

Department of History

(Including the School of Comparative
American Studies)

Undergraduate Handbook

2018 – 2019



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WELCOME

Introduction

This Handbook is designed to be a reference document that provides information on your course and the University. It is very detailed and will provide many links to important information maintained elsewhere in the University. You may find it most useful when you have a specific question, but you should look it over at the beginning of the year to ensure that you are clear about what will be expected of you, and what you can expect from the History Department. If you have any questions about the Handbook or its contents, or if you would like to make a suggestion, please speak with your Student-Staff Liaison Committee Course Representative or with the Director of Student Experience.

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. The latest formulations can be found on our website (<https://warwick.ac.uk/fac/arts/history/>) which you are advised to check regularly. The final arbiter of policy and procedure is the University Regulations as laid down in the University Calendar, which can be found on the University Governance webpages (www.warwick.ac.uk/services/gov/).

DEPARTMENT INFORMATION

PEOPLE IN THE DEPARTMENT

The Department of History includes a wide spectrum of staff and associates, at a variety of stages in their academic and professional careers, all of whom contribute to the vibrant and exciting culture within the Department. History continues to grow in size and experience, adding to the already excellent standards of teaching and research. You can find out more about people in the department here: <https://warwick.ac.uk/fac/arts/history/people/>

KEY CONTACTS

Head of Department	Professor Daniel Branch	Overall responsibility for the Department, including all student discipline issues.
Co-Ordinator for CAS	Dr Benjamin Smith	Responsible for the CAS degree course;
Director of Undergraduate Studies	Professor Beat Kümin	Overall responsibility for all UG courses in the Department; approver for all essay extension requests for second-year and final-year modules; approver for all course and stream transfer requests.
Senior Tutors	1st Year Dr Sophie Mann 2nd Year Dr Aysu Dincer Hadjianastasis Departmental/Final Year Dr Roger Fagge	Responsible for the personal tutor system and all issues regarding mitigating circumstances affecting student performance.
Director of First Year Studies	Dr Joachim Häberlen	Overall responsibility for all issues relating to first-year study; approver for all essay extension requests for first-year; responsible for recording and reporting on first-year student performance.

Director of Second Year Studies	Prof Mark Knights	Overall responsibility for all issues relating to second-year study.
Dissertation Coordinator	Prof Tim Lockley	Overall responsibility for all issues relating to the final-year dissertation.
Historiography Coordinator	Dr Claudia Stein	Overall responsibility for all issues relating to the Historiography module.
Joint Degrees Coordinator (Non-Language Courses)	Prof David Lambert	Responsible for the His/Pol, His/Soc and His/Phil degree courses.
Joint Degrees Coordinator (Language Courses)	Professor J.E. Smyth	Responsible for the Fre/His, Ger/His, and His/Ita degree courses.
Part-Time Degrees Coordinator	Dr Elise Smith	Responsible for the part-time students taking History and CAS modules, particularly the Historical Studies students.
Exams Secretary	First Year Dr Joachim Häberlen Second year Dr Benjamin Smith Final Year Dr Colin Storer	Responsible for examinations and assessment in History & CAS. Responsible for recording and reporting on student performance, including management of the Exam Boards on History, Joint Honours & CAS.
Director of Student Experience and Progression	Dr Carys Howells	Responsible for overseeing all aspects of student experience and progression (except Year Abroad, NSS and Alumni); develop and improve on strategies and programming to ensure a positive and holistic overall experience for students in the department, from recruitment to graduation; convenor of the History SSLC;

Director of Study Abroad Programmes	Dr Lydia Plath	Responsible for overseeing international opportunities and the Year Abroad programmes available to History and CAS students.
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Listed below are some of the Department's support staff who provide assistance for undergraduate students. Contact details for the staff can be found online:

<https://warwick.ac.uk/fac/arts/history/people/>

Departmental Administrator	Mr Robert Horton	Responsible for overseeing all administrative support.
Academic Administrator	Miss Jennifer Spalding	Responsible for overseeing all academic support matters in relation to taught degrees
Undergraduate Coordinator (Year abroad; Visiting Exchange)	Mrs Val Melling	First point of contact for all UG Students, Visiting Exchange Students and Year Abroad programmes
Undergraduate Coordinator (IT Systems)	Mr Nick Edwards	First point of contact for all UG Students, and departmental IT systems
Undergraduate Coordinator (Special Examination Arrangements & Mitigating Circumstances)	Mr Nick Cherryman	First point of contact for all UG Students, Special Examination Arrangements & Mitigating Circumstances
Departmental Secretary	Mrs Jean Noonan	First point of contact for all part-time UG student issues.

STUDENT VOICE

The Department of History actively seeks feedback from our students about how we are doing and how we can improve. If you would like to give feedback, share an idea or make a complaint, there are several ways you can do this. Please see our Student Voice website for further information:

<https://warwick.ac.uk/fac/arts/history/students/studentvoice>

STUDENT STAFF LIAISON COMMITTEES (SSLCS)

The SSLC is an elected body made up of student course representatives and academic members of staff to discuss any issues or concerns raised by students. Issues raised during SSLC meetings are reported first to the Education Committee and then to the relevant staff committee where the issues can be addressed. All responses are reported back to the SSLC. For more information about the SSLC and to find your course representative, please

visit <https://www.warwicksu.com/sslc/19755/>

THE HISTORY SOCIETY

With over 800 members, Warwick's History Society (HistSoc) is one of the largest and best-known societies on campus renowned for its socials, ball, tour, incredibly popular sports teams and impressive academic support! Socials are a big part of their identity with termly HistSoc nights out on and off campus. They look to support their members academically through essay workshops, module fairs, guest speakers and the newly developed mentor scheme.

www.warwicksu.com/societies/historySoc/

<http://histsocwarwick.co.uk/>

STUDENT PRIZES

The History Department and the School of Comparative American Studies award prizes at the end of each year to students based on their academic performance. There are a variety of prizes that are awarded, several of which are funded by donations from Department alumni and generous sponsors. A list of all the past winners of these prizes is available at:

www.warwick.ac.uk/fac/arts/history/students/studentprizes

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 their office doors 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.

