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1. Welcome / Welcome Back

This is the Department's Student Handbook for 2017-18. This is a mixture of regulations, guidance, and helpful advice to ensure that you get the best degree you can in your time at Warwick. If you have further questions, please do ask any of us for help, especially your Personal Tutor. All the rules, requirements, and deadlines for assessed and examination work set out here are designed to create a level field for all students to do their best. It is not intended to replace information on University regulations available online (https://www2.warwick.ac.uk/services/gov/calendar) but to pick out some of the common issues. Our job is to help you realise your opportunities and talents. Yours is to work productively, keep in contact and attend classes, and enjoy your courses. All of the information in this booklet is given in good faith, believed to be correct at the time of publication, October 2017. Any significant changes to the practices and procedures detailed in this handbook will be notified to students by email and the electronic copy of the handbook available from the English and Comparative Literary Studies website will be updated accordingly.

2. Introduction

The purpose of this handbook is

i) To provide new students with a useful guide to how the Department of English and Comparative Literary Studies functions

ii) To provide existing students with a point of reference on topics that often become relevant in your second and final years.

3. Departmental contact detail

a. Telephone: 024 7657 4638 or 024 7652 3323.
b. Email: UGEnglish@warwick.ac.uk
c. Post: Department of English and Comparative Literary Studies, Humanities Building, University of Warwick, CV4 7AL
d. Location: the department is located on the 5th floor of the Humanities Building. For any queries, please come to the departmental office, room H5.06. The majority of our teaching rooms are located in the Humanities Building, but seminars are also conducted in Millburn House (where the Writing Programme is based) and in other buildings around the central campus.

You can find campus maps on the Warwick website to help guide you in your first weeks on campus. The Humanities building can be found on the Central Campus map: http://www2.warwick.ac.uk/about/visiting/maps/campusmap/

e. Emergencies: please contact the University Security Team on 024 7652 2222 or 22222 from a campus phone.
f. Contacting students: the department uses a number of methods to communicate with students but email is the department’s preferred method. You will have been given a Warwick University email address when you registered at the University and this is the email address that you should use when contacting your tutors and the Undergraduate Office. The Department’s website is at: http://www2.warwick.ac.uk/fac/arts/english
g. Procedures for notifying students of cancelled lectures, seminars: every effort is made by the department to adhere to the published timetable. Occasionally, sessions may have to be moved due to staff illness or other unforeseen circumstances. In the event of a cancelled seminar, your module tutor will notify you by email and will inform you of arrangements for rescheduling.

h. Information about departmental IT support systems: the Department uses Tabula as an attendance, seminar and coursework management tool. You will be submitting your coursework via this system. You can find information on getting started with Tabula on the IT Services website here: http://www2.warwick.ac.uk/services/its/servicessupport/web/tabula/guides/student/

IT Services also offers assistance with their supported software and hardware equipment. For all issues regarding Tabula, desktops or any other IT problems, contact IT Services directly on x73737 while on campus or 024 765 73737 off campus. You can also e-mail the IT Services Help Desk on helpdesk@warwick.ac.uk, and there is a Drop in Centre on the first floor of the Library: https://www2.warwick.ac.uk/services/its/servicessupport/servicedesk/

Moodle is also used by some tutors, for example, providing learning materials, and they will provide you with information about how to access this.

Kate Courage is the Academic Support Librarian for the department. Please contact Kate at kate.courage@warwick.ac.uk if you have suggestions for book acquisitions or other library-related requests. She is also available for research support, by appointment. You may also ask for help locating material in the Main Library at the Help Desk, located on the left as you enter the Library itself on the first floor.

4. Staff details (academic and administrative)

a. Office hours: all academic staff have office hours – please see their profile pages or noticeboards outside their doors for details.

b. For all staff contact details, modules taught and research interests: please see staff profile pages https://www2.warwick.ac.uk/fac/arts/english/people/

