



Department of History
Visiting Student Handbook

2018-19

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1. Introduction

Welcome to the Department of History at the University of Warwick. This handbook outlines the academic procedures and requirements for all visiting students. Full and detailed information about the department is available on our website (see Section 2 of this handbook). You should familiarise yourself with that information. All non-academic information about studying abroad at Warwick is provided by the International Student Office.

The department endeavours to ensure that the information in this handbook is as accurate and up-to-date as possible. Statements of departmental policy are made in good faith and are an honest attempt to describe current practices. Any significant changes to the procedures and requirements detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the History webpages will be updated accordingly.

We hope that your time at Warwick is a fulfilling experience both personally and academically. We encourage you to make the most of your time abroad by embracing opportunities to study and travel in the UK. If you have any questions that are not answered in this guide, please contact the History Department or the International Student Office.

2. Key Contacts in the History Department

Visiting Students Website: <https://warwick.ac.uk/fac/arts/history/prospective/visiting/current/>

Full Undergraduate Website: <https://warwick.ac.uk/fac/arts/history/students/>

Address: Department of History, University of Warwick, Coventry, CV4 7AL, United Kingdom

The History Department is based on the third and ground floors of the Humanities Building, and the fourth floor of the Humanities Extension (Building 23 on the Campus Map).

UG Coordinator for Study Abroad: Mrs Valerie Melling

History Office: Room H3.22

Email: Historyoffice@warwick.ac.uk

During term time the History Office is open 9.00am-4.30pm Monday to Thursday and 9.00am-3.30pm Friday. The office is not open on weekends or Bank Holidays.

Director of Study Abroad Programmes: Dr Lydia Plath

Email: L.J.Plath@warwick.ac.uk

Office: Room H3.26

Dr Plath will act as your Personal Tutor while you are at Warwick. Full contact details and appointment booking system are available on her website:

https://warwick.ac.uk/fac/arts/history/people/staff_index/plath

3. Term Dates

Autumn Term: Monday 24th September 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

3.1 Reading Weeks

Week 6 in Terms 1 and 2 is designated as a 'Reading Week' and no classes run in that week. The point of these weeks is to allow students more free time to research and read for their assignments and essays; and to allow academic staff to stay in touch with their own research and to conduct more intensive teaching preparation. Most academic staff will not be in the Department during these weeks and if you need to make urgent contact with them you should do this via e-mail in the first instance.

4. Communication

The atmosphere in the Department is friendly and informal and it is usually very easy to meet with individual members of staff. All academic staff post their 'office hours' on the doors of their offices and on their staff webpages, specifying regular times when they will be available for student enquiries. You can also set up appointments at other times by emailing them.

Students should note that the University & department will ONLY contact you via your University e-mail address. Please be sure to check your e-mails on a regular basis so that you do not miss any important communications. If you use your personal e-mail address to manage your email please ensure that your Warwick email is redirected.

You can also keep up to date with what is happening the Department of History by following:

Facebook: www.facebook.com/WarwickHistory/

Twitter: <http://twitter.com/@warwickhistory>

5. University and Department Policies

5.1 Diversity and Inclusion

The University is proud of its diverse community of staff, students and visitors, and is committed to maintaining its excellent record in teaching and research by ensuring there is equality of opportunity for all, fostered in an environment of mutual respect and dignity.

The promotion of equal opportunities concerns all of us. Please take time to read the information available online at www.warwick.ac.uk/services/equalops and think how we, as individuals and as a community, can ensure that the University of Warwick continues to be a safe, welcoming and productive environment.

5.2 The Data Protection Act

This Act, which came into effect in 2000, stipulates that no personal information can be passed on to others without your permission. It is important that, if you are ill or have serious personal problems, you both provide medical notes (which will be used, if necessary, to excuse late work or other problems) and that you inform your personal tutor, or another member of staff, in writing, if you wish these circumstances to be taken into account in the event of your academic work suffering. Without your permission in each instance, your tutor (or another member of staff) cannot by law use such personal information in your best interests. To let us know about such situations you need to submit a Mitigating Circumstances Form (see Section 9.6.2 of this handbook).

5.3 Social Media

The use of online social media (e.g. Facebook, Twitter, etc.) has become a very significant part of the lives for many people. They provide a very positive way to keep in touch with people in different places, share common interests, exchange ideas, thoughts and content on academic matters, and to have fun.