Undergraduate students have pigeonholes which are located in the foyer outside room H305. Personal post should NOT be sent to the department but to your term time address. Items posted to the department will be returned to the sender.

Academic members of staff have clear plastic pigeonholes located outside their offices, and part-time seminar tutors have folders located with student pigeon holes.

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>

PERSONAL TUTORS

All undergraduate students are assigned a Personal Tutor. For joint degree students the Personal Tutor may be based in either of their two departments, but students may also meet with the Joint Degree Coordinator of the other department to discuss subject-specific issues. Details of your personal Tutor may be found via your Tabula profile page.

All students should meet regularly with their Personal Tutor to discuss their academic progress. Throughout the year, the Personal Tutors are available to discuss any queries about academic, social or general matters. If a student is experiencing any problems, their Personal Tutor is the first person

they should go to. Every member of academic staff has their contact details and office hours available on their staff webpage (<https://warwick.ac.uk/fac/arts/history/people/>)

It is sometimes necessary for a student's Personal Tutor to be swapped to an alternative member of staff, often due to staff taking up research leave or general staff turnover, and usually taking place during the summer vacation. In such circumstances the student will receive an e-mail from the Department confirming that their Personal Tutor has changed. Students are entitled to change their Personal Tutor at any stage and should direct their request to the Academic Administrator.

<https://warwick.ac.uk/services/dean-of-students-office/informationforstudents>

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.

GRADUATION

All information regarding the University's degree ceremonies can be found on the Awards and Ceremonies website.

(<http://www2.warwick.ac.uk/services/academicoffice/congregation/>)

OPTIONAL YEAR ABROAD

All single-honours and joint-honours History students on a three-year course (i.e. History, History & Politics, History & Sociology, History & Philosophy, History & Global Sustainable Development) are eligible to apply for a Year Abroad during the first term of their second year of study. Students on the Renaissance and Modern Stream (Venice) are eligible to apply for the Year Abroad and will continue to Venice immediately afterwards.

Those students who are successful in their applications will be provisionally allocated a place at one or two of our partner institutions (pending successful completion of their second year of study at Warwick). The students will be transferred from a three-year course to a four-year course, with the Year Abroad being their third year before returning to spend their fourth and final year of their course studying at Warwick.

All students must have an average grade of 60 (a 2.1) or above for their first year of study in order to be eligible to apply for any of the Year Abroad places offered by the History Department. Mitigating circumstances will be taken into consideration.

The results of the modules studied during the Year Abroad do not count towards the final degree classification, you must however pass the year.

For further information on the Year Abroad, including a list of partner institutions and application information, see <https://warwick.ac.uk/fac/arts/history/students/international/yearabroad/>

VENICE

History students that choose to follow the 'Renaissance and Modern History' pathway are guaranteed to spend the first term of their final year in Venice, studying the history of Florence and Venice in the Renaissance, accompanied and taught by Warwick University History Department staff. Students following the 'Renaissance and Modern History' pathway are also eligible to apply for an optional Year Abroad as well as being guaranteed the Venice term.

During the first term of their third year, single honours History students on the 'Renaissance and Modern History' pathway study the history of a great Mediterranean city while living in it. The Venice Programme, taught by members of full time Warwick staff, deals with the social and political, cultural and economic history of Venice and Florence during the Renaissance. Venice is uniquely well suited for the purpose, since its overall appearance and structure have changed so little in the last four hundred years. Guided tours of the major monuments of the city are a key part of the module, and at half-term students are sent off to spend ten days in Florence.

<https://warwick.ac.uk/fac/arts/history/students/international/veniceprogramme/>

EXPECTATIONS

WARWICK COMMUNITY: OUR COMMUNITY VALUES AND EXPECTATIONS

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

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

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

What is expected of Students at Warwick which summarises key expectations for students and signposts to associated support - <https://warwick.ac.uk/students/studentbehaviour>

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

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

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

Warwick Student Community Statement sets out the mutual aspirations and expectations of members of the University in fostering a high quality experience and enhancing the vibrant,

welcoming, and yet challenging, Warwick community to which we all belong -

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

University Calendar, the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour.

As a History student at the University of Warwick, you are part of a vibrant and diverse community which is ambitious, passionate about learning, proactive and takes advantage of the many opportunities available to them, academically and socially. Your knowledge, values and aspirations are built into our teaching and learning approach. We'll work as partners and co-creators so that your education is the very best and you gain maximum benefit from your time here -

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

In order to ensure that this partnership is successful, each party has to undertake to fulfil certain responsibilities and abide by certain codes of conduct. Accordingly, there are Expectations and these are set out formally in the Warwick Student Community Statement -

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

WHAT WE EXPECT FROM YOU

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

1. Students are expected to engage fully with their course of study, take responsibility for their own learning and co-operate with their department and wider University as members of the University community. Students must comply with the requirements for their course as set out by the department.
2. Students are expected to inform departments of any health problems, changes in circumstances or other difficulties that may affect their progress. If a student fails to inform the department, these circumstances cannot be taken into account.
3. Students may be required by the Head of Department to meet with staff in the department. Students may also be required to meet with administrative staff in the wider University.
4. If a student's progress or behaviour persistently fails to meet the expectations set out in this Regulation and departmental course requirements, the Head of Department may

recommend to a Continuation of Registration Committee that the student be required to withdraw (under section 36.4.4).

CYBER BULLYING AND THE USE OF SOCIAL NETWORKING SITES

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

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

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

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

Staff and students should ensure they comply with the University's regulations governing the use of University computing facilities at

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

ATTENDANCE

You are required to attend all formal teaching sessions (lectures, seminars, workshops and field trips). A register will be taken at each seminar and workshop session. Attendance will be registered and recorded in Tabula. You should prepare fully for each scheduled session by doing the required reading and preparing any work (such as presentations or briefings). You should attend your formal assessments and examinations at the designated time and place and observe all rules regarding

conduct during a formal examination. These can be found in [Regulation 10: Examination Regulations](https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/). - <https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/>

MONITORING POINTS

To help us to gauge how successfully you are engaging with your course, identify any problems which you may be experiencing and offer support to help you, the department has a number of check points throughout the year. If you miss any of the points, this might indicate that you are having problems with the course and need additional support.