5. Roles within the department

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Professor Maureen Freely</td>
<td><a href="mailto:Maureen.Freely@warwick.ac.uk">Maureen.Freely@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Director of Undergraduate Studies (First Years)</td>
<td>Dr John West</td>
<td><a href="mailto:J.West.1@warwick.ac.uk">J.West.1@warwick.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drop in during office hours (H541) or email for an appointment.</td>
</tr>
<tr>
<td>Director of the Warwick Writing Programme</td>
<td>Professor David Morley</td>
<td><a href="mailto:David.Morley@warwick.ac.uk">David.Morley@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Joint Degree Liaison (English and Theatre)</td>
<td>Dr Matthew Franks</td>
<td><a href="mailto:M.Franks@warwick.ac.uk">M.Franks@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Director of Undergraduate Studies (Honours)</td>
<td>Dr Paul Botley</td>
<td><a href="mailto:Paul.Botley@warwick.ac.uk">Paul.Botley@warwick.ac.uk</a></td>
</tr>
</tbody>
</table>
Senior Tutor

Professor Emma Mason

Emma.Mason@warwick.ac.uk

Drop in during office hours H525 or email for an appointment.

Undergraduate Programmes Officers

Sally Wallace - Mon/Tues
Rachel Oelman - Wed/Thurs/Fri
Anthony Maude (Warwick Writing Programme) - Mon/Tues/Wed/Thurs

UGEnglish@warwick.ac.uk

H506 Opening Hours:
Mon – Thurs 10.00 – 12.00 & 14.00 – 16.00
Fri – 10.00 – 12.00 & 14.00 – 15.00

Academic Administrator

Heather Pilbin

H.S.Pilbin@warwick.ac.uk

Senior Department Administrator

Alison Lough

A.lough@warwick.ac.uk

Department Secretary & PA to Head of Department

Amanda Dougill

A.dougill@warwick.ac.uk

The Directors of Undergraduate Studies (DUGS) deal with requests for extensions to assessed essay deadlines, applying for consideration under the mitigating circumstances procedures, queries on how to withdraw temporarily or permanently from your course and how to change your degree course. The DUGS page is at http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/dus

The Senior Tutor is responsible for the Personal Tutor system and can provide advice, support and guidance to students if their personal tutor is unavailable or they wish to speak to an alternative member of staff.

a. Details of Module Convenors can be found on the individual module webpages http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/

b. Departmental concerns and complaints:

It is important for students to engage proactively with their teaching and learning as well as their wider community experience. You are encouraged to provide feedback (both compliments and concerns) so that, where possible, services can be improved. If you have a concern or complaint, please endeavour to raise it as soon as possible with the most appropriate member of staff in your academic department or the relevant service or administrative department. If you are not able to find a resolution yourself or do not know who to go to, please do seek advice via the range of services available to help you (e.g. your Personal Tutor and/or your Student Staff Liaison Committee representative within your academic department or Student Support Services (including Disability Services), the Senior Tutor, or the Students’ Union Advice Centre).
Should your issue or concern not be resolved through available methods for you to provide feedback, the University has a clear three-stage Student Complaints Resolution Pathway. Further information, advice and guidance is available on the following University webpage:
http://www2.warwick.ac.uk/services/gov/complaintsandfeedback
https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints

For advice in case of grievances with the department, you can contact University Dean of Students’ Office
https://www2.warwick.ac.uk/services/dean-of-students-office and/or
SU Advice Centre https://www.warwicksu.com/advice/

6. Information for the first weeks at the University
   a. University Enrolment information and Induction activities – information can be found at: http://warwick.ac.uk/welcometowarwick
      English Department Induction information can be found at: http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/firstundergraduateyearinfo/
   b. Students’ Union: please see information about facilities and events: http://warwicksu.com/

7. Data protection information
   The University will process any personal data in accordance with the Data Protection Act 1998 and any associated regulations, for the purposes of performing its obligations and exercising its rights under these terms and conditions. Full information on the University’s Data Protection policy can be found here: https://www2.warwick.ac.uk/services/vco/exec/registrar/legalservices/dataprotection

   Under Data Protection legislation any academic committee is prohibited from discussing a student’s personal details without consent so you must complete and sign the form if you want your case to be considered by the Committee.

   The University will keep your full student record for six years after the end of the academic year in which you graduate from, other otherwise leave the University. After six years, the University will retain only the data necessary to identify you and confirm the dates you studied at the University, the degree and classification you were awarded and a transcript of your marks. All other personal data on your student record will be disposed of in a secure manner.

