

THE WARWICK WRITING PROGRAMME

Department of English and Comparative Literary Studies

MASTER'S PROGRAMME IN WRITING

Welcome to the MA in Writing programme. We are delighted that you have chosen to come and study with us at Warwick! This is a dynamic and interactive degree and this handbook changes to meet the needs of students and to allow university staff to bring the latest academic developments and writing to the course.

There are therefore two important pieces of advice concerning this degree and handbook:

- DO get a Warwick University e-mail as soon as possible and read your emails to keep up to date.
- DO NOT read this handbook out at the beginning of the academic year and expect everything in it to hold true to the end of the year. It is a guide, a help, nothing more. Please look at the foot of the page. In addition to the page number will be the date of the version you are reading. It will be updated regularly so **please** do not read a version that is more than one term old.

The handbook contains practical information on matters such as registration for options, mail and messages, use of Common Room, IT services, transport, portfolio / essay binding, complaints procedures, and so on. Please consult your personal tutor if you have questions not answered by this handbook.

If some information is missing or unclear, please contact Tracie Williams (T.M.Williams@warwick.ac.uk), and she will be happy to help.

If you are reading this because you are thinking about coming to Warwick to do an MA in Writing, hopefully you have also found the general introduction to postgraduate studies at <http://www2.warwick.ac.uk/study/postgraduate>.

The Warwick Writing Programme and The Writing Centre are located in Millburn House. The office entrance is through door G06. You will be taught in both the WWP suite of rooms as well as the main English Department rooms in the Humanities building. **Please note all rooms with an 'H' in front are based in the Humanities building on central campus. All rooms with 'G' are based in Millburn House in the Writing Programme suite.** There may be teaching in other rooms on campus depending on available space. Please make sure you note where they are on the [campus map](#).

The WWP Office is open all day if you have your student card. As this is a haven and creative space for all of us, please respect the space and each other by tidying up after yourselves (replacing chairs, throwing away rubbish, etc).

Our administrator Tracie is in the office from 9:30 until 2pm Monday through Friday.

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INTRODUCTION

The MA Programme in Writing

The degree is intended for students who are already experienced as well as ambitious practising writers, whether published or not. While we don't believe that creativity, as such, can be taught, or that it is only fulfilled in 'the marketplace', we do aim to help develop technical writing skills which students will find useful professionally, whether in full-time authorship or in related professions such as publishing, the media, or teaching.

Course content and methods of teaching and assessment involve a mixture of approaches based on workshops and portfolios, combined with more traditional academic pedagogies. At least as important as the teaching, though, are the space and stimulus to write within a community of people who have similar aspirations and are facing similar practical, imaginative and intellectual problems. The literary community at Warwick is a scholarly as well as a creative one: the University is one of the most highly ranked research institutions, nationally, to offer such a degree. Much of the value of the course comes from students' working on the University campus and making use of the full range of activities which it offers.

For more detailed information on the degree course, modules and other aspects please go to this link: <http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/masters/writing>

MAIN STAFF CONTACTS

Director of the Warwick Writing Programme	Dr Sarah Moss Term 1/ Prof Ian Sansom Terms 2 & 3	Room G02/G0 4B	02476 150338/02 476150337	s.moss@warwick.ac.uk/ i.sansom@warwick.ac.uk
WWP Secretary and MAW Secretary	Mrs Tracie Williams	G06	02476 523632	t.m.williams@warwick.ac.uk
MA in Writing: Convenor and Examinations Secretary	Dr Sarah Moss Term 1/ Prof Ian Sansom Terms 2 & 3	Room G02/G0 4B	02476 150338/02 476150337	s.moss@warwick.ac.uk/ i.sansom@warwick.ac.uk
MA in Writing: Admissions Tutor	Dr Jonathan Skinner Term 1	Room G01	02476 523346	j.e.skinner@warwick.ac.uk
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Graduate Secretary	TBC	Room H504	02476 523665	PGEnglish@warwick.ac.uk
MA in English Literature Convenor	Dr Teresa Grant	ROOM H216	02476 523664	t.grant@warwick.ac.uk
Departmental Secretary	Miss Heather Pilbin	Room H504	02476 523323	h.s.pilbin@warwick.ac.uk
English Department Reception	Mrs Caroline Griffin/Ms Sarah Box	Room H506	02476 524928	EnglishReception@warwick.ac.uk

Writing Programme Staff and Tutors

Permanent Staff	Room	Phone	Email
Maureen Freely (Chair of Arts Faculty 2014-15)	Room G04A	02476 523348	Maureen.Freely@warwick.ac.uk
Michael Hulse	Room H544 (in Humanities)	02476 522335	m.w.hulse@warwick.ac.uk
A.L. Kennedy	n/a	n/a	
David Morley (HoD)	Room H522/G05 (T1)		d.j.morley@warwick.ac.uk
Prof Ian Sansom	Room G04b	024761503 37	i.sansom@warwick.ac.uk
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Prof David Vann (Term 1 Only)	Room G01	n/a	d.j.vann@warwick.ac.uk
Dr Rochelle Sibley (The Writing Centre)	Room tba		Rochelle.sibley@warwick.ac.uk
Mr Will Eaves (Term 2 Only)	Room G04b		w.eaves@warwick.ac.uk
Mrs Tracie Williams	Room G06	024765236 32	t.m.williams@warwick.ac.uk

Contracted Tutors

Mr Jack McGowan	G05		j.t.mcgowan@warwick.ac.uk
Mr Tim Leach	G04a		t.c.leach@hotmail.co.uk
Ms Leila Rasheed	Tba Term 1 only	n/a	leilawritesbooks@gmail.com

How to contact us in an emergency:

If you need to be absent from your class for any reason you MUST contact your class/module tutor as soon as possible and preferably before the start of class. You can do this by either email or phone call/message.

If you need to contact the department for other emergencies please contact Tracie in the first instance or Heather Pilbin in the second (if outside of Tracie's working hours of 9:30-2, please contact Heather Pilbin between the hours of 9-5.)

Any other emergencies such as needing paramedics or other medical assistance please contact Security. The Security Services team operates 24 hours a day, 365 days a year. They can be contacted on the non-emergency number 024 7652 2083 (extension 22083).

In the event of an incident requiring the emergency services (ambulance, police or fire and rescue) telephone 22222 (internal) or 024 7652 2222 (external).

How we will contact you:

We will ALWAYS use your Warwick email account and email is the way we communicate with all our students. Please ensure you check your Warwick email account daily. In the event of a cancellation of classes, the tutor or the office will email you. We're aware you may live some distance away and will therefore notify you as soon as possible.

IMPORTANT DATES 2014-2015 (please put in your diary)

AUTUMN TERM

Thursday 25th September MAW New and Returning Students Induction/Introductory meeting 12-2pm in the Writer's Room in Millburn House
(Attendance is **compulsory** as it is a monitoring point. If you can't make it for any reason, please email Tracie excusing yourself with a reason. Medical reasons will require a medical note.)

Monday 29th September 2014 Beginning of Autumn Term

Tuesday 30th September **All module choices for the Autumn term to be finalised. Hand in your form to Tracie in G06.**

Monday 1st December Research for Writing exercises to be submitted to the English Office (H506) by 12.00 noon

Saturday 6th December End of Autumn Term

SPRING TERM

Monday 5th January 2014 Beginning of Spring Term

Monday 9th February 1st Autumn Term portfolio to be submitted by 12 noon both on Tabula and in hard copy (see page 29)*
(week 6)
Part-time students can choose to submit their first term option module portfolio for this deadline or the next deadline.