It is extremely important that you meet the requirements of each point as failure to do so could result in a letter being sent to you from Student Records reminding you of your obligations as a student. International students should be particularly aware of the consequences of missing contact points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas. Please speak to your Personal Tutor if you feel you might be at risk of not meeting these critical requirements at any point during your University career.

ABSENCE FROM CLASSES

If you are prevented from attending a seminar or study trip because of illness or serious personal problems, you must inform the department and session tutor as soon as possible. Give the reason for your absence (you need only specify 'illnesses, 'family problems', etc. You need not give details) and say when you think that you are likely to be back in attendance. **Failure to do this may result in you missing your monitoring points, and further consequences.**

If your absence is of more than three consecutive days from classes you should, in accordance with University rules, provide documentation, for example a doctor's certificate.

ABSENCE FROM EXAMS

If you are unable to attend an exam because of medical reasons, you must obtain and submit to HistoryOffice@warwick.ac.uk a medical note to cover your absence. You must submit this note as soon as possible after the exam and no later than three days after the date of your last exam. The relevant Exam Board will consider your case and may direct you to take the exam in September or in

the following summer. Regulation 12: Absence for Medical Reasons from a University Examination for First Degrees governs this procedure:

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

PROGRESS

You should submit all required work on time and in the correct, acceptable format and using the correct method of submission. If you are experiencing any difficulties which are preventing you from studying and progressing as you would wish, you must inform your Personal Tutor who can offer support to help you deal with the difficulties and advise you on how these might be taken into account when assessing your performance. These difficulties may often be referred to as [Mitigating Circumstances](#).

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 as soon as possible

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.

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

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.

In order for your circumstances to be considered, they must be conveyed formally and supported by the evidence. The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. In order to give us the required permission, you MUST complete the online '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_mitigating_circumstances/

If you have any questions, please contact the Examinations Secretary appropriate to your year of study:

1st Years: Dr Joachim Häberlen, 2nd years: Dr Benjamin Smith, Finalists: Dr Colin Storer

MITIGATING CIRCUMSTANCES PANEL

The Mitigating Circumstances Panel meets to consider cases put forward by students or members of staff in mid-June (directly before examination boards). There are separate Panels for first year students and for intermediate/final year students. However, the procedures and forms are the same in all cases. Members of the panel are bound by the confidentiality requirements specified by the General Data Protection Regulation. 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 it is absolutely necessary. The recommendations of the panel (but not the circumstances themselves) are then passed on to and considered by the relevant examination boards.

YOUR DEGREE COURSE

ASSESSMENT CONVENTIONS

Assessment Conventions refer to the rules about the way in which the results of students' attainment in the modules which they study are calculated and combined to determine whether they can proceed from one year of study to the next, and ultimately, to the classification of degree awarded at the end of the course (First Class, Upper Second Class etc.). They use the concept of credit to make these calculations. See the departmental webpages Examination and Assessment for more information: <https://warwick.ac.uk/fac/arts/history/students/assessment/>

MARKING SCALES

Our undergraduate degrees use the University 20 point marking scale for all individual units of assessment (such as an exam question or assessed essay). For formative and single-marked assignments, students will thus only see the percentages specified on the scale. However, subsequent stages of the assessment process (such as the averaging of whole exam scripts, agreeing marks with second/third markers, combination of marks ...) may result in marks other than those on the scale. 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 departments recommendations on presentation, footnoting, bibliography, etc. which can be found online. 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 poor attendance, 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 the Penalties section of this handbook and the website.

In addition to the descriptors of the University's 20 Point Marking Scale, students may also find useful the History-specific descriptors:

First Class (70+)

- Persuasive and direct answer to the question, establishing the wider significance of the issues concerned.
- Comprehensive coverage of the relevant material; accuracy in the details.
- A direct and coherent argument, well supported by relevant evidence.
- Critical analysis of relevant concepts, theoretical or historiographical perspectives or methodological issues.
- Fluent and engaging writing style; persuasive presentation and structuring of arguments.
- Work which, in addition, displays evidence of creativity, originality, sophistication and freshness of arguments will be awarded marks of 75+.

Upper Second (60-69)

- Direct answer to the question, establishing the wider significance of the issues concerned.
- Adequate coverage of the relevant material, accuracy in the details.
- Skilful mobilisation of evidence in relation to the argument being presented.
- Narrative and description taking second place to analysis.
- Competent manipulation of relevant concepts, theoretical or historiographical perspectives or methodological issues.
- Fluent writing style; effective presentation and structuring of arguments.

Lower Second (50-59)

- Basically satisfactory answer to the question.
- Limited coverage of relevant material; some inaccuracy in the detail.
- Some attempt to mobilise evidence in relation to the argument being presented.
- Analysis taking second place to narrative and description.

- Limited understanding of relevant concepts, theoretical or historiographical perspectives or methodological issues.
- Adequate writing style, presentation and structuring of arguments.

Third (40–49)

- Barely satisfactory answer to the question.
- Inadequate coverage of relevant material; major inaccuracies in the detail.
- No understanding of relevant concepts, theoretical or historiographical perspectives or methodological issues.
- Poor presentation and structuring of arguments.

Fail (less than 40)

One or more of the following:

- Serious misunderstanding of the question.
- Failure to provide any answer to the question.
- Failure to show knowledge of relevant material.
- Seriously muddled presentation and structuring of arguments.