8. Mobile phone policy
   Mobile phones should be switched to silent for lectures and seminar classes to minimise disruption to your fellow students and tutor. Use of mobile phones, laptops, tablets and other electronic devices, unless for the express use of taking notes or making a presentation, is not allowed in seminar classes. Your seminar tutor may ask you to leave the seminar and mark you down as absent without excuse if you abuse this privilege.

9. Recording of Lectures
   Please note: students are not allowed to record lectures or seminars unless given express permission by the lecturer or seminar tutor. If you need to do this for study
support reasons, you should contact Disability Services in the first instance who may make this recommendation to the department for you.

University policy on recording lectures
https://www2.warwick.ac.uk/services/aro/dar/quality/recordinglectures/

10. Attendance requirements and monitoring

a. Monitoring attendance – monitoring points and implications of missing monitoring points for all students and visa holders in particular

As a student, you are responsible for managing your own learning by attending lectures, seminars, supervisory sessions and regular meetings with your Personal Tutor, by doing the necessary reading and preparation for classes and by completing assessment tasks on time.

To help us to gauge how successfully you are engaging with your course, identify any problems which you may be experiencing and offer support to help you, the department has a number of check points (monitoring points) throughout the year. If you miss any of the points, this might indicate that you are having problems with the course and need additional support. Your student profile record on Tabula will be updated at the end of each term to show that you have met (or not met) each monitoring point during the term.

Please see Appendix A at the end of this handbook for a full list of monitoring points and further information regarding the consequences of missing them.

For additional information, please see:
https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress

International students should be particularly aware of the consequences of missing contact points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.

b. Rules for keeping in contact with the department and reporting absence

Absence from classes: Seminar group attendance is compulsory and a register is taken at each meeting. If you miss a seminar through illness or for any other reason, you must contact the seminar tutor (usually by email) with an explanation. The tutor may ask you to provide a medical note, please see below. You must contact the seminar tutor for EACH occasion of absence.

If the reasons for your absence are likely to affect your academic work you should also seek advice from your Personal Tutor, and may wish to fill in a Mitigating Circumstances form
https://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/undergraduatehandbookonlineintroduction/handbookonline/mitigatingcircumstances

Please note though that: Submitting a Mitigating Circumstances form does not mean you no longer need to inform your seminar tutors of absence. You must still contact your seminar tutor each time you are absent. If you do not, it will be recorded as an unauthorised absence and could affect your attendance record. Please see Monitoring Points information.
Absence through Illness: if your illness lasts seven days or less, you should provide a Personal Sickness Certificate (SC2) Form to the English Office: https://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/undergraduatehandbookonlineintroduction/handbookonline/selfcertificationform

If your illness causes absence of more than seven consecutive days from prescribed classes you should, in accordance with University rules, provide a doctor’s certificate. Please see the University Sickness Absence Policy for further information.

11. Guidance re. requesting references from lecturers for job/internship/placement applications

It is essential that all reference requests are made directly to the member of staff from you wish to be your referee. All requests must be made directly to your prospective referee via their Warwick e-mail account or in person. There is no guarantee a reference will be written if you have not contacted your prospective referee in advance.

12. Transcripts/Degree Certificates/HEAR

Undergraduate students at all stages of study may access their Higher Education Achievement Report (HEAR). This serves as a cumulative, formative record until you graduate, at which stage it is finalised and becomes your formal, official record of study, including module marks and degree classification (and replaces the student transcript). https://www2.warwick.ac.uk/services/academicoffice/examinations/records/hear_higher_education_achievement_report

Course information

13. Information on additional course costs (and guidance on how to limit those)

Undergraduate students are expected to purchase their own copies of the primary texts for the course, though the department tries to make a considerable amount of material available as part of course-packs. It is estimated that students may spend £150 per year of study on books. Undergraduate students can obtain most required secondary texts from the University Library. Theatre trips are offered to students on some modules; in many cases the costs are covered or subsidised. None are compulsory, but could amount to £30 per year.

14. Course Regulations

a. Core/optional modules by year of study, credits and module selection: please see the following links:

English Literature Q300 Degree Structure: https://www2.warwick.ac.uk/fac/arts/english/applying/undergraduate/courses/q300/

English Literature and Creative Writing Degree Structure: https://www2.warwick.ac.uk/fac/arts/english/applying/undergraduate/courses/qw38/

English and Theatre Studies Degree Structure: https://www2.warwick.ac.uk/fac/arts/english/applying/undergraduate/courses/qw34/
b. Prerequisites: some honours level modules have prerequisites – please see module web pages for details.

c. Guidance on optional module selection:

In term 3 of your first year, you will be given information regarding optional modules for your second year. Details of the available modules both within and outside of the English department will be published online.

