Department of History

Guide for First Year Student

2016/2017
Welcome
It is a great pleasure to welcome you to the Warwick History Department. Below you will find some useful information to assist you as you begin your studies at Warwick. (If you are a joint-honours or part-time student, please also refer to the information provided by the partner department).

What happens now?
Information on what you need to do now can be found on the admissions website. Once you have enrolled and registered with IT services you will receive a University e-mail address. From now on this will be the only e-mail address the University will use to correspond with you so please make sure you get into the habit of checking this regularly so that you do not miss any vital information.

Departmental Induction Meetings
Induction meetings for all History undergraduates are held throughout the first week of the autumn term. We will inform you of the dates, times and venues for this closer to the start of term. Please ensure that you check your e-mails on a regular basis so that you do not miss any important information.

Undergraduate Webpages & Handbook
A great deal of information is available on the Department's undergraduate webpages and in the department handbook. These webpages are constantly updated, and will prove a valuable source of information throughout your studies. Please familiarise yourself with the information and resources available from these.

Term Dates
2016/2017
Autumn Term Monday 3 October 2016 – Saturday 10 December 2016
Spring Term Monday 9 January 2017 – Saturday 18 March 2017
Summer Term Monday 24 April 2017 – Saturday 1 July 2017
Finding the History Offices and Staff Members

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

The office of the History Undergraduate Co-Ordinators are Jennifer Spalding ([Historyoffice@warwick.ac.uk](mailto:Historyoffice@warwick.ac.uk)) for Single Honours Students and Valerie Melling ([Historyoffice@warwick.ac.uk](mailto:Historyoffice@warwick.ac.uk)) for all CAS, Joint honours and Part-Time Students.

Term time office hours are 9.00 am to 4.00pm Monday to Thursday & 9.00am to 3.00pm Friday.

The office is not open at bank holidays or weekends.

Personal Tutors

Each student is assigned a Personal Tutor for the year at the start of term. Tutors’ names and office hours are posted on each door. If your Personal Tutor is unable to answer a query about your programme of study, please contact the Director of Undergraduate Studies, Professor Christoph Mick (C.Mick@warwick.ac.uk).

Personal tutors will be available to see tutees early in week 1, so please check for the name and available times of your personal tutor at the start of term to be certain of meeting up.

Your personal tutor can also help you troubleshoot difficulties as they arise during the term, and can do this most effectively if they have met you in advance.

We encourage students to see their personal tutors during the first week of term, and once per term thereafter, either by appointment or in normal office hours, but you are not restricted to termly meetings.

Module Selection Process (for single-honours History students only).

During the first week of term you will be required to complete the module nomination process. Details of this how to do this will be provided during the first week of term. Please note the deadline dates for this and follow the instructions carefully. Once you receive confirmation of your modules you will need to register for your 'option selections' (you will find that you are already registered for your 'core modules') and methods of assessment via the University e-MR system. The system can be accessed via [Start.Warwick.ac.uk](http://Start.Warwick.ac.uk). You will be able to find full instructions on how to complete the on-line registration process [here](#). For single-honours History students the choice of Pathway and the nomination and allocation of option modules is one of the most important aspects to the start of your studies at Warwick.

Please ensure that you read carefully the 'Pathway and Module Nominations' webpage giving greater detail on the process and links to the online module nomination forms.
Tabula

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

Students are able to use Tabula to

- View their student profile and Personal Tutor details.
- See which seminars groups they are assigned to.
- View assignments, deadlines, submit work and apply for extensions.
- View their weekly timetable.
- View essay & exam feedback.
- See their attendance details and monitoring points.

As soon as you have completed the module registration process you will be able to view your timetable in your profile.

SEMINAR GROUPS

You will be automatically allocated to seminars groups for your core modules and must only attend the groups that they have been allocated to. Students may select their own seminar groups for all optional modules. Requests to swap will only be considered in cases of a timetable clash, and must be requested within the first two weeks of term. Students who have a timetable clash should email their requests to change groups to the Undergraduate Coordinators who will allocate you to another group. (Historyoffice@warwick.ac.uk)

Please note that module conveners reserve the right to move students between groups.

Further information on Tabula can be found at: http://www2.warwick.ac.uk/services/its/servicessupport/web/tabula/guides/student/.
Assessment & Submission

You are required to submit an electronic copy of your essays via the Tabula system for all courses.

Hard copies of essays should only be handed if requested by your module tutor.

The following submission dates apply for the 2016/17 academic year.

Making of the Modern World (MMW).

- First short essay: 12 noon, Thursday, Week 5, Term 1
- Second short essay: 12 noon, Thursday, Week 5, Term 2
- Group Presentations: Spring Term (as informed by your Seminar Tutor)

Making History

- Assignment 1: 12 noon, Wednesday, Week 8 Term 1
- Assignment 2: 12 noon, Wednesday, Week 8, Term 2
- Assignment 3: 12 noon, Wednesday, Week 10, Term 2
- Digital Project: 12 noon, Wednesday, Week 6, Term 3

First-Year History Options

- Essay Plan: 12 noon, Monday, Week 7, Term 1
- Short essay: 12 noon, Monday, Week 1 Term 2
- Long essay: 12 noon, Monday, Week 3, Term 3

First-Year CAS Options

AM101 Latin American History

- Essay Plan: Term 1, Monday week 4 by 12 noon
Examinations (apart from Language exams) take place in weeks 4-9 of the summer term. Further information regarding essay, length, submission dates, extension policies and much more can be found on the assessment section of the History website http://www2.warwick.ac.uk/fac/arts/history/students/assessment/.