Saturday 14th March End of Spring Term

SUMMER TERM

Monday 20th April Beginning of Summer Term

Monday 18th May 2nd Autumn Term portfolio to be submitted as above*
Part-time students who did not submit their first term option module portfolio for the February deadline **MUST** submit for this deadline

Monday 22nd June 1st Spring Term portfolio to be submitted.*

Saturday 27th June End of Summer Term

Tuesday 1st September Submit all remaining portfolios and/or Long Projects by 12.00 pm

Wednesday 28th October 2015 Taught MA Examination Board

* - You have a choice as to which **option** module essay you submit for which deadline, Please see the submission deadline which is located [HERE](#) (insert link)

THINGS TO NOTE FOR ALL MAW STUDENTS

Enrolment:

You must enrol as soon as you can after receiving an email from Student Records inviting you to do so. They will email you the link you need but in case you need it again it is: <http://www2.warwick.ac.uk/services/academicoffice/ourservices/enrolment>

Module Information: (full or part-time regardless of route being taken)

- ***ALL* students MUST take Research for Writing in the first term of the year they start their degree. (Part-time students may not choose to take this in their second year.) Please see page 14 for further details on this module.**
 - Students should allow time for participation in workshops and other events throughout the entire year.
 - Module convenors for the Warwick Writing Programme modules are listed in the timetable on page 28.
 - If you choose modules selected from those offered at MA level by the Faculty of Arts, you are subject to the permissions both of the director of the MA in Writing and of the module convenor.* Modules change from year to year and may be restricted in terms of student numbers. Please check with the module's home department for availability. In the case of English, <http://www2.warwick.ac.uk/fac/arts/english/postgrad/current/masters/modules/>
- *Because some Warwick MA programmes involve foundation elements such as a preliminary training in literary theory, students interested in a particular module should be careful to find out whether their previous academic experience gives them sufficient grounding for it.*
- We try not to make last-minute changes in course plans but modifications are sometimes necessary because of staff illness or other unforeseen circumstances.
 - You must register your modules on the Electronic Module Registration system (EMR). You will be sent information from the Academic Office once you have enrolled on your degree course.

Deadlines and Extensions:

-All deadlines are final. No late work will be accepted without the written permission of the MA in Writing (MAW) Convenor, Dr Jonathan Skinner (term 1) and Prof Ian Sansom (terms 2/3) which shall not normally be given without documented medical evidence or equivalently serious cause. It is expected that students in difficulty will request an extension which can *only* be granted by the MA Convenor, who can be contacted directly.

-The request for extension can be discussed with your Personal Tutor as well beforehand, but please remember that she/he cannot approve an extension. This can only come from the Convenor.

-A medical note will be required in case of illness.

-Work which is late without permission will be penalised by 3 marks a day.

Presentation and submission of work:

-All assessed work must conform to the stated maximum word lengths. The maximum word lengths are inclusive of quotations and footnotes but not of bibliography. You will be asked to provide a word count of your essays on the cover sheet which you complete when the work is submitted.

-We allow a stated margin of up to 10% over or under-length for flexibility. Essays that are 10-25% over/under-length will incur a penalty of 3 marks. Essays that are more than 25% over/under-length *will be refused and incur a mark of 0*.

-Take note of when you choose to submit your work following the guidelines of this handbook and the submission deadlines as mentioned above which are found online.

-ALL work MUST be submitted electronically via Tabula. You must register your modules via MRM in order to be able to submit your work electronically. If you have any problems with registering your modules or accessing Tabula, please contact Tracie without delay. The link for Tabula is here: <http://www2.warwick.ac.uk/fac/arts/english/postgrad/current/masters/modules/pg-esubmission/>

-Hard copies for all Warwick Writing Programme modules must be handed in to the Programme Secretary (Tracie) in G06 in Millburn House. Essay/portfolio/work submission for English modules or modules from other departments must be submitted according to the module's rules and procedures. It is your responsibility to check these rules and procedures and ensure you submit your work for these modules on time using the correct procedure.

-If you take an outside option module from those available to the MA in English Literature students, you must submit assessed work to your own degree's word length (ie up to 10,000 words for MA in Writing students). Your work must be academic pieces and NOT creative pieces.

Attendance

According to University regulation 36, attendance at seminars is compulsory. The learning that goes on during seminars and workshops is an integral part of the MA programme. If you cannot attend owing to illness or other personal circumstances, you should inform your module tutor, preferably in advance. If you miss more than four seminars for any 10-week module, without good cause, then the English Department may not allow you to submit the essay for the module, and so will not be able to earn credit for it. Students in this situation will need to make up the module(s) in another way, for example, by taking another module the following term, or changing to part-time status and taking the same or comparable module the following year. Also, attendance at **Warwick Thursday (formerly LitBiz)** is required for at least one session in each of Terms 1 and 2. (See Monitoring Policy and the LitBiz information page on 18.)

If you are ill and cannot attend you may use the Personal Sickness Certificate found on page 35.

NB Any students found to have submitted false information on this form or in connection with the self-certification process may be subject to the University Disciplinary Procedures.

Mobile Phones/Tablets/Laptops and Social Media

Please switch your phones to silent or off during classes to minimise disruption to your fellow students and the tutor. If you use your phone for note taking, please inform the class tutor of this as repeated and distracting use of your phone may result in you being asked to leave the class and your attendance marked as unexcused. Tablets and laptops are a welcome help to you in class so long as they are not distracting in any way to the tutor or other students.

The University of Warwick uses a variety of social media. The English Department's twitter account is @EnglishWarwick. The WWP's twitter account is @WWritingProgram. We encourage you to follow these as we will tweet events, news and important updates (such as cancellations due to adverse weather). Use of social media and email in the University of Warwick and in the English Department for means to discriminate, abuse or bully others is in contravention of the Equality and Diversity Policy and the Dignity at Work and Study policy set by the University and is, therefore, prohibited.

See link below for more information:

<http://www2.warwick.ac.uk/services/humanresources/newpolicies/dignity/>

Please see Section 4.0-6.0 (pages 3-4) and 'Guidance for Students' on pages 6-8.

INDUCTION DAY

Induction/Introductory Day is Thursday 25th September 2014 from 12noon-2pm in the Writer's Room in Millburn House. This meeting is important and therefore **attendance is compulsory** (see Monitoring Points on page 18). We'll discuss the degree, modules and be on hand to answer any questions you have in the run up to the start of term which is on the following Monday. There will be an opportunity as well to say, in the form of a questionnaire, why you've chosen Warwick for your MA in Writing.

There will be a drinks reception on Monday 1 September from about 6:30 in H042 (in Humanities) for all MA and PhD students. This is a great opportunity to meet other postgraduates in the department as well as some of the tutors.

MILAN EXCHANGE

There will be an opportunity to study with Tim Parks at IULM in Milan, Italy from April to July. In the Autumn Term there will be an announcement (via email and on the webpages) about this and an information session scheduled. If you are interested you will be invited to submit some work for Tim to consider. He will then choose two MA in Writing students to join him in Milan.

FULL TIME STUDENTS

THE COURSE STRUCTURE

There are two pathways through the Warwick MA in Writing.

Route A (TAUGHT): involves five taught modules, including Research for Writing plus four other modules, in which a wide range of written work is produced.

Route B - the 'Long Project' route - involves three taught modules plus a long written project in any genre which the Programme is able to supervise. Permission to follow the 'Long Project' route depends on an assessment of the student's prior experience of writing and of a proposal submitted before the course begins, as well as on the availability of a qualified supervisor or supervisors. **(NB supervision of the Long Project begins in Term 2 and continues through Term 3)** Students enrolled on the module will receive an email about their choices during the summer vacation and are asked to respond by 1 September.