However, there have been a number of examples where these services have been used for less positive reasons and it is because of this we offer these words of guidance:

- Ensure that you avoid using language which would be deemed to be offensive to others in a face-to-face setting as the impact on individuals is just the same.
- Avoid allowing the formation of an online group from isolating or victimising your fellow students or academic colleagues. That may not be your intention but if used carelessly it could be the impact that is achieved.
- Avoid using such services in class unless your tutor has given the group express permission to do so.
- Please ensure that you never use such sites for accessing or sharing illegal content.

We encourage students to make use of such services. However, students should also be aware that the University will take seriously any occasions where the services are used inappropriately. If occasions of what might be considered online bullying or harassment are reported they will be dealt with in the same way as if it took place in a face-to-face setting. Information on the University's acceptable use policy for IT and its disciplinary regulations can be found in University Regulation 31, "Regulations Governing the Use of University Computing Facilities", available online at:

www.warwick.ac.uk/services/gov/calendar/section2/regulations/computing/

5.4 Student Complaints

If you feel you have legitimate grounds for complaint, you should raise your concerns as soon as you become aware of the problem or issue arising. For more information about the complaints procedure please see <https://warwick.ac.uk/fac/arts/history/students/studentvoice>.

6. Module Selection Process

You will be asked to select your modules prior to arrival and we will inform you via email as to whether you have been successful in your choices. If any of your chosen modules are unavailable we will provide you with a list of available modules for selection.

Once you receive confirmation of your modules from the History Department you will be asked to register through the University Online Registration system (e-mr). Please ensure that this process is completed by the deadlines provided. **You must only register for modules that have been approved by the Department.**

When you register for your modules you must register for the relevant module code for the length of your time at Warwick (i.e. Term 1 only, Terms 1 & 2, Terms 1, 2 & 3, or Term 2 only). This will ensure that you are able to submit the correct assessments (see Section 9.1 of this handbook).

If you are interested in studying a module from outside of History you must follow the application process for the relevant department. As with History modules, once you have had your selection agreed you must register for the other modules as detailed above.

7. Tabula

Tabula is the web application used by the History Department to manage coursework assignments, allocate you to seminar groups, monitor attendance and provide feedback to you.

You can use Tabula to:

- View your student profile and Personal Tutor details
- See which seminars groups you are assigned to
- View assignments, deadlines, submit work and apply for extensions
- View your weekly timetable
- View assignment feedback
- See your attendance details and monitoring points.

As soon as you have completed the module registration process you will be able to view your timetable in Tabula. Where relevant, the department will then allocate you to a seminar group. **You must attend the seminar group to which you are allocated.** Any requests to change must be made via the History Office and will only be considered where a timetable clash occurs.

For more information on Tabula, see

<https://www2.warwick.ac.uk/services/its/service-support/web/tabula/guides/student/>.

8. Attendance

Attendance at seminars is a compulsory part of the programme. You will learn much more, and perform at a higher level, if you attend seminars and classes (as well as lectures) regularly. If you are unable to attend a seminar or language class due to illness, please email the tutor in advance to let them know. Seminar tutors and module convenors report on attendance regularly. If your attendance record is poor, you may be assigned additional penalty work via University Regulation 13.1 to compensate for these absences. If medical or psychological problems affect your attendance, it is essential that you speak to your personal tutor and/or module tutors about this problem and obtain and submit to the Department a written note from a professional confirming your condition. We do not invoke Regulation 13.1 if such evidence is received.

8.1 Attendance Monitoring

The department is required by the University to monitor your attendance and engagement with your course. This is done through the year via a system of Monitoring Points. These points may include statutory meetings with your tutors, attendance at seminars and submission of assessed work. This monitoring allows the Department to identify early any students who might be experiencing difficulty and offer the appropriate levels of support. **Should you have any health problems or other difficulties that prevent you from fulfilling these requirements you must advise your personal tutor and module tutor as soon as possible.**

Please be aware that you will be contacted should we become concerned about your missed Monitoring Points. At the end of each term the Department will report all students who have missed monitoring points to the University Academic Office who will then contact you via e-mail.

- A. Where three Monitoring Points are missed we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.
- B. After four Monitoring Points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor or the Counselling Service, as appropriate.
- C. After five Monitoring Points are missed you will be contacted to make you aware that you are at risk of being recommended for termination of your registration at the University.
- D. After six Monitoring Points are missed the Department is able to invoke Regulation 36 (<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>) to begin termination of registration proceedings and your case is handed over to the Academic Office.

For details of your monitoring points, please see Tabula.

International students should be particularly aware of the consequences of missing Monitoring Points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration if any Tier 4 student has been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visa.