### Plagiarism/Cheating

Training in issues surrounding plagiarism and poor scholarly practice is offered in the first year modules Making of the Modern World (via an online training module: http://www.warwick.ac.uk/services/elearning/plato/) and Making History (via an Academic Writing workshop). 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 mean to identify plagiarism in students' assessed and non-assessed work. This also highlights cases of self plagiarism.

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

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

**Attendance**

Attendance at seminars is a compulsory part of the programme. You will learn much more, and perform at a higher level, if you attend seminars and classes (as well as lectures) regularly. If you are unable to attend a seminar or language class due to illness, please email or telephone the tutor in advance to say so. Registers are taken at every seminar and recorded in Tabula. Seminar tutors and module convenors report on attendance regularly. If your attendance record is poor, you may be assigned additional penalty work via University Regulation 13.1 to compensate for these absences.
If personal, medical or psychological problems affect your attendance, it is essential that you speak to your personal tutor and/or module tutors about this problem and obtain and submit to the Department a written note from a professional confirming your condition. We do not invoke Regulation 13.1 in such cases (if we have an acceptable note in hand), and aim wherever possible not to need to invoke it at all!

**Attendance Monitoring**

The department is required by the University to monitor your attendance and engagement with your course. This is done through the year via a system of Monitoring Points. These points will include statutory meetings with your tutors, attendance at seminars and submission of assessed work.

This monitoring allows the Department to identify early any students who might be experiencing difficulty and offer the appropriate levels of support.

Full information on how each course and year of study are specifically monitored by the department can be found in the Department Handbook.

[http://www2.warwick.ac.uk/fac/arts/history/students/handbooks](http://www2.warwick.ac.uk/fac/arts/history/students/handbooks)

**Stress**

Stress is an inevitable part of your transition from school to university, and stress management is one of the most essential skills you can acquire this year at Warwick. A few key tips for reducing stress are as follows:

**Know your tutors:** if you run into difficulties either with your studies or your adjustment to university, you will find it much easier to ask for help from your tutors if you have already met them for a chat and (for module tutors) if they recognise you from lectures and/or seminars. Invest at the beginning of term in these meetings, and draw down on this investment as needed as the year goes on. Never respond to problems by absenting yourself from seminars. This makes the problem worse, not better, and makes it that much harder for us to help you.

**Know your fellow students:** you will be much happier if you get to know other students on your modules, in your programme (for example, through participation in the SSLC and/or History Society), and through clubs, volunteering opportunities and
Isolation increases stress, so it is wise to work at the start of term on ways of meeting like-minded students.

**Know your requirements and deadlines:** make yourself a composite written schedule of lecture times, seminar and class times, and deadlines for registration, presentations, group projects, essays and exams. A written schedule that shows you what needs to be done during the term will help you to organise yourself. It may be a bit daunting at first, but once it is all down in front of you, you can start to chip away at the work and get through it on time;

**Know your resources:** understanding where the Library, the Learning Grid and the Teaching Grid are (and how they work) will make preparing for seminars much easier. Lynn Wright ([Lynn.Wright@warwick.ac.uk](mailto:Lynn.Wright@warwick.ac.uk)), the History Subject Librarian, is very helpful and responds to email as well as meeting with students when needed. Similarly, understanding how to access electronic resources (journal articles, digital collections, etc.) will simplify and improve your preparation for essays and exams.

The University also has a Counselling Centre and a Disability Office which may have key resources for you. Five hours spent now familiarising yourself with these key facilities will save you much more time later on in the term, and help you to resolve any issues that do arise more rapidly.

**Study Support & Examination Arrangement.**

If you have a disability, disabling medical condition or specific learning difficulty, or suspect you may have a specific learning difficult (e.g. dyslexia or dyspraxia) that will affect your day to day studies and/or examinations you are encouraged to make an appointment with the University Disability Services as soon as possible. The team will assess your needs and suggest reasonable adjustments to facilitate study & examination arrangement as necessary. Further information can be found at [www.warwick.ac.uk/disability](http://www.warwick.ac.uk/disability).

**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%. In some circumstances, a student that narrowly fails one of their first-year modules may be transferred to a Pass Degree at the discretion of the Arts Faculty First Year Board of Examiners (FYBOE).
All module marks will appear in your Tabula profile and can also be seen on your HEAR (Higher Education Achievement Records). Further information on what is included in the HEAR statement can be found at: [http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/hear/hearcontent/](http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/hear/hearcontent/).

**Finally**

We sincerely hope that you enjoy your time in the Warwick History Department. If you are not enjoying your chosen modules and performing well, staff will work with you to try to address your problems. Do not hesitate to ask for help; your tutors have not only a great deal of experience with student problems but have also all ourselves been students for extended periods. We are here not only because we like history as a discipline, but because we like working with historians in the making. We are a friendly department, albeit a frantically busy one, and this is a quality that should be of benefit to you throughout your course of study.