If you are studying English Literature you will receive information about the four pathways available within the degree in term 3. You may wish to meet with your personal tutor to discuss which pathway you should follow in your Honours level years that is best suited to your own interests and intellectual progression. For further information about each of the pathways and the modules available within them, please see the link below. You will be asked to select your preferred modules for your second year.

You are allowed to take level one modules in the Language Centre in Year Two so long as they are ‘accelerated’ language modules (for example, LL141 Spanish Beginners Accelerated). Other level one modules must be discussed with your personal tutor AND the module’s department BEFORE applying.

For information on module options for both second and final years, please see http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/optionsmarket/

The English Office allocates students to modules taking into account the preferences indicated and informs students of the modules they have been given during term 3. Please note that all allocations are provisional until they are confirmed at the start of the next academic year.

d. Required total credits to be taken by year of study: 120 credits in each of years 1, 2 and 3 respectively, please see: https://www2.warwick.ac.uk/services/ar/quality/categories/examinations/conventions/ug13

e. Credit weightings by years of study towards final degree classification: Year 1: 0%, Year 2: 50%, Year 3: 50%

f. Specific requirements for award of sub-qualifications or exit awards: for information about the circumstances which Pass Degrees are awarded, please see: https://www2.warwick.ac.uk/services/ar/quality/categories/examinations/conventions/ug13

15. Modules

a. Guidance re unusual options: please see http://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/modules/optionsmarket/ for information about options that can be taken in external departments such as the Institute for Advanced Teaching and Learning (IATL)

b. Study hours: information about lecture and seminar times can be found on module web pages. There is normally one 50 minute lecture given per week for each first year module, and a one hour seminar. Honours level modules may have a lecture/seminar format, or be taught through seminars only. There also may be additional classes such as the Academic Writing Programme in Year 1. The University guidance on study hours can be found at:
16. Timetable

a. Term dates

**Autumn Term** Monday 2 October 2017 – Saturday 9 December 2017

**Spring Term** Monday 8 January 2018 – Saturday 17 March 2018

**Summer Term** Monday 23 April 2018 – Saturday 30 June 2018

b. Reading weeks

Weeks 6 of the Autumn Term and Spring Term are ‘Reading Weeks’. These are set aside for private study to enable you to reflect on your learning from the first half of the term and to prepare for the second half of the term.

c. Tabula timetable

Your timetable will be available via Tabula. All First Year module seminars will start in Week 2 of Term 1 - please note that lectures begin in week 1.

For Honours Level Modules, lectures and seminars begin in Week 1 of the first term (unless advised otherwise on the module webpage). Remember that lectures have a set time and cannot be changed. Year 1 students will be allocated to seminar groups for each module; your personal timetable will show you when and where the seminar group is scheduled to meet. Honours level students will have an opportunity to sign up to seminar groups after module registration. If you wish to change your seminar group, you must contact the English Office - not the seminar tutor - to see if space is available in your preferred time/group.

d. Assessment submission deadlines

A spreadsheet of essay deadlines over the academic year is published each year on our web site and available from the English Office. Essays must be submitted electronically via [e-submission](#) through Tabula system - ensure you keep an email of the receipt for your records. Your Tabula profile contains details of all your individual assignments and deadlines.

Essays must be submitted electronically using Tabula by 12 noon on the stipulated deadline.

e. Return of feedback deadlines

The department aims to provide feedback via Tabula to students 20 working days after submission. You should arrange a convenient time with your tutor to discuss your feedback if required. The department does not return examination scripts to students. However, tutors can provide you with written feedback if you request it. Please see the University’s policy on the timing of the return of feedback to students: 

[https://www2.warwick.ac.uk/services/arо/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness](https://www2.warwick.ac.uk/services/arо/dar/quality/categories/examinations/assessmentstrat/assessment/timeliness)

17. Examinations and Assessment

a. Assessment conventions:

[http://www2.warwick.ac.uk/services/arо/dar/quality/categories/examinations/conventions/](http://www2.warwick.ac.uk/services/arо/dar/quality/categories/examinations/conventions/)
b. Marking criteria
All Honours level essays are sample moderated. This means the marker will choose 25% (at random across class marks) of the essays they have marked to be passed to a moderator. All Honours level exams are moderated. This means every exam will have two members of academic staff looking at your exam and agreeing a mark.