9. Assessment and Submission

How you will be assessed will vary depending on a) how long you study with us and b) which modules you choose. You can find full details of module assessments on the individual module webpages, or on the department assessment pages: <https://www2.warwick.ac.uk/fac/arts/history/students/assessment/>. All Visiting students taking a History Department Module must follow the History Department deadlines and procedures for the assessment of that module. All assignments will usually be due before you leave Warwick.

9.1 Assessment Methods

Full Year Visiting Students on 30 CATS modules:

- Gain 30 CATS per module
- Assessed by the same methods as home students on the module
- Students whose first language is not English are encouraged to choose modules that do not have examinations (First Year Options and 15 CATS modules)

One Term Visiting Students on 30 CATS modules:

- Gain 15 CATS per module
- Assessed by 1000 word Essay Plan and 3000 word Essay

Two Term Visiting Students on 30 CATS module:

- Gain 24 CATS per module
- Assessed by 1000 word Essay Plan, 2000 word Essay, and 2500 word Essay

Any student on 15 CATS module:

- Gain 15 CATS per module
- Assessed by the same methods as home students on the module

You are required to submit an electronic copy of assignments (except exams) via the Tabula system.

9.2 The University Marking Scale

The University uses a '20 Point Marking Scale' to mark all undergraduate work. Some work may receive an overall mark that is a composite of several marks from the 20 Point Marking Scale. For instance, an exam with four questions might receive marks of 65, 68, 62, and 74 for the individual questions and therefore an overall mark of 67.25 for the whole exam. Listed below are the descriptors for each of the 20 points.

Classification is a complex matter, requiring skill and judgement on the part of markers, and no brief list can hope to capture all the considerations that may come into play. There is no requirement that a piece of work would have to meet every one of the specified criteria in order to obtain a mark in the relevant class. Equally, when work displays characteristics from more than one class, a judgement must be made of the overall quality. In some respects expectations differ between essays and exam answers. The latter will, for example, normally contain less detailed evidence than the former. Presentation, style, grammar and spelling are important aspects of the ability to communicate ideas with clarity.

Students are expected to familiarise themselves with the Style Guide (Section 9.9 of this handbook) and get into the habit of following its recommendations on presentation, footnoting, bibliography, etc. Poorly written essays are less likely to meet the criteria laid down for a particular class than well-written ones.

Penalties may be imposed due to over-length work, work that is submitted late, and any form of plagiarism/cheating. Students should ensure that they are fully aware of the Department and University's regulations in respect of these issues, as detailed in Sections 9.4, 9.7, and 9.8 of this handbook.

Class	Scale	Mark	Descriptor
First	Excellent 1st	100	Work of original and exceptional quality which in the examiners' judgement merits special recognition by the award of the highest possible mark.
		94	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.
	High 1st	88	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	
	Lower Mid 1st	78	
Low 1st	74		
Upper Second (2.1)	High 2.1	68	High quality work demonstrating good knowledge and understanding, analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2.1	65	
	Low 2.1	62	
Lower Second	High 2.2	58	Competent work, demonstrating reasonable knowledge and understanding, some analysis, organisation, accuracy, relevance, presentation and appropriate skills.
	Mid 2.2	55	
	Low 2.2	52	
Third	High 3rd	48	Work of limited quality, demonstrating some relevant knowledge and understanding.
	Mid 3rd	45	
	Low 3rd	42	
Fail	High Fail (sub Honours)	38	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.
	Fail	32	Work is significantly below the standard required for the appropriate stage of an Honours degree. Some evidence of study and some knowledge and evidence of understanding but subject to very serious omissions and errors.
		25	Poor quality work well below the standards required for the appropriate stage of an Honours degree.
	Low Fail	12	
Zero	Zero	0	Work of no merit OR Absent, work not submitted, penalty in some misconduct cases

9.3 Extensions

Students are expected to plan their schedules allowing for the possibilities of minor disruptions in the writing period. Extensions for summative assessed work may only be granted for serious medical issues, or for severely difficult personal circumstances. Computer failure is not a valid reason for an extension and students are encouraged to back up their work regularly, and on an external or virtual device.

All extension requests need to be supported by medical, counselling, or other appropriate evidence. Requests for extensions should be applied for via Tabula: <https://tabula.warwick.ac.uk/coursework/>.

Extensions are only granted if applied for in advance of the deadline. If this has not been possible, then the Departmental Special Circumstances committee may agree to waive any lateness penalties if evidence is submitted.

For non-assessed formative work please contact the module director for extensions.

9.4 Penalties for Late Submission

According to University rules, late submission of an assessed essay will, unless an extension has been granted in advance of the deadline, result in a penalty deduction from your mark for the work of 5 marks per day. Weekends (Saturday and Sunday) and bank holidays are NOT included when calculating penalties for late submission. There is no upper limit to the total penalty for late submission. If, for medical or other compelling reasons, you require an extension on an assessed essay or dissertation please see the extension policy in Section 9.3 of this handbook.