DEGREE CLASSIFICATION RULES

For the courses 'History', 'History and Politics', 'History and Sociology', 'History & Philosophy', a student's final degree classification is based on all of the assessed work completed in their second and final years of study. For instance:

Second-Year Module #1	65.00
Second-Year Module #2	68.00
Second-Year Module #3	55.00
Second-Year Module #4	74.00
Final-Year Module #1	81.00
Final-Year Module #2	65.00
Final-Year Module #3	62.00
Final-Year Module #4	65.00
Average Mark	66.88
Degree Classification	2.1

For the four year V230 History, Literature and Cultures of the Americas degree, a student's final degree classification includes the results of their Year Abroad (third-year) work as 20% of the overall result, with the second-year and final-year results as 40% each. For instance:

Second-Year Module #1	65.00
Second-Year Module #2	68.00
Second-Year Module #3	55.00
Second-Year Module #4	74.00
Year Abroad Coursework	66.00
Year Abroad Dissertation	72.00
Final-Year Module #1	81.00
Final-Year Module #2	65.00
Final-Year Module #3	62.00
Final-Year Module #4	65.00
Average Mark	67.30
Degree Classification	2.1

With the exception of students on the course 'History, Literature and Cultures of the Americas', students that participate in an Intercalated Year Abroad (thus taking a four-year course) will not have the academic results of that year included in the calculation of their degree classification.

Students on the joint History degree courses where History is not the home department must refer to the handbooks/websites of the Department which administers their degree for information on how their degree will be classified.

University Degree Classification Conventions can be found on the Teaching Quality website.

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

ACADEMIC PROGRESSION

All first-year students must achieve a mark of 40% or more for each of their modules in order to progress to their second year of study. They must also have submitted all pieces of assessed work. A

student that fails one or more of their first-year modules (or fails to submit all assessed work) will be required to resit the relevant exams and resubmit the relevant essays. This rule does not apply to Language modules. However, a student who gains a lower mark in a Language module resit will need an overall average for the year of at least 40%.

For an undergraduate student to progress from their second year to their third year, or from their third year to their fourth year, they must meet the following requirements:

- To progress to the next year of an Honours degree (or the next level of study in the case of part-time degree students), a candidate must normally have passed at least 60 credits and have an overall mean of at least 40.0%.
- To progress to the Year Abroad, a candidate must normally have passed at least 60 credits and have an overall mean of at least 60.0%
- To progress to the next year of study from a year abroad which counts for credit, but less than 120 credits, a candidate must normally have passed at least 50% of the year abroad credits.
- To progress to the next year of study from a year abroad which does not count towards their degree students must pass their year abroad. Where a student fails a year abroad they will be set an assignment designed at Warwick which assesses the learning outcomes for the year abroad.

University Progression Conventions can be found on the Teaching Quality website.

HEAR – HIGHER EDUCATION ACHIEVEMENT REPORT

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. The Higher Education Achievement Report (HEAR) is issued as an electronic document and will include details of academic achievement, including module marks and information about your programme of study and some additional achievements undertaken whilst at university. These marks can be accessed and printed as soon as they appear on HEAR and this will provide you with interim transcripts. Your official University HEAR will normally not be available until mid/late August in the year of graduation. The electronic HEAR is delivered online through a third-party service called GradIntel, and we will therefore need to share your data with them so that they can provide you with access to your HEAR. To ensure that you have access to your HEAR when it is issued, the first

step will be to register with GradIntel. You will receive an email to your University account in due course which will provide further details of the registration process.

COURSE TRANSFERS

If you decide during the period of your degree that you might be more suited to an alternative course it might be possible for you to transfer. If you wish to consider this option you should contact the Director of Undergraduate Studies who will be able to provide further guidance and advice.

ASSOCIATED COSTS

As well as tuition fees and living expenses, there are likely to be some extra things you will pay for whilst studying for your degree. Some of these will be optional (e.g. a book you wish to buy that isn't required reading), and some will be compulsory (e.g. a trip that is part of the course). Some of these costs are covered below, but others may become apparent during the course of your degree.

Wherever possible, the History Department is committed to minimizing costs to students, but if you have further suggestions or concerns please speak with your SSLC Course Representative or the Director of Student Experience.

You can find out more about funding issues through [Student Finance](#), including how to ask for help if you find yourself in financial difficulties while at Warwick. While you should make sure that you plan adequately, please do not suffer in silence or assume that only you are having trouble with money; this is often part of the university learning curve, and the University may be able to provide advice and support that can help.

TEACHING AND LEARNING

LECTURES AND SEMINARS

Lectures are an essential part of the learning experience, and will play a central role in your preparation for seminars. They are never a substitute for reading, but they will give you a broad framework within which to understand the main themes of the module and the particular material you are reading. Listening to a lecture is not a passive activity. You will need to give serious attention to developing your skills in note-taking if you are to get the most out of the lectures.

Apart from your Personal Tutor, your main source of academic help will be your seminar tutors. The seminars are your most important regular commitment, and attendance is compulsory. If you have to miss a seminar, always let the seminar tutor know as soon as possible the reasons for your absence (preferably in advance).

Participation in seminars is central to the process of learning. Seminar participation allows you to test out your ideas about a subject together with a tutor and other students, and, in the process, develop oral communication and group-work skills which are likely to be as important as your writing skills in whatever you find yourself doing when you have finished at Warwick. Potential employers are usually just as interested in what your tutors have to say about your participation in seminars as they are in the marks you get for essays and exams, which require a distinctive set of skills.

There are three golden rules for making the best use of seminars:

1. **Come prepared.** Manage your time so that you have always done the required reading. Unless you read for seminars you will not be able to participate effectively, or even to understand properly what is being discussed by others.
2. **Participate.** You should always come to a seminar with something to say. But do not feel that you have to be certain before you speak. Seminars are about exchanging ideas and testing out your understanding. Asking questions and articulating your own difficulties in understanding things will help both you and other students, who may well share the same difficulties.

3. **Do not try to dominate.** Participation does not mean talking all the time! Seminars are about the exchange of ideas, and it is just as important to learn to listen to what others are saying and to respond to their ideas as it is to present your own views. The skills you should be aiming to develop in seminars are group-working skills, not how to push yourself forward but how to act as a valuable member of a team.

It is important to take some responsibility on yourself for the success of the seminar as a group. If you are in any doubt about your performance in seminars, please ask the module convenor or seminar tutor for advice.

MODULES AND CATS

As an undergraduate student, you will be required to complete 120 credits in each year of your course. Most modules are worth either 30 or 15 credits each. Most UK universities refer to credits as CATS (Credit Accumulation and Transfer Scheme), and so a 30 credit module will often be referred to as a 30 CATS module; a 15 credit module is usually referred to as a 15 CATS module.