Your work will be marked using the University’s 20 point marking scale. This scale has 20 mark (or grade) points on it; each of which falls into one of the five classes of performance which correspond to the overall degree classification. The University uses these classes of performance for all of its undergraduate modules. For further information and the English department marking guidance, please see: https://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/undergraduatehandbookonlineintroduction/handbookonline/markingscales

All Honours marks are provisional until they are approved by the Final Year Examination Board and may be subject to change.

c. Cheating and plagiarism
There are strict University rules about plagiarism (failure to acknowledge passages quoted from critics or from any other source, or passing off someone else's thoughts or writings as being your own), and you should consult the full regulations carefully before embarking on your essay work. Detailed information on plagiarism: http://www2.warwick.ac.uk/services/its/servicessupport/academictechnology/teaching/plagiarism http://www2.warwick.ac.uk/services/ldc/resource/eguides/plagiarism Regulations on cheating: http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/

d. Extension requests
Extensions to assessed work deadlines may be granted in exceptional circumstances such as ill health and/ or incapacitating personal issues which are beyond your control and which are making it impossible to complete assessments. Unacceptable reasons for extensions include extra-curricular or elective activities, job interviews, work outside university, clashing deadlines and scheduling difficulties, computer issues, family plans, relationship issues, and non-medical reports of stress or low mood. The rationale for the extension should be specific and the evidence supporting it should be recent. All extension requests must be made before the published deadline, and must be supported by third-party evidence - usually a doctor's letter. Extension requests received later than this will only be considered in exceptional circumstances. Requests for extensions should be made via Tabula (one for each assignment on each module site). You should state the reasons for your request and upload your supporting evidence (these are only accessible to the Senior Tutor, the Director of Undergraduate Studies, and the Undergraduate Programmes Officers). You may be invited to meet with your Director of Undergraduate Studies (DUGS) before a decision can be made, but if such a meeting is not deemed necessary by the DUGS you will receive an email to advise whether or not an extension has been granted.
The usual maximum length of extension the department will allow is 14 days, but most will be shorter - and you should give a rationale for the number of days requested on the form. Please note that because of Exam Boards and other end-of-year pressures of formalising marks, no extensions for any Honours undergraduates will be granted beyond the end of the fifth week of term 3.

e. Late submission policy

Essays must be submitted electronically using Tabula by 12 noon on the stipulated deadline (from 12:01 pm on the day they are due to 11:59 am the next day is counted as 1 day late).

5 marks per day will be deducted from late essays where an extension has not been granted.

Please take EXTREME CARE when submitting your essays to Tabula and ensure you upload the correct version of your essay. If incorrect essays are submitted, once the error has been discovered, we will delete the incorrect submission and contact you to arrange to re-submit the correct essay. Work that has been re-submitted following the earlier submission of an incorrect draft will incur a penalty of 5 marks per day from the original deadline or have its mark capped at 40% (whichever is the higher). If essays have not been received by the deadline, they will be deemed as being received late. Therefore, it is in your interest to ensure that you submit the correct essay as any error may not be discovered for some days.

Therefore, please take care when you submit your essays – do not leave until the last minute and double check all submissions!

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

Students should be aware that in accordance with departmental regulations they are required to retain electronic copies of all pieces of submitted assessed work until after the final exam board of their degree. Online university storage is available for this, and can be accessed at www.files.warwick.ac.uk

f. Departmental policies and guidance on writing essays and word count

Throughout your years in the Department you will be required to write a number of essays. Some of these will be un-assessed (or formative) essays which mean that any marks given for the work do not contribute to your final grade. However, most essays will be assessed (or summative) pieces of work, with marks counting towards your final grade. Both types of essay are important as they help you to develop your skills and improve your performance over the course. Formative essays are particularly critical in your first year and you should take every opportunity to hone your essay-writing skills before proceeding into Honours.

- Titles for essays are published six weeks before the submission deadline. Occasionally you may have more than one essay due on the same day and should organize your time accordingly to make sure you can submit on time.

