Week 3 (19 <sup>th</sup> January)	
EN343 Drama, Performance & Identity Post 1955		Week 1 (5 <sup>th</sup> January)	
EN344 Representing Depression: Aesthetics, Insight and Activism		Week 3 (19 <sup>th</sup> January)	Week 3 (5 <sup>th</sup> May)
EN345 Shakespeare's Special Topics – Shakespeare's Later Collaborators I – The Plays on Screen from Bernhardt to Polanski		Week 3 (19 <sup>th</sup> January)	
EN346 Shakespeare's Special Topics – Shakespeare's Later Collaborators II – The Plays on Screen since 1975			Week 3 (5 <sup>th</sup> May)
EN347 Shakespeare's Special Topics – On Trial: Shakespeare and the Law			Week 3 (5 <sup>th</sup> May)



**Regulation 11 Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test.****(B) Essays, Dissertations, Reports and Other Assessed Work, not Undertaken under Examination Conditions as Laid Down in the University Regulations for the Invigilation of Examinations**

- (1) Where there is suspicion that a candidate has reproduced in a University test work of another person or persons without proper acknowledgement, the Head(s) of the Department (or the Head's authorised deputy) responsible for the module(s) concerned shall be consulted. This procedure shall also apply to work formally submitted by candidates for a research degree as part of the annual review or upgrade process.
- (2) If the Head of the Department (or his/her authorised deputy) considers that an offence may have occurred according to the definition set out in the University Regulations or Faculty or departmental instructions, he/she shall either:
- (a) Make a full report to the Academic Registrar, thereby invoking the procedures set out in paragraphs (3)-(8) below; or
- (b) Exercise his/her discretion to pursue the matter without reference to an Investigating Committee, in which case he/she shall inform the student of the allegation and provide the student with reasonable opportunity to make representations on his/her own behalf, before determining whether an offence has occurred and, if so, determining the appropriate penalty, which shall not exceed a mark of zero in the piece of work to which the offence relates (with or without the opportunity to resubmit or undertake a further assessment). The student, having been informed of the penalty, may choose either:
- (i) to accept the penalty as a final decision in which case a report of the circumstances of the case and level of penalty exacted shall be lodged by the Head (or his/her authorised deputy) with the Secretary of the appropriate Board of Examiners; or
- (ii) to seek the jurisdiction of an Investigating Committee, thereby invoking procedures (3)-(8) below, whereupon the Head (or his/her authorised deputy) shall make a report to the Academic Registrar.
- (3) In the event that the examiners for a higher degree by research suspect a candidate of cheating, the examination process shall be stopped. The internal examiner or examination advisor shall inform the Head of Department of the allegation. The Head of Department shall make a full report to the Academic Registrar, thus invoking the procedures set out in paragraphs (4)-(9) below.
- (4) In all cases where a report has been submitted by the Head of Department (or his/her authorised deputy) to the Academic Registrar, the Head (or his/her authorised deputy) shall warn the student that this report has been made, and inform him/her that he/she may make a written statement to be submitted to the Academic Registrar before the meeting of an Investigating Committee. The student shall be provided by the Academic Registrar with a statement of the allegations made against him/her, together with copies of any supporting evidence, at least five days before the meeting of the Investigating Committee.
- (5) The reports shall be considered by an Investigating Committee of the Senate, whose membership shall be appointed by the Vice-Chancellor (or his nominee) and shall be chaired by the Chair of a Faculty Board or the Chair of a Faculty Undergraduate or Graduate Studies Committee (as appropriate) other than that of the student's faculty (or his/her nominee), together with not fewer than two members drawn from a panel of up to twenty members appointed by the Senate on the recommendation of the Faculty Boards (up to five nominees per faculty, panel members to serve for a period of three years). The Investigating Committee shall not include any member of the student's department. In considering the case the Investigating Committee shall take into account the Faculty and/or departmental instructions in relation to assessed work as well as the definitions in relation to cheating set out in University Regulations. The Head(s) of the Department(s) responsible for the module(s) concerned (or his/her authorised deputy) shall present the case and shall have a right to call witnesses to appear before the Committee. The Chair of the appropriate Examiners' Board (or his/her authorised deputy where the Chair of the Examiners' Board is the Head of the Department responsible for the module(s) concerned) shall be in attendance in an advisory capacity.

(6) If he/she wishes, the student shall have the right to appear before the Investigating Committee, and he/she may invite any one other person to attend the Committee. The name and status of any person accompanying the student must be notified to the Chair of the Investigating Committee via the Academic Registrar in advance of the meeting. The student shall also have the right to request any witnesses to appear before the Committee and/or to provide the Committee with a written statement prior to its meeting.