9.5 Examinations

The exam timetable is published by the Examinations Office, part of the Academic Office, usually at the end of April. Details of the timetable and more specific dates on its publication can be found at <http://www2.warwick.ac.uk/services/academicoffice/examinations>. Once the exam timetable is finalised, students can access a personalised exam timetable through the Start.Warwick system.

There are many resources to assist students with their exams:

- Past exam papers (please note that modules with an "AM" code are listed under "American Studies" rather than "History")
<http://www2.warwick.ac.uk/services/exampapers>
- University rules and regulations regarding taking bags into examination rooms
<http://www2.warwick.ac.uk/services/academicoffice/examinations/bagsinexams/>
- University rules and regulations regarding plagiarism and cheating in examinations
<http://www2.warwick.ac.uk/services/academicoffice/examinations/plagiarism/>

9.6 Special and Mitigating Circumstances

9.6.1 Special Examination Arrangements

Special examination arrangements are available to students who have a medical condition affecting their ability to take the written examination under the usual conditions during exam time.

- Students should apply for special arrangements via the Disability Office. They should apply as soon as they possibly can and no later than 15th March. Students who do not register for special exam arrangements by this deadline may have their request refused by the Department.
- Students who for reasons of religious observance prefer not to sit exams on particular day(s) should fill in the Religious Observance Form and submit it to the University Exams Office by 1st February.
- If a student cannot attend an examination for medical reasons or due to other exceptional circumstances, they must let the Department know as soon as possible. The Department may be

able to make special arrangements for the student, but if this is not possible the student should submit to the Department evidence, such as a medical note, showing that they were unable to take the examinations at the scheduled time. This evidence should be submitted no later than three working days after the date of the student's last examination, and before the meeting of the relevant Exam Board.

9.6.2 Mitigating Circumstances

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study. It is in your interest to draw the department's attention to them and ask for them to be considered in mitigation of underperformance. Such circumstances include (but are not limited to) illness, both bodily and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation. Further guidance can be found here

https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/

The Department understands that for many students it may be difficult to disclose the details of these kinds of circumstances to those outside their family. However, the department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. All information received is treated confidentially. If you feel inhibited from talking to a personal tutor or other member of staff in the first instance, you may also consider talking to a member of the SSLC, the Students' Union, or a counsellor for initial, informal advice.

However, in order for your circumstances to be considered, they must be conveyed formally. The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier. Without wanting to invade your privacy, the University does expect that you bring such circumstances to your department's attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations.

If you believe that your examination performance may be affected by medical or other difficult personal circumstances you have experienced, this may be taken into consideration at examination boards. Your right to sit the examination again/at a different time; and/or a decision to waive lateness penalties if assessed work is submitted without prior consent for an extension may be affected by such information. Such information is, however, subject to the Data Protection Act and we may therefore only take it into consideration at examination boards if you have explicitly authorised us to do so. In order to give us the required permission, you MUST complete the on-line 'Mitigating Circumstances Declaration Form'.

https://www2.warwick.ac.uk/fac/arts/history/students/assessment/circumstances/mitigating_circumstances_form

Please read the University Mitigating Circumstances guidance before completing the sections which apply to you:

https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/

If you submit the on-line 'Mitigating Circumstances Declaration Form', please make sure that your Personal Tutor (or the Exams Secretary or other member of staff) is informed of your reasons for doing so in case s/he is needed to represent your interests. Members of staff may also put forward evidence to the Mitigating Circumstances Panel, but they will need your consent to do so. Students must present the form, along with any relevant evidence, within a timely period following medical diagnosis, medical treatment or other incident for which the student is seeking special consideration. There is no formal deadline for submitting this form, but students who fail to do so in time for the two meetings of the Mitigating Circumstances Panel in mid-May and mid-June may not have their cases considered. Please note also that we may only consider such circumstances if you provide such evidence as may reasonably be expected for the difficulties you have experienced.

If your condition changes during the examination period and you wish these further circumstances to be taken into consideration, you must submit the extra evidence as soon as you are able to.

9.6.3 Mitigating Circumstances Panel

The Mitigating Circumstances Panel meets to consider cases put forward by students or members of staff in mid-May (following the assessment submission period) and in mid-June (directly before examination boards). Members of the panel are bound by the confidentiality requirements specified by the Data Protection Act. Normally the panel will act on the recommendation of the Personal Tutor or appropriate staff member; and students should be reassured that detailed disclosure will only happen to the extent that is absolutely necessary. Students will be informed of the outcome of the panel's deliberations. The recommendations of the panel (but not the circumstances themselves) are then considered by the relevant examination boards.