ROUTE A: for full time students

Full-time students on this route take three modules in the autumn term and two in the spring. The summer is given to 'writing up', supported by additional workshops and 1:1 tutorials. The course is structured so as to give students a strong basis in creative work in the first term, followed by an element of optionality afterwards. What follows describes the normal pattern, but there is some flexibility over it. For example, a student who chooses to switch to more 'academic' study in the second term would be able to do so, subject to her / his previous academic experience.

AUTUMN TERM

Full-time students will study (along with Research for Writing):

- **Warwick Fiction Workshop I AND/OR**
- **Non Fiction Workshop**

OR **ONE** OF THE FOLLOWING

- **Writing for Children and Young People**
- *or Another module* (please see page 6)

Full-time Route A continued...

SPRING TERM

Module choices for the second term need to be made by the 15th of October. As numbers may be restricted on some modules, students will be asked to name their second and third choices.

Full-time students will study *two* of the following:

- **Crossing Borders**
- **The Practice of Literary Translation**
- **Warwick Fiction Workshop II**
- **Seven Basic Plots**
- **Writing Poetry**
- **Writing about Human Rights and Injustice**
- **Ecopoetics**
- *or Another module* as mentioned on page 6

SUMMER TERM

Continuation of written projects under supervision

ROUTE B: LONG PROJECT for full time students

AUTUMN TERM

Full-time students following Route B will study (along with Research for Writing):

- **Warwick Fiction Workshop I AND/OR**
- **Non Fiction Workshop OR**
- **Writing for Children and Young People**

SPRING TERM

Module choices for the second term need to be made by the end of September when a questionnaire is sent round. As numbers may be restricted on some modules, students will be asked to name their second and third choices.

- **Long Project:** 1:1 tutorials begin

Plus *one* of the following:

- **Crossing Borders**
- **The Practice of Literary Translation**
- **Warwick Fiction Workshop II**
- **Seven Basic Plots**
- **Writing Poetry**
- **Writing about Human Rights and Injustice**
- **Ecopoetics**
- *or Another module* as mentioned on page 6.

SUMMER TERM

Long Project: continuation of work under supervision

PART-TIME STUDENTS

THE COURSE STRUCTURE

There are two pathways through the Warwick MA in Writing:

Route A involves five taught modules, including Research for Writing plus four other modules, in which a wide range of written work is produced. Part-time students who choose Route A generally take two modules in the first term of their first year (of which one **must** be Research for Writing). They go on to take one module in the second term of their first year, one module in the first term of their second year, and one module in the second term of their second year. For further information please consult the guidelines in the information pack that we send to you over the summer.

Route B - the 'Long Project' route - involves three taught modules, including Research for Writing plus two modules (one in the Autumn and one in the Spring) plus a long written project in any genre which the Programme is able to supervise. Permission to follow the 'Long Project' route depends on an assessment of the student's prior experience of writing and of a proposal submitted at the beginning of September, just before part-time students enter their first year of study as well as on the availability of a qualified supervisor or supervisors.

During the first term of the second year, part-time students doing the Long Project will meet informally with tutors, usually in a group, to discuss their projects in the round: formal 1:1 supervision of the Long Project begins in Term 2 of the second part-time year and continues through Term 3.

For Part-time Students on either route:

- Participation in workshops and other events especially LitBiz, as well as informal group discussions to discuss their Long Projects in the round, is expected and encouraged. These will take place throughout the year and students should factor attendance for these in their travel plans.



ROUTE A for part-time students:

In the first term of their first year, part-time students following Route A will study ONE of the following (along with Research for Writing):

- **Warwick Fiction Workshop I**
- **Non Fiction Workshop**
- **Writing for Children and Young People (optional)**

In the first term of their second year, part-time students following Route A will generally choose a second module from the same list. There is, however, room for flexibility. The Convenor of the MA in Writing will be happy to advise.

Please note that students will have to take either Fiction Workshop I or Non Fiction Workshop in their first OR second year. Ideally, students would take Fiction or Non Fiction workshop in their first year.

In the second term of their first year, part-time students following Route A will study ONE of the following:

- **Crossing Borders**
- **Seven Basic Plots**
- **The Practice of Literary Translation**
- **Warwick Fiction Workshop II**
- **Writing Poetry**
- **Writing about Human Rights and Injustice**
- **Ecopoetics**
- *or Another module* as mentioned on page 6.

SUMMER TERM

Continuation of written projects under supervision

Participation in workshops and other events

In the second term of their second year, part-time students following Route A will generally choose a second module from the same list. There is, however, room for flexibility as well as the possibility that some modules may change from year to year.

ROUTE B: LONG PROJECT for part-time students

Part-time students following Route B take two taught modules in the autumn term of their first year and a third module in the spring of their first year, while developing their work on the Long Project throughout their time at Warwick. The second year of the part-time course is given to 'writing up', supported by additional workshops and 1:1 tutorials in terms 2 and 3. The course is structured so as to reinforce students' existing strengths in creative work in the first term and to give them a wide range of choice in the second, while enabling them to focus on a long piece of writing. Permission to follow the 'Long Project' route depends on an assessment of the student's prior experience of writing as well as the availability of a qualified supervisor or supervisors. We can offer supervision in Fiction (for adults or children), Non-fiction, and Poetry.

AUTUMN TERM

In the first term of their first year, part-time students following Route B will study ONE of the following (along with Research for Writing):

- **Warwick Fiction Workshop I OR**
- **Non Fiction Workshop**

SPRING TERM

Module choices for the second term need to be made by the end of September. As numbers may be restricted on some modules, students will be asked to name their second and third choices.

- **Long Project:** 1:1 tutorials begin

Part-time students doing the Long Project must take *one* of the following modules during the spring term of their first year:

- **Crossing Borders**
- **Seven Basic Plots**
- **The Practice of Literary Translation**
- **Warwick Fiction Workshop II**
- **Writing Poetry**
- **Writing about Human Rights and Injustice**
- **Ecopoetics**
- *or Another module* as mentioned on page 6.

SUMMER TERM

Long Project: continuation of work under supervision

CORE MODULE – RESEARCH FOR WRITING (convened by Dr Rochelle Sibley) Weeks 5-9 in Term 1:

This module for MA in Writing students focuses on how research and creative writing stand side by side, whether you're writing fiction, poetry or non-fiction. It gives practical guidance on:

- academic literature searches
- checking your sources
- identifying electronic sources for writers
- researching future publication opportunities
- research facilities available after leaving the university

The module uses collaborative workshops to create open discussions about the role of research in creative writing and will give opportunities to experience it first-hand. These sessions will also offer practical support for the MAW programme, such as how to write the reflective pieces for MA assessment. The Writing Centre aims to encourage students to locate, incorporate and respond to different forms of sources, both textual and otherwise, in their writing, and to explore different methods of communicating that research.

Sessions will be run as workshops and be conducted by Warwick Writing Programme staff and by the English subject librarian, Kate Williams as follows:

Session 1 (Week 5): Research in creative writing (2 hours)

This session covers the uses and function of research in creative writing, as well as outlining the formative assignment, and will be co-taught with members of the Creative Writing team.

Session 2 (Week 6): Writing reflective assignments (2 hours)

This session focuses on the reflective elements of many of the MA in Writing modules, and will be co-taught with a member of the Creative Writing team.

Session 3 (Week 7): Communicating research (2 hours)

This session discusses the different ways in which research can be communicated creatively, thinking about different media and the aims of the piece of writing itself.

Session 4 (Week 8): Identifying research sources for writers (1.5 hours)

This Library-based session will explore electronic research sources available to students during and after their degree. This session will be led by the English subject librarian, Kate Williams.