(7) If the Investigating Committee is not satisfied that an offence has taken place, the student shall be informed and the matter shall end there. The Chair of the Investigating Committee may also take Chair's action to dismiss a case prior to any committee meeting of s/he judges that there is no case to answer.

(8) If the Investigating Committee is satisfied that an offence has taken place it shall determine the penalty and inform the secretary of the appropriate Board of Examiners and the student accordingly. The maximum penalty shall not normally exceed a mark of zero in that unit of study\* in which the piece of work is being assessed (with or without the opportunity to resubmit or undertake a further assessment) but in appropriate cases the Committee shall have the power to impose a more severe penalty, it being understood that such a penalty would be imposed without prejudice to the provisions of the Disciplinary Regulations. The Investigating Committee may refer cases it considers appropriate to the University Discipline Committee, sanctions available to the Discipline Committee including termination of the student's registration.

## Student Appeals Process

### 8.12 Regulations Governing Appeals Relating to Decisions of Final-year Undergraduate Board of Examiners

(1) Where a final-year Board of Examiners for an undergraduate degree or other undergraduate-level qualification decides:

- (a) that a candidate be awarded a particular degree classification (including Pass degree), or
- (b) that a candidate be not awarded a qualification (with no further right of resit)

a candidate has the right to make representations in writing, within 10 days of the date of the publication of the Board of Examiners' decision (i.e. within 10 days of the date of the publication of the relevant pass list on University noticeboards or within 10 days of the date of the Academic Registrar's letter in the case of candidates not awarded a qualification), via the Academic Registrar, to a preliminary review panel. The preliminary review panel will comprise the Chair of the Undergraduate Studies Committee of the faculty of the department(s) administering the course on which the candidate is enrolled or a nominee of the Chair from the Undergraduate Studies Committee of that faculty and the Chair (or Deputy Chair) of a Faculty Board other than that of the faculty of the candidate or a Pro-Vice-Chancellor. No teacher of any module studied by the candidate nor any member of the department(s) of the candidate shall be a member of the preliminary review panel.

(2) The preliminary review panel will consider the representations of candidates where:

(a) the candidate is in possession of evidence relevant to his/her examination performance which was not available to the Board of Examiners when its decision was reached and can provide good reasons for not having made the Board of Examiners aware of this evidence;

or

- (b) there appears to have procedural irregularities in the conduct of the examination process; or
- (c) there appears to be evidence of prejudice or bias on the part of one or more of the examiners.

Candidates may *only* make representations on the grounds set out above and may not use this procedure to dispute the academic judgement of a Board of Examiners.

(3) An appeal will not be considered where the preliminary review panel considers that the evidence provided by a candidate does not constitute adequate grounds for appeal, and in such a case the candidate will be notified of the reasons for its decision.

If, in undertaking its consideration, the preliminary review panel seeks written comment from a Department/Board of Examiners, then this will be passed to the candidate for any further comment before a decision is made on whether adequate grounds for appeal exist; likewise, any written comments provided by a candidate may be made available at this stage to a Department/Board of Examiners for its comment.

(4) Where the preliminary review panel considers that the evidence provided by a candidate constitutes grounds for appeal, it may make one or more of the following decisions:

- (a) to refer the appeal to the Undergraduate Appeals Committee;
- (b) to recommend to the Board of Examiners that the Board reconsider its decision. This decision will only be made where the Head of Department or the Chair of the Board of Examiners has already acknowledged that the candidate has established a satisfactory case for appeal and he/she is willing to ask the Board to reconsider its decision.

(5) The Undergraduate Appeals Committee shall be appointed by the Vice-Chancellor (or his nominee) and shall be chaired by the Chair (or Deputy Chair) of the Faculty Board other than that of the faculty of the candidate or the Pro-Vice-Chancellor from the preliminary review panel, together with not fewer than two members drawn from a panel of up to 20 members appointed by the Senate on the recommendation of the Faculty Boards (up to five panel nominees per faculty). No teacher of any

module studied by the appellant shall be a member of the Appeals Committee and the Appeals Committee shall not include any member of the appellant's department(s).

(6) The dates of the meetings of the Undergraduate Appeals Committee, together with dates by which appellants must submit their appeals via the Academic Registrar in order to be considered at a particular meeting, shall be published by the University. Appellants will receive not less than 10 days formal notice of the meeting at which their appeal will be considered. The appellant may if he/she chooses, appear in person before the Appeals Committee and may invite any one other person to attend the hearing. The name and status of the person accompanying the appellant must be notified to the Chair of the Undergraduate Appeals Committee via the Academic Registrar in advance of the hearing. The Undergraduate Appeals Committee shall take evidence from the Chair of the Board of Examiners and any other persons it deems appropriate. The Head of the appellant's Department, or his/her authorised deputy, shall be available when the appeal is being considered to advise the Committee on departmental procedures and any other relevant matters arising in the course of the hearing. All written evidence which is submitted to the Committee shall also be made available to the appellant.