Generally, 30 CATS modules will run in both terms 1 and 2, while 15 CATS modules will run in either term 1 or term 2.

MODULE ALLOCATION AND REGISTRATION PROCESS

It is essential that all students correctly follow the module process. Failure to follow the process correctly will result in students being allocated to modules late and have a more limited choice of options.

1. Look at the modules available to you and read through the module webpages
2. Fill in the departmental nomination form including reserve options
3. Wait to hear which modules you have been allocated
4. Once the department have confirmed your module allocations **ONLY THEN** can you register these via the eMR eVision system.
5. 24 Hours after registering on the eVision system your modules will appear on Tabula and you will have to select a seminar group that fits with your timetable.
6. If you have any questions or concerns, please speak to the UG coordinators in the first instance (HistoryOffice@warwick.ac.uk)

MODULE NOMINATION AND ALLOCATION

Students **MUST** submit a module nomination form

(https://warwick.ac.uk/fac/arts/history/students/modules/nom_all/)

The Department strives to allocate students their preferred choices of option modules. However, for some modules there will be greater demand than capacity, and some students may then be allocated their second or third choice of module.

Students that fail to submit their module nominations by the relevant deadline are required to choose from the remaining module spaces after all other students have been allocated their module places. This will inevitably be a very limited choice, and so students are strongly encouraged to ensure that they submit their module nominations in good time.

The list of option modules will change from year to year depending on a variety of factors including staff availability. Students are advised to wait until the list of available modules is announced before deliberating over which modules to nominate as their preferred choices.

MODULE REGISTRATION

You are required to register formally each year for each module that you are taking in that year. The University uses a system called eVision Module Registration (eMR). At the Induction Meetings at the start of the year, you will receive instructions on how to access the system and register for your modules.

It is important that you complete the registration process correctly because this impacts upon your teaching and examination timetables. You must ensure that you select the correct modules, with the correct CATS weighting as well as your preferred method of assessment (where there is a choice). Each module may be assessed in a different way. Students are advised to be aware of the methods of assessment for modules they are studying

(<https://warwick.ac.uk/fac/arts/history/students/assessment/registration/>)

You must complete your module registration by the end of Week 3 in Term 1.

Guidance for accessing and using eMR

<https://warwick.ac.uk/services/academicoffice/examinations/emrmenu/>

Please note that the eMR system is managed by the University Exams Office, and that all queries and issues regarding its use should be emailed to modules@warwick.ac.uk.

Partner Department Modules - Each department will have a different process for registering for their modules. If you are registering for anything other than a history module it is your responsibility to check and follow the correct process for that department.

As a student it is your responsibility to ensure that your module registration is an accurate reflection of the modules you have been allocated and specifies the correct method of assessment. There is an opportunity in the spring term for students to check their registrations for a final time and make any last-minute adjustments. Final year students must pay particular attention to ensure they are registered for the correct dissertation. It is against University regulations to make any changes to your registrations after week 5 of the spring term, and students cannot correct any inaccuracies thereafter.

OUTSIDE OPTIONS

Some students are permitted to choose an 'outside option', i.e. one that is not taught by their home department(s), in place of one of their option modules.

Students must also gain the approval for the outside option from their home department. For students seeking the approval of an outside option to replace a History or CAS option module, approval will usually be given if the outside option fulfils one of the following criteria:

- A language module (unless the student is already taking another language module)
- An option module taught by one of the Arts Faculty departments, or by one of the departments of Philosophy, Politics and International Studies, or Sociology
- An IATL interdisciplinary module (these are usually 15 CAT modules, and so students would need to take two of these to replace a 30 CAT option module)

Other outside options that do not fulfil one of these criteria may be considered on a case by case basis, but the student requesting permission will need to provide the

Director of Undergraduate Studies with a rationale as to why the outside option is appropriate for the course they are studying.

TIMETABLES

The day after you have registered your modules on eMR, you will be able to access your timetable through your [Tabula profile](#). You will be able to see the day, time and location of your lectures and classes that you are required to attend.

Please note some of your classes (e.g. some seminars, tutorial and lab classes) may not be arranged through the University's Central Timetabling Office. They are organised locally by the department concerned. This means that they will not appear in your personalised timetable. You will need to contact the department that is running the module in order to find out when these sessions are running, or to sign up to a seminar group. The department tries to be flexible with seminar groups but ultimately we reserve the right to move students to other groups when necessary (e.g. if a particular group is under or oversubscribed)

If you have any issues with your timetable, for example if you think there is something missing or you have a clash, please contact HistoryOffice@warwick.ac.uk

ASSESSMENT

ASSESSMENT DEADLINES

The dates and times by which you should submit your work for assessment are given on Tabula. Work should be uploaded to Tabula by the date and time specified on the system and following the online instructions. Please note that since this is an electronic system, it is very accurate, so even if you submit your work just one minute after the deadline, it will be marked as late and penalties will be imposed accordingly. Make sure you allow yourself plenty of time to upload your work and try not to leave this until the deadline day itself. If you encounter any technical problems with your IT equipment or with uploading your work which mean that you are unable to meet the deadline, these cannot be accepted as a valid reason for late or non-submission and penalties will be imposed accordingly. Work submitted by any other means (e.g. emailed to the Office or a tutor) will not be accepted.

MARKING SCALES

The University uses the '20 Point Marking Scale', which directly maps to the different degree classification, and it is now used 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 further information on the marking practices in History and the History specific descriptors please see the webpage:

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

ESSAY-WRITING CHECK LIST

Here are some of the things you need to think about in preparing an essay. Few of them are iron rules. Good essays come in many forms, and a good essay writer will sometimes ignore some of these guidelines. But to become a good essay writer you would probably do well to start by following them.

Please remember that writing an essay involves skills of discussion and argument which differ from those that might be used in the informal setting of a seminar. In the first place, argument and analysis in essays will usually have to be more carefully structured than the comments you might make in a seminar or tutorial discussion. In essays, you should demonstrate awareness of more than

one argument, acknowledge differences in the views of historians, and adopt a critical appreciation of evidence and its sources. You should also provide the necessary scholarly underpinning for your analysis by showing the sources of your information and arguments in bibliographies and footnotes.