9.7 Plagiarism/Cheating

In addition to the information below, please refer to University Regulation 36, 'Regulations Governing Student Registration, Attendance and Progress' which is available online at:

www.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/

Training in issues surrounding plagiarism and poor scholarly practice is offered in the Essay Writing and Assessment Workshop and via an online training module:

<http://www.warwick.ac.uk/services/elearning/plato/>.

Plagiarism is a serious offence and if proven leads to action under University Regulation 11B, 'Procedure to be Adopted in the Event of Suspected Cheating'

(<http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/>).

Plagiarism takes a number of forms and the following are considered to fall under Regulation 11B:

- **Plagiarism.** This includes copying without acknowledgement from a printed source; copying another student's essay; reproducing a passage from another person's writing to which minor changes have been made, e.g. random alteration of words or phrases, omission or rearrangement of occasional sentences or phrases within the passage even if the source is identified in footnotes; unacknowledged quotation; disguised borrowing and near-copying.

- **Self Plagiarism.** You may not copy work that you have already presented for a summative essay or dissertation in another piece of work. **This includes work submitted at your home institution.**
- **Contract Cheating.** You may not purchase or ask another person to complete an essay or sit an exam in your place. Always acknowledge any third party assistance (beyond that of your tutor), for example with proof reading or providing references. If you are unclear whether any third party assistance is acceptable please discuss with your academic or personal tutor in advance of submitting the piece of work.
- **Collusion.** If you allow another student to copy some or all of your work, even if you consider this is helping them, you may be considered to have cheated alongside the student who copied the work. Whilst the Department encourages students to work together and read each other's essays, all work submitted should be the student's own.
- **Deliberate attempts to mask plagiarism.** The Department may ask for work to be presented in other formats if it suspects students are deliberately trying to mask one of the forms of plagiarism identified above.

Students should always identify sources for specific information and, where appropriate, the ideas used in assessed essays. It is bad academic practice for a student to fail to do so, just as it would be for an author writing a book or learned article. Poor, sloppy or negligent practice may not result in action under Regulation 11B but will receive lower marks in line with the marking and classification criteria. The Department uses plagiarism software or other appropriate means to identify plagiarism in students' assessed and non-assessed work. This also highlights cases of self-plagiarism.

Process if plagiarism or poor academic practice is suspected

- All student work is subject to scrutiny by online plagiarism detection software which may signal problems with the work.
- The first marker/module convenor checks the work and identifies it as a suspected case of plagiarism/poor academic practice.
- Markers may also identify work they consider plagiarism or poor academic practice independently of the plagiarism detection software.
- All submitted work by a student suspected of plagiarism/poor academic practice is then checked and for joint degree students, their sister department is informed.
- The case is referred to an investigation panel and the student is invited to attend along with their personal tutor.
- The panel uses academic judgement to decide whether the case is not proven; poor academic practice; or plagiarism.
- The outcomes of the panel are as follows:
 - **Not proven.** The investigation considers the piece of work is neither poor practice nor plagiarism and therefore the work is marked anonymously as usual.
 - **Poor academic practice.** The investigation concludes the work is not plagiarised but a case of poor academic practice. The work is marked in line with marking and classification criteria taking into consideration the poor practice.
 - **Plagiarism.** The work is considered to be plagiarism. Regulation 11B is invoked and the Head of Department imposes a penalty commensurate with the seriousness of the plagiarism. This could include a penalty of '0' for the piece of work; or a resubmission with the resubmitted piece capped at a mark of 40%; or referral to an Investigation Committee

of Senate. In such cases the student has ten days to appeal against the decision of the Head of Department.

If you are unsure what constitutes plagiarism or poor academic practice, please discuss with your academic and personal tutors.

Full details and useful links and process flowchart be found here:

<https://www2.warwick.ac.uk/fac/arts/history/students/assessment/penalties>

9.8 Word Length and Penalties for Over Length Work

The word limits are strict upper limits. Footnotes, bibliography and possible appendices are not included in this word-count. The title page is not included in the word-count, but titles and subtitles in the text are. You do not need an abstract or content-list, but if you do include these, they are counted in the word-count.

Essays that are above the word limit will be deducted as follows:

- Any plan or essay up to 4,500 words: 1 mark off for each 50 words (or part thereof) over the specified limit.

9.9 Style Guide

The department standard style for all assessed work is MRHA:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/quickstyleguide.html>.