Session 5 (Week 9): Researching future publication opportunities (1.5 hours)

This Library-based session will discuss how to research future publication opportunities, allowing students to identify suitable outlets for their writing. This session will be led by the English subject librarian, Kate Williams, with assistance from members of the Creative Writing team.

Formative assignment

The Research for Writing provision requires students to complete a 1,000 word formative referencing assignment. This assignment can be **EITHER** a 1000-word formative reflective assignment on the texts that have most influenced the student **OR** a 1000-word critical review of a fictional text. Both versions of this assignment will be assessed according to the accurate use of MLA or MHRA referencing.

This assignment must be submitted to the Writing Programme Secretary by 12 noon on Monday, Week 10 (1 December). The exercise is marked as Pass/Fail. If you receive a Fail, you will receive appropriate feedback and will be required to resubmit. The award of an MA is contingent upon successful completion of the assessment for this module.

LONG PROJECT

Tutors: Sarah Moss, Leila Rasheed, Ian Sansom, Jonathan Skinner

The aim of this module is to provide a supervised space within which students with a strong prior record of achievement in writing* can pursue a long imaginative project: for example, a number or a collection of stories or poems, or a biography or other form of creative non-fiction. The module will provide training in and practical investigation of issues involved in the specific genre and will be supervised by established practitioner/practitioners in that genre.

Students can apply to do Long Projects in fiction, non-fiction or poetry. Though we assume that most students will be writing for adults, we can also support writing for children in all three forms.

*Students wishing to do Long Projects must submit short proposals by 1st September. (NB: Part-time students must submit their proposals by 1st September in their year of entry, even though they will not embark on their long projects until their second year of study.)

Towards the end of Term 1 we shall hold an informal meeting to introduce full time Long Project students to their tutors. Part-time Long Project students will be introduced to their tutors in term one of their second year at the latest and their one to one supervision will begin at the start of term two in their second year. **ALL** students will make scheduled appointments for their Long Project supervision with their tutors and are expected to keep them as they form part of their monitoring points.

One-to-one supervision will begin in **Term 2** and continue until the end of **Term 3**.

Tutors will design reading lists to suit each individual student.

ASSESSMENT

18 000 words of creative work, which can be in any of the forms supported by the Warwick Writing Programme. (NB The creative submission can be a finished piece of work or an excerpt of a longer work.) **PLUS** a 2000-word commentary on aims, processes, and responses to reading.

Please see the Important Dates page for date of submission under “All remaining portfolios and/or Long Projects by 12.00 pm.”

MAW WORKSHOPS

All writing modules use workshops to some extent, and the two fiction modules are almost entirely workshop-based. How a given module is taught will be outlined in the first session. What follow are some preparatory notes intended for anyone who hasn't previously attended writing workshops.

A workshop is a forum in which members of the group, under the guidance of the module leader, analyse and respond to examples of each other's work, whether circulated in advance or written during that particular session. The workshop gives feedback to each individual, while advancing everyone's critical skills. It should also help to develop professional attitudes, whether in terms of self-critical awareness or of a capacity to handle criticism from others. Module leaders emphasise the importance of a combination of a candid, exacting response to work being discussed, with tact and constructiveness. Certain personal boundaries are also set. In particular, it's expected that people's writing will respect the privacy of other members of the group.

Support for students within workshops

We recognise that some writing assignments, and most especially those drawing on personal experience, may open up areas of difficulty for students. Tutors are very sensitive to these needs, and they can always adjust assignments, give advice, or offer appropriate support. Any student encountering difficulties of this nature should contact his/her tutor promptly. Any help offered will be in complete confidence.

AUDITING WORKSHOPS

If a workshop leader agrees **in advance**, and if numbers permit, it may be possible for a student to sit in on a workshop to which she/he is not assigned and to participate in the work as agreed by the workshop leader. The student must therefore have the time not just to attend the workshop, but to do any preparatory reading and writing and any work set during the workshop.

WARWICK THURSDAYS (FORMERLY LITBIZ)

Staff of the Programme have excellent links not only with other writers but also with publishing houses, literary journals and agencies, with national and regional organizations such as the Arts Council, PEN and the Royal Literary Fund, and with other creative writing schools in Britain, continental Europe and the USA. An exchange programme enables MA students undertaking long projects to work in Milan under the supervision of Tim Parks. Please see page 8 for more information. A regular series under the title **Warwick Thursdays (WT)** brings literary professionals – among them, publishers and agents - to the Writers' Room, where they meet students informally before giving a talk chaired by one of the MA students. This takes place every Thursday of each term from 1:30 until about 2:30 (or sometimes a little longer!) It's a 'free to all' event but also an amazing opportunity to meet up with, brainstorm with, chat/catch up with and generally just network with your fellow students as well as the fantastic people who come and talk to us about our profession! You are required to attend **at least** one WT event in each of terms 1 and 2 (please see page 18 of the Monitoring Policy). There'll be a sign in sheet for you. In Term 2 you and your fellow students will be coordinating WT events as part of your experience and in developing your skill set.

DEPARTMENT OF ENGLISH AND COMPARATIVE LITERARY STUDIES MONITORING STUDENT PROGRESSION

Monitoring attendance and engagement is required to establish student progression on a course and, for international students, Tier 4 Visa compliance requirements. The University of Warwick requires all courses and students to be monitored on a termly basis.

As a student, you are responsible for managing your own learning by attending seminars, lectures (where applicable), scheduled workshops, supervisory sessions, by doing the necessary reading and preparation for classes and by completing assessment tasks on time. The department and its tutors undertake to design and deliver high quality degrees and modules using appropriate learning and assessment resources and to support you through your learning process so that you can achieve your full academic potential.

To help us gauge how successfully you are engaging with your degree and identify any problems you may be experiencing and offer support to help you, the department has a number of check points throughout the year. We are required by the University of Warwick to have these checkpoints. If you miss any of the points, this might indicate to us that you are having problems with the degree and need additional support. These check points (or monitoring points) are set out in the university's Monitoring Student Attendance and Progression Policy which can be found at <http://www2.warwick.ac.uk/fac/arts/english/intranet/postgrad>. (See the right-hand side of the page.)

A summary of the monitoring points is provided below.

The members of staff responsible for the drafting of reports are:

- Director of Graduate Studies: Dr Christina Britzolakis
- Administrator: Ms Julia Gretton

All Post-graduate Taught and Research students in the English department will be subject to monitoring structures. The structure detailed below applies to the MA in Writing.

Term 1 Autumn (adapted for MAW students)

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Submission of provisional module choices to WWP Secretary by 3 September.	Attendance at <u>all</u> Research for Writing seminars run by Library & Writing Centre staff compulsory for all MAW students.	Attendance at all seminars for EN modules in Weeks 1 to 10 inclusive.	Submission of assessment for Research for Writing by week 6.	Electronically registered modules on EMR system by the end of Week 3.	Attendance at a minimum of one Warwick Thursday event during the term.

Con't

Term 2 Spring

Point 1	Point 2	Point 3	Point 4	Point 5
Attendance at weekly seminars for EN modules in Weeks 1 to 5 inclusive.	Submission of essays/portfolios from Autumn term modules.	Attendance at a minimum of one Warwick Thursday event during the term.	Attendance at seminars in weeks 6 to 10 inclusive.	MAW students to come into the WWP office personally and hand in a 'Declaration of Engagement' form at any point in the term but must be done by week 10.