- Use a computer to write your essay and use 12 point font. You must keep backup copies of your work until you graduate. Computer malfunction is not an acceptable reason for late submission.

- You are advised to write your essays using MLA conventions; if you choose another style format, please make sure you are consistent within the essay submitted.
All essays and dissertations must have a Bibliography or Works Cited. There should also be correct and full-referencing of sources as in-text citation, as footnotes or as endnotes. Footnotes, endnotes, works cited and bibliographies are not included in the word-length; quotations are included in the word-length.

Tutors will allow a discretionary 10% short-fall or extension of the word-length. However, a tutor will stop reading an essay once the 10% extension has been reached. However, please note that the penalties detailed below will be made in the following circumstances:

- 5 marks will be deducted for an essay 10-15% over/under the required word-count
- 10 marks will be deducted for an essay 15-50% over/under the required word-count
- 20 marks will be deducted for an essay more than 50% over/under the required word-count

g. Examinations

The examination period is in term 3, beginning in week 4 and finishes in week 9. The examination timetable is published at the beginning of term 3. Examination days run from Monday through to Saturday.

Most examinations will be invigilated unseen papers. A few modules, however, opt for a seen paper. Details of these will be given to you by the tutor. Seen exam papers will be available 21 days before the examination. Papers are posted at: http://www2.warwick.ac.uk/fac/arts/english/undergraduate/current/essay/exams or can be collected from the English Office during opening hours.

Please note: You may be penalised up to 20 marks from your overall exam mark if it is evident that you are in violation of the rubric of an exam paper.

For details of Materials Allowed in Examinations, please refer to the Regulation A, which can be found in the University’s Senate Examination and Degree Conventions at: http://www2.warwick.ac.uk/services/academicoffice/quality/categories/examinations/senateexamanddegreeconvs

Past examination papers are available at http://www2.warwick.ac.uk/services/exampapers on the University’s website.

University information about Examinations can be found at; http://www2.warwick.ac.uk/services/academicoffice/examinations

h. Departmental assessment strategy

The department offers a range of Honours modules and a variety of assessment methods. Some modules are 100% assessed by essay or extended project, some are assessed 100% by invigilated examination, and some are 50% assessment and 50% examination. Some modules use portfolios, logbooks, journals, commonplace books and online/digital projects as well as examinations and essays for assessment. Assessment methods for modules are approved in advance by University Committees, and staff members cannot change these over the course of an academic year.

The University Assessment Strategy information is at: https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrat
i. **Resit/remedying failure requirements**

Students in the English Department are required to complete all components of each module to pass. Information regarding the requirements of each module can be found on individual module websites. Where a module comprises more than one element of assessment, students must achieve a pass mark in each of the assessment elements in order to pass the module. If any individual element is not passed at the first attempt, the Board of Examiners will require the student to resit the failed element(s) only. Resit assessments and examination marks are capped at 40, but where a student has mitigating circumstances, they may be permitted to sit a failed assessment or examination as a first attempt, where the marks are not capped. University Regulation 36.2, "sets out general requirements and expectations in terms of progress, attendance and the completion of work. Full details of University Regulations and Conventions in relation to resits can be found in the following:

Regulation 12; Absence for Medical Reasons from a University Examination for First Degrees: [http://warwick.ac.uk/regulation12](http://warwick.ac.uk/regulation12)

Undergraduate Degree Classification Rules: [https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13](https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13)

Harmonised First Year Board of Examiners’ Conventions (including any approved exemptions and specific departmental requirements): [http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe](http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe)

a. **Undergraduate Progression Requirements for Intermediate Years of Study:**

[http://warwick.ac.uk/quality/categories/examinations/conventions/ugprogression09](http://warwick.ac.uk/quality/categories/examinations/conventions/ugprogression09)

b. **Board of Examiners procedures**

There are three Examination Boards, one each for first years, second years and finalists. The Examination Boards consider the performance of all students over the academic year and make a recommendation with regards to progression. The Finalist Examination Board recommends the final degree classification that should be conferred on each student.