(7) The Undergraduate Appeals Committee may make one of the following decisions:

(a) to reject the appeal, in which case the appellant shall be notified of the Committee's reasons for rejecting the appeal;

(b) to recommend to the Board of Examiners that, for the reasons stated in the Committee's report, the Board should reconsider its decision.

(8) Where the Undergraduate Appeals Committee recommends that the Board of Examiners reconsiders its decision, the Board of Examiners should do so as soon as possible after the meeting of the Undergraduate Appeals Committee and within a maximum period of three months.

(9) After considering the recommendation and advice of the Undergraduate Appeals Committee, the decision of the Board of Examiners shall be final.

(10) At any point in the above process, provision shall exist for mutual agreement to be reached between the appellant and his/her department(s) to resolve the appellant's concerns.

## Health and Safety Policy

The Department takes seriously its provision for the safety and welfare of its students. The Department's Health and Safety Policy and First Aid Contacts are posted on the noticeboard outside Reception, H506. The Departmental Health and Safety Officer is Julia Gretton, H503, ext. 23667.

### Fire Evacuation

In the case of a fire alarm, you are expected to leave the building via the nearest staircase quickly and quietly. The congregation area for the Department is Car Park 8, the multi-storey car park next to the Sports Centre. Failure to evacuate the building during any fire alarm may lead to disciplinary action.

If you have a disability that may impede your evacuation from the department you can request that the Department's Health and Safety Officer prepares a personalised evacuation plan for you. There are also two safety stations in the stairwells that you can seek refuge in until help arrives. The contact number for the University's Security Office is posted at these points.

In the event of fire, raise the alarm as quickly as possible and move to safety. There are three fire wardens in the department who will co-ordinate the evacuation of the department.

The Department's Fire Wardens are:	Mrs Elisabeth Cameron	H504
	Professor David Morley	H521
	Mrs Cheryl Cave	H505

### First Aid

In the case of an accident or injury the nearest first aider is Mrs Jean Noonan in the Department of History, Room H305, ext. 22080. It is vital that any accidents that occur in the Department are reported to the Departmental Health and Safety Office.

### Security

If you cannot find any of the fire officers or the first aider, you should contact Security on ext. 22083

Further details of the University's Health and Safety Policy can be found at [www.warwick.ac.uk/services/safety-copy/healthandsafety/policy/](http://www.warwick.ac.uk/services/safety-copy/healthandsafety/policy/)

## Sexual and Racial Harassment

The University considers sexual or racial harassment to be totally unacceptable and offers support to staff and students subjected to it. The University is also prepared to take disciplinary action against offenders.

Sexual harassment may be defined as verbal or physical contact of a sexual nature which the perpetrator knows, or should have known, was offensive to the victim. Such conduct may encompass displays of sexually suggestive pictures, unwanted demands for sex and unwanted physical contact.

Racial harassment may be defined as behaviour that is offensive or intimidating to the recipient and would be regarded as racial harassment by any reasonable person. Such conduct may range from racist jokes and insults to physical threats.

Confidential advice is available from the Head of the Department, the Director of Undergraduate Studies, the Student Counselling Service, or the Advice and Welfare Services Officer in the Student Union.

A leaflet, *Sexual and Racial Harassment – Guidelines for Students* is available from the Senior Tutor's Office, University House.

**Equality**

The University of Warwick strives to treat both employees and students with respect and dignity, to treat them fairly with regards to all assessments, choices and procedures, and to give them encouragement to reach their full potential. Therefore, the University strives to treat all its members on the basis of merit and ability alone and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate ground.

**University of Warwick**  
**Department of English and Comparative Literary Studies**

Name: (CAPITALS) \_\_\_\_\_

Degree and Year: \_\_\_\_\_

Personal Tutor: \_\_\_\_\_

Are you using this form to: [please tick as applicable]

- NOTIFY THE DEPARTMENT OF YOUR SPECIAL CIRCUMSTANCES (if so, complete section A)
- REQUEST SPECIAL EXAMINATION ARRANGEMENTS (if so, complete section B)

**A. I wish to notify my Department of the following special circumstances, which are likely to affect my performance in assessed work and / or examination:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. I wish to apply for Special Examination arrangements. I require: (tick as appropriate)**

- extra time
- the use of a computer
- to sit examinations in the department (rather than in the main examination rooms)

**I enclose the following documentation in support of my case:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I give permission for these circumstances to be discussed by the Department's Special Cases Committee. I understand that if the Special Cases Committee makes a recommendation to the Board of Examinations on the basis of these discussions, details of my case will not be revealed to the full Board,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_