Term 3 Summer

Point 1	Point 2
Submission of second Term 1 essay/portfolio by Monday of week 5 to Graduate Secretary (if an English module) OR WWP Secretary (if WWP module)	Submission of first Term 2 essay/portfolio by Monday of week 10 to Graduate Secretary (if an English module) OR WWP Secretary (if WWP module)

Summer Break

Point 1	Point 2
Submission of all remaining essays/portfolios and Long Project by 1 st September.	Response to email from WWP Secretary advising whether or not any periods of absence, vacation or unavailability over the Summer Break are planned.

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. 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.

With regard to meetings with your Personal Tutor, please ensure that you take along to the meeting any written feedback which you have received on both your non-assessed and your assessed work. This could be a useful starting point for your discussion with your Personal Tutor.

Remember that your Personal Tutor is there to advise and support you in your academic career at Warwick. See page 20 for more information on the Role of the Personal Tutor.

STUDENT SUPPORT

Personal Tutors

Every student is assigned to a personal tutor. The personal tutor is a member of academic staff in the department who can offer advice on academic matters and also help direct students in difficulty to appropriate support within the University. It is highly recommended that you make time to meet your Personal Tutor soon after you arrive, and regularly thereafter. A notice about Personal Tutor arrangements for MA students will be posted on the graduate notice board during the second week of term.

University Senior Tutor

For more information on the role of the Personal Tutor or what you can do if you need to take an issue further to the Senior Tutor, please visit this page:

<http://www2.warwick.ac.uk/services/tutors>

PG-SSLC

The task of the Staff-Student Liaison Committee is to review regularly all aspects of postgraduate study in the Department. It is made of representatives of postgraduate students (from all MAs and PhD) as well as academic staff with a role in running postgraduate programmes. Via the SSLC, students can voice concerns and together with staff can work on solutions. The SSLC is also a forum where staff can communicate changes to the courses and proposed improvements. The SSLC is an extremely effective body and its work is very valued by both teaching staff and students. Student members are elected by their peers at the beginning of the year.

PG Hub

The PG Hub is a space for Warwick postgraduate taught and research students to access support and to work and share experiences together in the broadest context of postgraduate life, not just study.

Use the following link to find out more:

<http://www2.warwick.ac.uk/services/library/pghub>

Learning Grid

The Learning Grid aims to provide students at the University with a facility that actively supports the development of study, transferable and professional skills. For further information please see the following link:

<http://www.2.warwick.ac.uk/services/library/grid/>

Student's Union

For more information on the Student Union, what it does, events, notices, etc, please visit this page: <http://www.warwicksu.com/> The Student's Union is located on central campus across from the Arts Centre next to Costcutter.

Harassment

The University considers sexual and racial harassment to be unacceptable and offers support to students subjected to it. The University is also able to take disciplinary action against offenders. Help is available from the Senior Tutor, the staff at Counselling Services and Student Union Welfare Staff. The University's harassment policy can be found at <http://www2.warwick.ac.uk/institute/topic/healthsafety/welfare/harassment/>

Disability

Students who wish to find out more about University support for people with a disability should contact the Disability Office. Disability Officers can offer a wide range of support for all types of disability. If you are a wheelchair user, it is very important that you make yourself known to the Disability Office soon after arrival, so that a personalised evacuation plan can be drawn up for you. Please see the Campus Contacts information on page 34 for Disability Office contact details.

Health

There is an NHS doctor's surgery on campus. You must register with the surgery when you arrive. For any emergencies, ring University Security (999).

Health and Safety

The University monitors health and safety through its Health and Safety policy. This is posted on the noticeboard outside Reception in H506. If you have any questions regarding this matter, or have any specific causes of concern, you should speak to the Department's nominated Health and Safety officer, Mrs Julia Gretton (j.gretton@warwick.ac.uk or 02476 523667).

More information about the arrangements for Health, Safety and Well-being across the University can be obtained from the Health, Safety and Well-being website <http://www2.warwick.ac.uk/services/healthsafetywellbeing>.

Fire Evacuation

In the case of a fire alarm in Millburn House, you are expected to leave the building via the nearest exit quickly and quietly. The congregation area of Millburn House is located on the north side of the building near Millburn Hill Road. Failure to evacuate the building during any fire alarm may lead to disciplinary action.

If you have a disability that may impede your evacuation you can request the Department's Health and Safety Officer prepares a personalised evacuation plan for you. Further information on Fire Safety can be found at: <http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/fire>

In case of a fire alarm in the Humanities building, you are expected to leave the building via the nearest staircase quickly and quietly. The congregation area for the Department Offices in the Humanities Building is Car Park 8/8A, the multi-storey car park next to the Sports Centre.

First Aid

The first aiders in Millburn House are Julia Brown (Room F.51 upstairs from G06) ext 23005 and Tracey McVey (Room A0.13 in the Annex) ext 23511.

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

Complaints

A student may raise a complaint about any aspect of the teaching and learning process and the provision made by the University to support that process, unless the matter can be dealt with under the Disciplinary regulations, the Harassment Guidelines or the appeals mechanism. Students may not use the complaints procedure to challenge the academic judgement of examiners. Full details of the Student Academic Complaints Procedure can be found at <http://www2.warwick.ac.uk/services/gov/complaintsandfeedback/>

The Library

The Library will be a very useful resource for you during your time here at Warwick. You should familiarise yourself with their services at <http://www2.warwick.ac.uk/services/library> as soon as possible in order to make the most of their services. They can be contacted on 024 76522026.

The Academic Registrar's Office and The International Office

The Academic Registrar's Office is headed by the Academic Registrar, Dr Mike Glover. Its principal function is to coordinate all aspects of student administration and support and academic resource allocation. Further information can be found on:

<http://www2.warwick.ac.uk/services/aro/about>

QAA and Teaching Quality Information can be found at:

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

Warwick is a globally connected university. Through collaborative partnerships we share resources and knowledge with academic communities throughout the world. One-third of our students are from overseas and we are the university of choice for over 45 international governments and sponsoring bodies. We have a truly cosmopolitan campus where every student is considered 'international'; this means that through inter-cultural learning and experiences we equip our graduates to become successful citizens on a global stage. For further information please visit:

<http://www2.warwick.ac.uk/services/international>

Nursery Services

If you require a place for your under-four-year-old child please visit

<http://www2.warwick.ac.uk/services/childrensservices/nursery>.

The Academic Office

For information on student records, awards and ceremonies, student finance and funding and the Graduate School, please visit:

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

PORTFOLIOS: APPROVAL / SUBMISSION OF WRITTEN WORK

Ideas for and titles of essays must be discussed with relevant tutors or supervisors. In the case of 'academic' modules, work whose title has not been agreed with the module tutor will not be accepted.

Deadlines for assessed work are centrally timetabled and there are penalties for late submission (3 marks per day). Students are expected to plan their work in advance, on the basis of the deadlines. Extensions on medical grounds, or for other reasons beyond the student's control, must be requested in advance from the Convenor of the MA in Writing, Sarah Moss (term 1) and Ian Sansom (terms 2 and 3). Supporting evidence (such as a doctor's certificate) is always required.

If the number of documents 'allowed' for submission on-line is less than the number you wish to submit, add one of your documents on to the end of another in Word on your computer until you have reduced the number of documents being submitted to that allowed by the on-line submission process.

The critical essay as part of a portfolio

Most MAW modules require a critical essay together with a portfolio of original work. While the portfolio generally counts for the larger part of the overall mark, and the essay for less, both parts of the submission are important. The following points are intended as a guide to tackling the essay.