**Results & Pass lists**

All pass lists will be posted in the foyer of University House after the meeting of the relevant Examination Board, as well as on the noticeboards in the department. If you do not want your name to appear on a pass list you can choose anonymity. You will need to notify the department of this wish in writing by the end of week 3 in term 3, by emailing UGEnglish@warwick.ac.uk. First and second year pass lists just indicate who is to proceed into the subsequent year. Finalist pass lists indicate degree classification but not individual marks. All students are expected to remain on campus until the end of term 3 in order to obtain their results.

Students’ individual breakdown of marks can be obtained from personal tutors either in person or by email. Results will not be revealed to friends or family. Please note that the English Office will NOT give out results verbally, by phone, or email. Results can also be viewed online via MyWarwick from mid-July.

You have the right of appeal against the decision of a final year Board of Examiners regarding the classification of degree awarded or a decision not to award a qualification. There are specific acceptable grounds for appeal. Please refer to the [University Policy on Academic Appeals](http://warwick.ac.uk).
Examination Regulations: please see Reg 10 Examination Regulations
https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/examregs

Mitigating/extenuating circumstances

If you need to inform us about Mitigating Circumstances please read the University Guidelines on Mitigating Circumstances:
https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/, then complete the on-line form below:

English Department Mitigating Circumstances Form:
https://www2.warwick.ac.uk/fac/arts/english/currentstudents/undergraduate/mitigatingcircumstances

If you require Special Examination Arrangements, please note that this is a different process to Mitigating Circumstances – you should discuss these with your personal tutor in the first instance, and see University Policy on Special Examination Arrangements for further information on how to apply:
https://www2.warwick.ac.uk/services/academicoffice/examinations/students/special_examination_arrangements

For advice and guidance on putting in place any on-going support arrangements for your studies, please contact Student Support and Wellbeing
https://www2.warwick.ac.uk/services/supportservices

Further information about this is below in the University Information sections e, f, I and m.

Students who wish to discuss their specific circumstances can also speak in confidence to their Personal Tutor, or the Director of Undergraduate Studies or the Senior Tutor.

Mitigating Circumstances are unforeseen events or circumstances which have a significant negative impact on your ability to successfully complete, or study effectively in preparation for, summative assessment tasks such as essays, written or oral examinations, assessed presentations or assessed laboratory work. If you want any such events or circumstances to be considered by the relevant Board of Examiners you are required to communicate formally (normally in writing) with your Department about them. Please note that while it is acknowledged that cultural attitudes to the disclosure of personal information may vary, students are expected to fully disclose all matters they wish to have taken into consideration by the Board of Examiners.

If you are unsure whether something that has happened to you, or to someone close to you, is eligible to be considered as a Mitigating Circumstance, it is likely to be eligible if it was unforeseeable or beyond your control and if it also had a significant impact on your ability to prepare for or complete the assessment in question. If you are in any doubt about whether something that has happened to you or someone close to you is eligible for consideration then you should consult your Personal Tutor or Wellbeing Support Services or one of the advisers at the Students’ Union Advice Centre. Even if the event or circumstance is not eligible for consideration in this way it may nevertheless be something for which you should seek support and the tables below indicate, in their final column, where to go to access that support.

Mitigating Circumstances can never result in the changing of marks for individual modules or assessments, however, they may affect your overall degree classification. For further
information on the possible effects of your Mitigating Circumstances claim being accepted, see *Mitigating Circumstances Process and Procedures* online at: [https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/](https://warwick.ac.uk/quality/categories/examinations/policies/u_mitigatingcircumstances/).

The two tables below provide more detailed guidance on, and examples of, types of circumstance which are normally considered eligible (Table 1) and types which are not normally eligible (Table 2). If you think you do have an eligible Mitigating Circumstance you should complete and submit a Declaration Form to your Department and submit it as soon as possible after the circumstance arises along with appropriate supporting documentation of the sort outlined in the ‘Supporting Documentation’ column of Table 1. The University recognises that it may be difficult to obtain supporting documentation in a timely fashion, however, you should still register the circumstance pending supply of supporting documentation.