On questions of presentation, footnoting, etc. you should follow the advice given from the department.

The Essay Question

- Have you really answered the question?
- Have you thought what might lie behind the question, e.g. if it asks 'Was the First World War the main cause of the Russian Revolution?', have you thought about what alternative explanations might be suggested?
- Is each paragraph clearly related to the overall question, raising a new topic and moving the argument forward?
- The ultimate test is that if you left the title off the top of your essay, could a friend guess the question from your answer?

Your Analysis

- Have you made an argument or is the essay simply relating what happened?
- Is your argument logical, coherent and clear?
- Are you contradicting yourself?
- Are you using appropriate evidence to back up each part of your argument?
- Are you aware of counter-arguments?
- Have you combined evidence and ideas from several different sources at each stage of the argument, or are you merely summarising what your sources say one by one?

Your Research

- Have you done enough reading? Six books/article/chapters is suggested for a short essay; ten or more for a long one.
- Are you up to date on the historical debate? Do not rely only on the older texts.
- Have you listed in the bibliography all the sources you used, and only those sources?

PRESENTATION AND REFERENCING

Please see the student website for full presentation and referencing information:

<https://warwick.ac.uk/fac/arts/history/students/referencing/>

All work should be prepared using a computer. Computers for students' use are available in the work areas in the Library and the Learning Grid. Hand written work is not acceptable.

- Have a title page with module code, module title, assignment title, student ID, word count and academic year
- Use a legible font that is 12 point type.
- Use 1.5 or double line spacing.
- Put your Student ID number on the header of each page of your work.
- Add page numbers in the footer.
- **Do not include your name on the essay.** The University operates a system of anonymous marking which would be invalidated if you put your name on your work!
- Please make sure that you are aware of the rules regarding submission of work to your joint degree subject department. Some departments require you to submit work in a hard copy format as well as electronically and they may have conventions for the naming for files etc. which you must use. Don't upset your joint degree department by not following the rules! Make sure you know what they are and in addition the penalties for under/over length work vary between departments, so take the time to find out what these are.
- **All assignments must be submitted in pdf or doc/docx format, unless your tutor has clearly stated otherwise. Please do not submit using Apple's Pages format.**
- Have you given footnotes and page references for any direct quotations?
- Are your punctuation and your spelling correct? Use the spell check function on your word processing software.
- Have you checked you are using the correct ways of presenting quotations, numbers, money, dates, footnotes and endnotes? If you are unsure check the webpage <https://warwick.ac.uk/fac/arts/history/students/referencing/>

ACADEMIC REFERENCING

The History department recommends that students follow the MHRA standard for essay writing. MHRA is a footnote style commonly used in the Humanities. Superscript numbers are placed in the body of the text, and corresponding notes are placed at the end of each page to cite the resources used.

<https://warwick.ac.uk/services/library/students/referencing/referencing-styles/mhra-referencing-guide.pdf>

ETHICAL APPROVAL FOR RESEARCH

When undergraduate research involves an element of oral history, use of questionnaires, or other research involving live participants, the supervisor must ensure that the student completes an ethical review form before conducting the research. In cases involving the NHS or acute ethical issues, the supervisor and Director of Undergraduate Studies will consult with the Arts and Social Sciences Research Ethics Committee and may need to seek approval from this Committee or from the NHS. In all other cases (the overwhelming majority), we accept that the normal process of supervision is sufficient to serve the purposes of ethical review. In these cases, there is no need for completion of any form.

In the very small minority of cases where a form does need to be completed, it must be signed by the student, the supervisor (who will assist in completion of the form), and the Director of Undergraduate Studies. The forms will be held in a special file in the Department. In line with the University's requirements, a copy of the essay will also be held securely for ten years. Under extreme circumstances it would need to be considered by the Arts and Social Sciences Research Ethics Committee.

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

EXTENSIONS TO DEADLINES

Extensions to assessed work deadlines may be granted only in exceptional circumstances such as ill health and/or extreme personal issues. **All extension requests must be made two working days in advance of the published assessment deadline.** Working days are defined as Monday to Friday (inclusive).

Extensions will not be granted for last-minute illnesses or technical problems (including problems with Tabula, laptops, etc.). You should plan to submit your work well in advance of the deadline to avoid potential problems. We recommend submitting at least twelve hours (or one working day) in advance of the assessment deadline to avoid last-minute difficulties. Retrospective requests for extensions will not be granted. If serious circumstances prevent you from requesting an extension ahead of time, you should meet with your personal tutor to discuss an application to the Mitigating Circumstances Committee to be taken into consideration. This must be done as soon as possible.

Requests for extensions should be made via Tabula (remember to do this for each separate assessment, if you have multiple assessments due around the same time). You will need to state the reasons for your request and upload supporting evidence. Please note that you may be invited to meet with the Director of Undergraduate Studies before a decision can be made. If such a meeting is not deemed necessary, you will receive an email to advise whether or not an extension has been granted.

PLEASE NOTE: Extensions will not be granted for computer or technical problems. Please ensure you leave enough time to deal with potential last-minute problems when you submit your assessment.

FEEDBACK ON FORMATIVE WORK

The Department of History takes feedback on both formative and summative work very seriously.

All students will receive written feedback on their formative work within **twenty working days**. In addition, all students will be given appointments to attend a one-to-one tutorial to support the written feedback. This system is designed to help students understand how to improve their written work.

Dr Sarah Richardson devised 10 points to help students get more from their written and oral feedback. They have now been adopted by the Students Union:

Our Top 10 Feedback Tips

1. Be confident! Go and see your tutor for feedback! Find out about your tutors' availability and how they prefer to be contacted.

2. Prepare a few questions you want to ask before seeing your tutor. Perhaps email them to your tutor in advance.
3. Think about what you want feedback on e.g. structure, analysis, referencing? Be specific.
4. Discuss your assignments with other students (this is not 'copying').
5. Learn how to give constructive, tactful and positive feedback to other students.
6. Ask for constructive assignment feedback comments from other students.
7. Think about when, where and how you can get feedback – verbal, written, email, audio; from seminars, labs, before/after a lecture, and from other students.
8. Be organised – if you want feedback for your next assignment (from tutors or students) – don't leave it until the last minute.
9. Use exemplars of assignments and discuss with other students – this will help you understand what is being required.
10. Get advice on how to improve for your next assignment – 'feed-forward'.