- Always check the number of words you are expected to write. Do not exceed or fall short of this figure by more than 10%, as penalties will apply.
- Give careful thought to both the **critical** and the **reflective** aspects of your essay. These two adjectives invite you not only to *reflect* on the aims of your writing submission and the processes (e.g. drafting) by which it arrived at its final form, but to give *critical* attention to your own writing - for example by outlining affinities you may feel it has with the work of other writers, by showing how the practices and experience described by writers in essays, interviews, etc. affected your own thinking and practice, by placing your work in any intellectual, aesthetic, social or other context you feel it should be seen in, and so on. Be careful not to use the essay simply as an explanation or excuse for what you may not have managed to achieve in the rest of the portfolio. The original work should be able to stand on its own and the essay should represent 'added value', in intellectual terms.
- Scholarly presentation is important. If the argument you are making has involved research, be meticulous in how you present the sources you have consulted. Whenever you cite works that have influenced you, or an author's or critic's views, provide a note giving the source of your quotation. You should also add a bibliography of the publications you have drawn upon in writing your essay.
- Professional presentation is important, too. Submissions that are single-spaced are harder to read: please use one-and-a-half or double spacing. Use a sensible font such as Times New Roman, and don't set poems in florid 'handwritten' fonts. Use white A4 paper.

Con't

If you're unsure of what you are writing, any tutor on the module you're submitting for will be glad to look at an outline and advise you on the suitability of the approach you are taking. Remember to give tutors time to respond. In any case you should allow at least a fortnight between when the tutor says s/he can see you and the deadline, to allow time for any rewriting. Royal Literary Fund Fellows (room H421) are also available throughout the year for consultations on essay writing.

The content of each portfolio submitted for assessment is determined by the module studied and is described in the outline of that module. For individual module descriptions, see

<http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/masters/writing/modules/>.

Plagiarism

Plagiarism is the theft of other people's work. It consists first of direct transcription, without acknowledgement, of passages, sentences and even phrases from someone else's writing, whether published or not. It also includes the presentation as the author's own of material by someone else – including from the web - with only a few changes in wording. There is of course a grey area where making use of secondary material comes close to copying it, but the problem can usually be avoided by acknowledging that a certain writer holds similar views or has expressed or described things in a similar way, and by writing your work *without* the book or transcription from it open before you. When you are using another person's words you must put them in quotation marks and give a precise source. When you are using another person's ideas you must give a footnote reference to the precise source.

All quotations from other sources must therefore be acknowledged every time they occur. It is not enough to include the work from which they are taken in any bibliography, and such inclusion will not be accepted as a defence should plagiarism be alleged. Whenever you write anything that counts towards university assessments, you will be asked to sign an undertaking that the work it contains is your own.

The University regards plagiarism as a serious offence. A tutor who finds plagiarism in a piece of work will report the matter to the Chairman of Department. The Chairman may, after hearing the case, impose a penalty of a nil mark for the piece in question. The matter may go to a Senate disciplinary committee which has power to exact more severe penalties. If plagiarism is detected in one piece, other work by the student concerned will be examined very carefully for evidence of the same offence.

In practice, few students are deliberately dishonest and many cases of plagiarism arise from bad intellectual and imaginative practice. There is nothing wrong with using other people's ideas. Indeed, citing other people's work shows that you have researched your topic and have used their thinking to help formulate your own argument. The important thing is to know what is yours and what is not and to communicate this clearly to the reader.

Repetition of material

You should not use the same material in more than one piece of work nor write at length on the same text or topic in more than one essay. Where this rule is not observed, examiners will disregard the repeated material, and mark the essay only on the basis of the new material. This may result in a fail mark for the essay.

MARKING PRACTICES AND CONVENTIONS

In marking, examiners will reward cogency of argument, the use of appropriate material, stylistic excellence and good presentation. Candidates must also satisfy examiners that they have carried out the work required by the each module. All essays are marked by two members of staff. You will receive feedback from the first marker, and the agreed final mark. All marks awarded by examiners are provisional, until confirmed by the Exam Board in October. The pass mark for the MA in English is 50, with a Merit being marked at 65 or more and a Distinction being marked at 70 or more. Marking descriptors are as follows:

- 80+: (Distinction): Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents an advance in scholarship or is judged by the examiners to be of a standard publishable in a peer-reviewed publication.
- 70-79: (Distinction): Methodologically sophisticated, intelligently argued, with some evidence of genuine originality in analysis or approach. Impressive command of the critical / historiographical / theoretical field, and an ability to situate the topic within it, and to modify or challenge received interpretations where appropriate. Excellent deployment of a substantial body of primary material/texts to advance the argument. Well structured, very well written, with proper referencing and extensive bibliography.
- 60-64 and 65-69: (Merit) Well organised and effectively argued, analytical in approach, showing a sound grasp of the critical / historiographical / theoretical field. Demonstrates an ability to draw upon a fairly substantial body of primary material, and to relate this in an illuminating way to the issues under discussion. Generally well written, with a clear sequence of arguments, and satisfactory referencing and bibliography.
- 50-59: A lower level of attainment than work marked in the range 60-69, but demonstrating some awareness of the general critical / historiographical / theoretical field. Mainly analytical, rather than descriptive or narrative, in approach. An overall grasp of the subject matter, with, perhaps, a few areas of confusion or gaps in factual or conceptual understanding of the material. Demonstrates an ability to draw upon a reasonable range of primary material, and relate it accurately to the issues under discussion. Clearly written, with adequate referencing and bibliography.
- 40-49: (Fail/Diploma): This work is inadequate for an MA award, but may be acceptable for a Postgraduate Diploma. Significant elements of confusion in the framing and execution of the response to the question. Simple, coherent and solid answers, but mainly descriptive or narrative in approach. Relevant, but not extensive deployment of primary material in relation to the issues under discussion. Occasional tendency to derivativeness either by paraphrase or direct quotation of secondary sources. Some attempt to meet requirements for referencing and bibliography.
- 39-(Fail): Work inadequate for an MA or Diploma award. Poorly argued, written and presented. Conceptual confusion throughout, and demonstrates no knowledge of the critical / historiographical / theoretical field. Failure to address the issues raised by the question, derivative, very insubstantial or very poor or limited deployment of primary material.

SUPPLEMENTARY CREATIVE CRITERIA

DISTINCTION

70-100

Work in this category demonstrates compelling originality and confidence in handling of language and form. It should show a complete understanding of its chosen genre or medium and manifest a sustained willingness to experiment within that genre or medium so that the formal possibilities of expression are extended and transformed beyond mere engagement with content. Voice, register, pace, the position of the “speaking” poet or narrator, the sense of the work’s contract with the reader – all should be perfectly understood and absorbed within the fabric of the submission. It will evince not just a mature and striking command of language, but a highly imaginative and sustained sensitivity to what, given the subject-matter, is most apt, in prose description, dialogue, verse form, lineation and/or sectional arrangement. Presentation, spelling and punctuation will also be near faultless.

MERIT

65-69

Work awarded a Merit will show evidence of originality and an emerging, rather than fully achieved, confidence in testing the limits of language and form. Its ambitions and voice may be compromised or dulled by some inconsistencies in tone, pace, narrative positioning and development. The chosen genre or medium will be mostly well handled, though not “made new”. There will be passages of good writing, with apt and often striking use of metaphor and observation which may not, however, be fully integrated with their surroundings. The higher end of this category will apply to submissions with a mature sense of imaginative direction and expressive possibility. The lower end will contain portfolios with a less convincing ability to identify and resolve formal and technical problems.

PASS

50-64

Work which is adequate but not markedly original in its expressiveness, its handling of the chosen genre or medium, or its imaginative vision. Typically there will be inspired moments in the portfolio and some evidence of technical ability, but there will be frequent structural lapses and a generally unconvincing grasp of how to shape material. In the mid- to high-50s the command of language will be mostly secure, though rarely remarkable. In the lower range, there will be a more than incidental appearance of grammatical error, cliché and developmental contrivance. This category may also include some portfolios which are potentially interesting but hastily assembled and confusingly presented.