FEEDBACK ON SUMMATIVE WORK

Feedback on summative work (for all years) is returned in the summer term via Tabula, the coursework management system. Students will receive an email when the feedback is ready to be downloaded.

The feedback will provide students with some sense of what the examiners regarded as the strengths and the weaknesses of essays and dissertations. It will also often offer some distilled advice in the form of several highlighted 'Ways to Improve'. Students will also receive feedback on examination performance via the Tabula system. Again, the emphasis will be on strengths and weaknesses, and on 'Ways to Improve'. All staff will continue to have office hours during the summer term and students are encouraged to contact them to discuss the feedback on their assessed work (essays, dissertations and examinations). Tutors are not able to give out marks before the examination boards.

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

PENALTIES FOR LATE SUBMISSION AND NON-SUBMISSION

Deadlines for the submission of work are available on the module webpages and on Tabula.

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. If work (either assessed or non-assessed) is not submitted, the Head of Department may set extra penalty essays to be completed. First year students should note that they will not be permitted to progress if they have not submitted all their summative work (including all short essays).

WORD LENGTH AND PENALTIES FOR OVER LENGTH WORK

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

- 9,000 word dissertation: 1 mark off for each 100 words (or part thereof) over 9,000 words
- 8,000 word (CAS year abroad) dissertation: 1 mark off for each 100 words (or part thereof) over 8,000 words
- Any plan or essay up to 4,500 words: 1 mark off for each 50 words (or part thereof) over the specified limit

The word limits are strict upper limits, and marks will be deducted if the dissertation is over-length. The rule is that 1 mark is deducted for each 50 or 100 words (for short/long essays and dissertations respectively), or part thereof, over the limit. 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.

PROOFREADING GUIDELINES

University guidelines on proofreading of assessed/unassessed work can be found [here](#). It sets out expectations, acceptable practices and exceptions for students. The assessment cover sheet has been updated to reflect this policy and all students must confirm on this sheet if they have used the services of a proofreader to support their assignment.

PLAGIARISM/CHEATING - WHAT IS PLAGIARISM

Training in issues surrounding plagiarism and poor scholarly practice is offered in the first year modules Making of the Modern World and The Historian's Toolkit (via seminars and academic writing workshops). 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.
- **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.

UNIVERSITY POLICY ON PLAGIARISM (USEFUL LINKS)

Please familiarise yourself with the University policy on plagiarism, which is covered in the following links:

- The main plagiarism web page_which includes all the below information and links to documentation - <https://warwick.ac.uk/services/aro/dar/quality/az/cheating>
- The updated Guidance for Dealing with Cheating in Assessed Work provides information for students on good academic writing and referencing; use of source matching software; formative assignments; procedure for investigating cases of suspected cheating and reporting of cheating cases. - https://warwick.ac.uk/services/aro/dar/quality/az/cheating/02._appendix_a_university_of_warwick_cheating_guidelines_revised_5.pdf
- In line with the new policy, the revised guidance Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test - <https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/>
- Part B of the University's Regulation on Essays, Dissertations, Reports and Other Assessed Work, not Undertaken under Examination Condition. This can be found at University Regulations for the Invigilation of Examinations. - <https://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs/#10.3>

PROCEDURE FOR DEALING WITH CASES OF PLAGIARISM

1. Work is submitted by the student for marking. All student work is subject to scrutiny by online plagiarism detection software which may signal problems with the work. If the marker has a concern with the work and suspects there is a case for plagiarism, he or she will refer this to the Department Academic Conduct Panel (two experienced academic staff) for investigation.
2. The Department Academic Conduct Panel will consider the case to identify if a) this is a case of poor academic practice or b) a case of plagiarism.
3. If the work is found to demonstrate poor academic practice and there is no evidence of cheating, the work will be returned to the marker for their outcome (the work will be marked as normal taking into account poor academic practice)
4. If the work is found to represent a case of plagiarism, the student will be invited to make a statement arguing their case to the panel. If after the student's statement the Academic

Conduct Panel decides that the case is one of poor academic practice, or that there is no case to answer, the work is returned to the Module Leader to provide an appropriate mark.

5. If the Academic Conduct Panel decides that there is evidence of cheating, it should refer the matter to the Head of Department. If there is evidence of a serious case of cheating, the Head of Department may refer the case to an Investigating Committee of the Senate. If the plagiarism is not considered severe enough to merit a referral to the Investigating Committee of the Senate, the Head of Department should provide the student with the opportunity to attend a meeting to put forward their case, before determining whether an offence has occurred. In the event that an offence has occurred, the Head of Department will decide on and confirm the penalty to the student. The student has a right to appeal to the Investigating Committee of the Senate against the decision. If the student accepts the penalty, the matter ends and the outcome is reported to the Examination Board. If the student appeals, the procedure relating to an Investigating Committee of the Senate is invoked. The case is now closed.
6. The above is summarised in this [flowchart](https://warwick.ac.uk/fac/arts/history/students/assessment/penalties/marking_flow_chart.pdf) -

https://warwick.ac.uk/fac/arts/history/students/assessment/penalties/marking_flow_chart.pdf

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

APPEALS

Under certain defined circumstances **final-year undergraduate** students may appeal against the award of a particular degree class (including Pass degree), or if they have not been awarded a qualification (with no further right of resit). You are required to complete a form if you wish to appeal.

First-year and intermediate-year undergraduate students have the right to appeal **only** against a decision that they be **required to withdraw** from their course of study, and then only if they are in possession of relevant evidence which was not available to the Board of Examiners when its decision was reached and can provide good reason for not having made the Board of Examiners aware of this evidence previously. You are required to complete a form if you wish to appeal.