FAIL

49 and below

Work of a consistently poor quality, with a reduced understanding of form, little ambition and a pedestrian approach to language and structure. The tone will be insecure and the writing will feel contrived and routinely underimagined.

Failure and resubmission

To obtain the MA degree, candidates must earn pass marks in all their portfolios and in their Long Project. Boards of Examiners are not permitted to condone and/or compensate failure in a module.

The maximum pass mark on re-examination/reassessment is 50. Boards of Examiners, following a procedure detailed in paragraph 3(f) of the Requirements, have the discretion to grant a resit/reassessment as first attempt in situations where there are extenuating medical or personal circumstances.

Students on taught postgraduate courses are normally allowed to remedy failure in up to (and including) 1/2 of the total credits awarded in the taught element of the course.

Students failing their dissertation/project with a mark of >30 will be permitted to remedy failure. Students obtaining a mark of 30 or less in the dissertation/project carrying a credit weighting of more than 60 credits will only be permitted to submit a re-worked dissertation/project for examination against different learning outcomes, the achievement of which would enable them to be considered for the award of a Postgraduate Diploma.

Where a student fails an assessment as a result of penalties for late submission, the student should normally be required to undertake a new assessment, dissertation or project (i.e. not revise/resubmit the same assessment). Where reassessment of work failed because of penalties for late submission is not practicable, the fail mark should stand and the matter considered by the relevant Board of Examiners.

The right to remedy failure resulting from a finding of cheating under University regulations shall be determined by the Head of Department, the Investigating Committee of the Senate or the Board of Examiners as appropriate.

Board of Examiners

The Board of Examiners is made up of academic staff and external examiners and normally meets once per year, in October. It is chaired by the Head of Department. The task of the Board is to review all student marks and confirm or revise them as required. The Board awards the MA degree and the MA with distinction, subject to the approval of Senate. The decisions of the Board are public and normally made available at the end of the day on which it meets.

Guidance on Extenuating/Mitigating Circumstances

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw your department's attention to them and ask for them to be considered in mitigation of poor performance. 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.

The University is aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstances to those outside one's family. This is not the case in the prevailing UK culture and you should be aware that your department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible.

If you feel inhibited talking to a tutor or other member of staff in the first instance, you may also consider talking to a member of your SSLC, the Students' Union, the University Senior Tutor or a member of staff in Student Support for initial, informal advice.

However, in order for your circumstances to be considered as mitigating by your department, they must be conveyed formally to someone in your department (a tutor, the Director of Graduate/Undergraduate Studies, a course/module convenor, for instance). 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.

Appeal

The University regards appeal as a very serious matter and has an effective method of dealing with appeals. If you feel there has been some injustice regarding the awarding of your degree, you should immediately speak to your personal tutor, the MA Convenor, or the Head of Department. You may also wish to speak to a Student Union representative. If you wish to launch a formal appeal against the decision of the Board, you should consult the detailed regulations governing appeal. These are found <http://www2.warwick.ac.uk/services/academicoffice/examinations/appeals>

Please note the following:

- The University has no mechanism for students wishing to appeal against the award of specific marks. In other words, disagreeing with a mark is not deemed by the University as valid grounds for appeal.
- It is only possible to make an appeal on the grounds that proper procedures have not been followed by the Board in reaching its decision, or if there is new information pertinent to the case that was not available to the Board at the time it reached its decision.
- Appeals are considered not by the department involved but by academic staff drawn from different departments.
- If you are not satisfied with the way the University has dealt with your appeal, you may appeal to the Office of the Independent Adjudicator – <http://www.oiahe.org.uk/>
- The ombudsman will only investigate where there is a *prima facie* case to be answered. The decision of the ombudsman is final.
- If you wish to make a complaint about any aspect of your course, you should do so via the University's complaint's procedure (outlined in the section below 'Student Support'), which is distinct from the Appeals procedure.

Data Protection Policy

For more information on the University's policy please visit <http://www2.warwick.ac.uk/services/legalservices/dataprotection>.

MA IN WRITING TIMETABLE 2014-2015

While the Foundation Modules (Research for Writing AND EN910 OR EN994) are compulsory, students may choose their own combination of options.

Unfortunately, it may not be possible for students to take their first choice options in every case, and we may need to make changes to the programme in the event of unforeseen circumstances.

MODULES – you will be asked to give 1st and 2nd choices for your option modules, as upper and lower limits may be placed on numbers.

***Please note (from page 5):** These are the modules as mentioned on page 5. Part-time students: You will submit your work on one of two dates from these modules on 9 Feb or 18 May. Full-time students must submit on each of these dates for their Autumn Term modules. The same process goes for the Spring and Summer Term deadlines.

AUTUMN TERM	Time and Place	Tutor	Module
Monday	10-1 Writer's Room	Tim Leach	EN910 WARWICK FICTION WORKSHOP I
Tuesday			
Wednesday	4.00-7.00 pm Writer's Room	David Vann	EN910 WARWICK FICTION WORKSHOP I
	1.00-3.00PM Writer's Room	Kate Williams/Rochelle Sibley	RESEARCH FOR WRITING (WEEKS 5-9)
Thursday	4.00-7.00 pm Room G03	David Vann	EN994 NON FICTION WORKSHOP
	1:30-2:30pm Writer's Room	Various speakers/tutors	Warwick Thursdays!
Friday	12-2pm Room G03	Leila Rasheed	EN978 WRITING FOR CHILDREN AND YOUNG PEOPLE

Con't

SPRING TERM	Time and Place	Tutor	Module
Monday	10-1pm Writer's Room	Sarah Moss/Tim Leach	EN906 FICTION WORKSHOP II
Tuesday	11-1 Writer's Room	Jonathan Skinner	EN991 ECOPOETICS
	1.00-3.00 Writer's Room	Tim Leach/Andrew Williams	EN981 WRITING ABOUT HUMAN RIGHTS & INJUSTICE
	3-5pm Writer's Room	Jonathan Skinner	EN908 WRITING POETRY
	4-6pm H542 (Humanities)	Chantal Wright	EN9A5 THE PRACTICE OF LITERARY TRANSLATION (must submit translation piece. See webpage for details.)
Wednesday	10-1PM G03	Sarah Moss/Tim Leach	EN906 FICTION WORKSHOP II
	11.00-1.00 Room to be confirmed in September.	Michael Hulse	CROSSING BORDERS
	5.00-7.00pm Writer's Room	Ian Sansom	EN996 SEVEN BASIC PLOTS
Thursday	1:30-2:30pm Writer's Room	Various speakers/tutors	Warwick Thursdays!

Summer Term

There may be occasional workshops that will be publicised as and when they are set up and agreed. LitBiz continues in Term 3 on Thursdays at 1:30 so do try to make these as it's a great opportunity in Term 3 to meet up with your fellow students to talk about your work before you submit in September!

M.A. MODULES IN ENGLISH DEPARTMENT 2014-15
DRAFT TIMETABLE (From the MA in English Handbook)

While the Foundation Module is compulsory students may choose particular pathways and their own combination of options. Unfortunately, it may not be possible for students to take their first choice options in every case, and we almost always need to make changes in the programme to adjust to unforeseen circumstances, so PLEASE CHECK the website towards the end of September for a more final timetable. Students who are hoping to combine work with study should let the Graduate Secretary know if significant changes to the timetable will affect their availability and she will try to accommodate this (it may not be possible but we will do our best). If students from outside the department wish to take one of the English modules they should inform the English Graduate Secretary as well as your own Graduate Secretary by the Wednesday of week 1.

MODULES

You will be asked to give 1st and 2nd choices for your option modules, as upper and lower limits will be placed on numbers.

Autumn Term			
Monday	1.00-3.00	Ross Forman	LITERATURE OF THE ASIAN DIASPORA
	4.00-6.00	Graeme Macdonald	PETROFICTION
Tuesday	5.00-7.00	Teresa Grant	DRAMA & PERFORMANCE THEORY
	11.00-1.00	Chantal Wright	TRANSLATION STUDIES IN THEORY & PRACTICE
	2.00-4.00	Kate Astbury (French)	INTRODUCTION TO PAN ROMANTICISMS
Wednesday	4.00-6.00	Tony Howard	BRITISH DRAMATISTS
	10.00-12.00	Elizabeth Clarke	SHAKESPEARE & HIS SISTER
	3.00-5.00	Stephen Shapiro	WORLD LITERATURE & WORLD LITERARY SYSTEMS
	3.00-5.00	John Fletcher	FREUD'S METAPSYCHOLOGY
	5.00-7.00	Rashmi Varma	FEMINIST LITERARY THEORY
Thursday	4.00-6.00	Christopher Campbell/ Michael Niblett	THE CARIBBEAN: LITERATURE & GLOBAL MODERNITY
Friday	12.00-2.00	Christian Smith	SHAKESPEARE IN HISTORY
Spring Term			
Monday	10.00-12.00	Paul Prescott	REVIEWING SHAKESPEARE
	5.00-7.00	Teresa Grant	DEVELOPMENT OF ENGLISH DRAMA 1558-1659
Tuesday	11.00-1.00	Chantal Wright	LITERARY TRANSLATION & CREATIVE (re-) WRITING IN A GLOBAL CONTEXT
Wednesday	10.00-12.00	Gemma Goodman	SEXUAL GEOGRAPHIES
	11.00-1.00	Christina Britzolakis	POETICS OF URBAN MODERNISM
	4.00-6.00	Rashmi Varma	POSTCOLONIAL THEORY
	4.00-6.00	Carol Rutter	SHAKESPEARE IN PERFORMANCE
Thursday	11.00-1.00	Stephen Ross	TOPICS IN AMERICAN POETRY
	11.00-1.00	Tara Puri	VICTORIAN MATERIALITIES
	4.00-6.00	Christopher Campbell/ Michael Niblett	THE CARIBBEAN: READING THE WORLD ECOLOGY
Friday			

(FORMAT FOR COVER SHEET FOR ALL ASSESSED WORK for the MA in Writing)

THE UNIVERSITY OF WARWICK

Department of English & Comparative Studies: Warwick Writing Programme

MA in Writing

Module Title _____

Module Tutor _____

TITLE OF PORTFOLIO OR ESSAY _____

STUDENT'S NAME: _____

DATE: _____

Further Important University Information

Warwick Student Community Statement

The University of Warwick exists as a community of students and staff who share common goals in promoting world leading education and research. Warwick is an independent, international and cosmopolitan body that is committed to seeking solutions to major global problems and serving both the local and global community. Core Warwick values include commitments to equality, diversity, excellence in all areas of research and learning, an ambitious and entrepreneurial attitude, an openness to rational inquiry with intellectual integrity, and accessibility to students from all backgrounds at all stages of their learning. Ours is a highly cosmopolitan and diverse community in which different perspectives are essential to the generation of ideas. It is an environment in which the ability to voice those ideas is a core value and in which staff and students should operate with mutual respect and with the confidence that equality of opportunity is accessed by all.

Warwick, as an institution and with the full involvement of the Warwick Students' Union (SU), aspires to involve students in the best possible experience they could have whilst studying at Warwick. This Student Community Statement sets out the mutual aspirations and expectations of members of the University in fostering this high quality experience and enhancing the vibrant, welcoming, and yet challenging, Warwick community to which we all belong.

Professor Nigel Thrift
Vice-Chancellor and President

Nick Swain
President, Warwick Students' Union

University Calendar:

Please use [this link](#) to access information on the following:

- Regulation 23: Student Disciplinary Offences
- Regulation 31: Regulations governing the use of University Computing Facilities
- Regulation 36: Regulations Governing Student Registration, Attendance and Progress
- Regulation 37: Regulations Governing Taught Postgraduate Courses
- Requirements for Taught Postgraduate Awards
(<http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pqt>)

If the hyperlink isn't working, please use this link:

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

Smoking Policy

The University of Warwick is a smoke-free campus. Please go to the following link for details on the university's smoking policy:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

Campus Contacts

Accommodation	024 76523772	accommodation@warwick.ac.uk
Careers Service (appointments)	024 76575508	careers@warwick.ac.uk
Careers Service (enquiries)	024 76524748	careers@warwick.ac.uk
Chaplaincy	024 7652 3519	s.m.hope@warwick.ac.uk
Counselling & Support Services	024 76523761	counselling@warwick.ac.uk
Disability Services	024 76150641	disability@warwick.ac.uk
Health Centre	024 76524888	http://www.uwhc.org.uk/
Mental Health Co-ordinators	024 76150226	mentalhealth@warwick.ac.uk
Nightline	024 76417668/024 76522199	nightline@sunion.warwick.ac.uk
Senior Tutor's Office	024 7652 2761	seniortutor@warwick.ac.uk
Sports Centre	02476 523011/024 76523039	fitness@warwick.ac.uk
Student Funding	024 76150096	studentfunding@warwick.ac.uk
Students' Union Reception	024 76572777	enquiries@warwicksu.com
Students' Union Advice/Welfare	024 76572824	enquiries@warwicksu.com
Students' Union		
Ticket Enquiries	024 76572794	enquiries@warwicksu.com
Unitemps	024 76528118	unitemps@warwick.ac.uk

IT Services

The University's Information and Technology Services department can be contacted in a number of ways and has a very comprehensive guide to IT on the Internet. If you have any queries or need any assistance with any IT related subject either contact the IT Services Help Desk on 024 76573737, access their online information at: <http://www2.warwick.ac.uk/services/its/service-support/> or visit the Drop-in Centre, which is located on the first floor of the Library and is open between 9am and 5.30pm Monday to Friday.

Masters Skills Programme

Use the Masters Skills Programme to develop your academic, personal and professional development skills, improve your marks, impress potential employers, and network with other Warwick students. Stand out from the crowd: identify, develop and know how to articulate what you have to offer. Learn at your own pace, where, when and how you want to. Just choose which parts of the programme suit you best. The MSP is free and available to all masters students at Warwick. For more information please visit <http://www2.warwick.ac.uk/services/scs/skills/msp/>.

CONFIDENTIAL

PERSONAL SICKNESS CERTIFICATE (SC2)

PLEASE USE BLOCK LETTERS

1 PERSONAL DETAILS

Surname:
First Name(s).....
Course:
Year of Study.....University Student Number

2 NATURE OF ABSENCE

Please indicate the nature of absence because of illness to which this certificate relates:

Assessment other than

Formal Written
Examinations.....

Attendance at Compulsory
Classes.....

Other
Absence.....

Please also specify where appropriate:

§ the title(s) of the assessment(s) missed or for which an extension to the
submission deadline is sought:

.....
.....
.....

§ the title(s) and date(s) of any classes from which you have been absent:

.....
.....
.....

3 PERIOD OF SICKNESS

From: (First day of sickness)
To: (Last day of sickness if known)

4 DETAILS OF SICKNESS/INJURY

I was unfit to attend University for the following reason(s):

.....
.....
.....

5 DECLARATION

I declare that the information given above is factually correct.

Signature: Date