<https://warwick.ac.uk/services/academicoffice/examinations/students/appeals/>

All appeals must be lodged in writing within ten University working days of the publication of the examination result which is the subject of the appeal

UNIVERSITY LIFE

TERM DATES

2018/2019

AUTUMN TERM

MONDAY 1 OCTOBER 2018 – SATURDAY 8 DECEMBER 2018

SPRING TERM

MONDAY 7 JANUARY 2019 – SATURDAY 16 MARCH 2019

SUMMER TERM

WEDNESDAY 24 APRIL 2019 – SATURDAY 29 JUNE 2019

2019/2020

AUTUMN TERM

MONDAY 30 SEPTEMBER 2019 – SATURDAY 7 DECEMBER 2019

SPRING TERM

MONDAY 6 JANUARY 2020 – SATURDAY 14 MARCH 2020

SUMMER TERM

MONDAY 20 APRIL 2020 – SATURDAY 27 JUNE 2020

2019/2020

AUTUMN TERM

MONDAY 30 SEPTEMBER 2019 – SATURDAY 7 DECEMBER 2019

SPRING TERM

MONDAY 6 JANUARY 2020 – SATURDAY 14 MARCH 2020

SUMMER TERM

MONDAY 20 APRIL 2020 – SATURDAY 27 JUNE 2020

2020/2021

AUTUMN TERM

MONDAY 5 OCTOBER 2020 – SATURDAY 12 DECEMBER 2020

SPRING TERM

MONDAY 11 JANUARY 2021 – SATURDAY 20 MARCH 2021

SUMMER TERM

MONDAY 26 APRIL 2021 – SATURDAY 3 JULY 2021

<https://warwick.ac.uk/study/termdates>

WELLBEING SERVICES

Wellbeing Services provide a range of support to help you develop the personal resources and skills you need to navigate the challenges and opportunities of student life. The University of Warwick is committed to providing a supportive and positive environment for all members of its community. However, we recognise that there will be times in everybody's University life when things do not go as well as you would wish. In times like these, there is a comprehensive support and welfare structure available to help with all kinds of different problems.

Disability	Counselling	Mental Health & Wellbeing	Student Support
Support for students with disabilities, including specific learning differences or long term medical conditions.	Offers a range of services in a therapeutic context to help process and understand a wide range of emotional and psychological issues.	Support for students experiencing a wide range of mental health and wellbeing issues and mental health disabilities	Practical advice and help accessing other services.

<https://warwick.ac.uk/services/supportservices>

SECURITY TEAM

If you need help in an emergency or have any concerns about safety on and off campus contact the Security Team.

Phone number: 024 7652 2083 or internal extension 22083

DEAN OF STUDENTS OFFICE

Professor Louise Gracia is the Dean of Students at the University of Warwick. She is supported in her role by three Faculty Senior Tutors. Working closely with colleagues across the university, Louise provides strategic leadership for the provision of academic pastoral support for students, ensuring that practice at Warwick is sector leading and supports both academic outcomes and the wellbeing of students.

<https://warwick.ac.uk/services/dean-of-students-office>

STUDENT CAREERS AND SKILLS

Student Careers and Skills exists to enable Warwick students at all levels to devise and implement their lifelong career plans. You will see signs “My Warwick Journey” this is the branding for Student Careers and Skills. You can access the support at any stage of your time here but would be well advised to start early!

www2.warwick.ac.uk/services/scs

SENIOR CAREERS CONSULTANT

You have a designated Senior Careers Consultant, Millie Tussit, who has extensive experience working with students of History. She is familiar with the range of employment opportunities open to students of your discipline and can advise you on the relevant application processes.

Millie can be contacted by email (careers@warwick.ac.uk). You may also make an appointment to see your advisor through MyAdvantage <https://myadvantage.warwick.ac.uk/>

You might also want to look at the accounts run by Student Careers and Skills:

Facebook: <https://www.facebook.com/WarwickCareersCentre>

Twitter: <https://twitter.com/WarwickCareers>

Blog : <http://careersblog.warwick.ac.uk/>

THE LIBRARY

You'll find more than books at the Library. You'll find resources such as online journal articles and ebooks available wherever you are and services to help you develop your information skills or your use of multimedia. The library also has a variety of study environments to suit your study needs.

If you need help finding material for your study, please contact the Academic Support Librarian for History. www.warwick.ac.uk/services/library/

- Floor 1: General services and the Short Loan Collection, a collection of heavy-use material
- Floor 2: Sciences
- Floor 3: Arts
- Floor 4: Education, Law, Statistics and Official Publications
- Floor 5: Social Sciences

IT FACILITIES AND TRAINING

Students are expected to be computer literate. You will need to make use of computers for word processing, access to the Library catalogue and its collection of on-line resources. All students need to acquire these skills during the first term of their first year.

If you need any help accessing the website or registering with IT Services please contact the Help and Advisory desk in the Student Computer Centre, phone 73737, or by e-mail at helpdesk@warwick.ac.uk.

IT Services provide an extensive range of free training courses for students. For more details, please see <https://warwick.service-now.com/training/>

UNIVERSITY NURSERY

The University Nursery provides friendly and professional childcare for children of Warwick University members, including students. Details of the Nursery, including fees and opening hours, can be found on the University Nursery website (www.warwick.ac.uk/services/nursery). Enquiries can be sent by email to nurseryenquiries@warwick.ac.uk or by phone at 024 76523389 (internal extension 23389).

INTERNATIONAL STUDENT OFFICE

At Warwick we place great emphasis on support for our international students. We work to make our campus a friendly and caring place in which our students can excel. Coming to study in a new country is a huge challenge, involving many difficulties and uncertainties, therefore at Warwick we have a comprehensive range of counselling and support services available, for free, to all our international students.

The International Student Office is a friendly team of experienced staff, here to support all EU and overseas students during their studies at the University of Warwick. You are encouraged to contact them if you have queries or difficulties about anything during your stay.

<https://warwick.ac.uk/services/iso>

LANGUAGE CENTRE

The Language Centre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students and staff across the University. The Language Centre (<http://warwick.ac.uk/languagecentre>) is located on the ground floor of the Humanities Building and can be contacted by email language.enquiries@warwick.ac.uk.