**Table 1: Circumstances normally eligible for consideration**

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples</th>
<th>Supporting Documentation</th>
<th>Sources of support you can access</th>
</tr>
</thead>
</table>
| Serious illness or accident of the student (physical or mental health) | Illness, accident or severe trauma at the time of an assessment, or during preparation for it earlier in the academic year. It should be a serious illness or an unanticipated deterioration in an ongoing illness or chronic medical condition. It can also be an assault of which the student is victim. | Doctor’s note or letter confirming the illness or accident and attesting to its impact on the student.* If you are a victim of an assault, you should provide a crime number or Police report. | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• SU Advice Centre |
| Bereavement of someone close to the student | Bereavement at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close. | Copy of the death certificate and evidence of closeness (e.g. statement from Personal Tutor, Wellbeing Support Services or counsellor*). | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• University Counselling Service  
• SU Advice Centre |
| Serious illness or accident of someone close to the student (mental or physical health) | Issue arising at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren if it can be demonstrated that the relationship was close. | Doctor’s note or letter confirming the illness or accident* and statement by Personal Tutor or Wellbeing Support Services attesting to closeness and impact on the student. | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• University Counselling Service  
• SU Advice Centre |
| Abrupt change in personal circumstances of the student or other serious unforeseen event | Divorce; fire or burglary; the requirement to appear in Court at or near the time of the relevant assessment; acute accommodation issues; serious and unforeseeable transport disruptions (for example road closure due to fatal road traffic accident). | Statement by Personal Tutor or Wellbeing Support Services and/or copies of relevant documentation (e.g. Court summons). | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• University Counselling Service  
• SU Advice Centre |
|---------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|
| Significant change in employment circumstances beyond control of student affected | For part-time students only. | Copy of letter from employer and statement attesting to impact on student by Personal Tutor or Wellbeing Support Services. | • Personal Tutor  
• Wellbeing Support Services  
• SU Advice Centre |
| Diagnosis of Specific Learning Difference | Only eligible when diagnosis is obtained too late for reasonable adjustments to be made by way of Special Exam Arrangements or in other ways. | Copy of diagnosis letter and confirmation from Department that it was submitted too late for reasonable adjustments to be made in other ways. | • Personal Tutor  
• Wellbeing Support Services  
• Disability Services  
• SU Advice Centre |
| Deterioration of a permanent condition you have already told us about (physical or mental health) | Where this permanent condition has already been adequately adjusted for through Special Exam arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance. | Copy of letter from Disability Services, Student Support, GP or consultant or counsellor.* | • Personal Tutor  
• Wellbeing Support Services  
• Disability Services  
• SU Advice Centre |
| Bullying, harassment, victimisation, assault or threatening behaviour | Only eligible if student is victim or alleged victim. | Report from Personal Tutor or Student Support Services Copies of emails or screenshots from social media platforms or other communications or | • Personal Tutor  
• SU Advice Centre  
• Wellbeing Support Services  
• campus police |

* Where your Mitigating Circumstances relate to physical or mental health conditions or issues for which you have sought support you should provide documentation from a medical practitioner or a practitioner who is registered with an appropriate professional body such as the British Association for Counselling and Psychotherapy, the UK Council for Psychotherapy, the British Psychological Society, or an appropriately qualified Student Support professional. Medical practitioners in the UK should be members of a recognised professional body such as the General Medical Council, Nursing and Midwifery Council, General Chiropractic Council, General Dental Council, General Optical Council, General Osteopathic Council, General Pharmaceutical Council, Health Professions Council or Pharmaceutical Society of Northern Ireland. If you have sought medical attention abroad the certificator must be licensed
to practise in the country in question. If the letter or note is in a language other than English you must provide both a copy of the original note and a certified translation into English. The University may seek to verify the accuracy of the translation provided.

Table 2: Circumstances not normally eligible for consideration

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples</th>
<th>Sources of support</th>
</tr>
</thead>
</table>
| A permanent condition which you have already told us about unless you can provide appropriate evidence that there has been a worsening of your condition during the assessment period (see Table 1). | An ongoing mental or physical health condition, or Specific Learning Difference or disability. You should tell the University, (Disability Services) and your Personal Tutor about any disability, Specific Learning Difference, or ongoing mental or physical health condition as soon as possible in your University career so that appropriate adjustments can be made to support you. If in doubt speak to your Personal Tutor. | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• Disability Services  
• SU Advice Centre |
| Minor illnesses or ailments                       | Aches and pains, colds, sore throats and coughs where these are not symptoms of a more serious medical condition. However, if you feel that your ailments are impacting on your ability to study you should seek medical attention and notify your Personal Tutor. | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• SU Advice Centre |
| Examination stress and worry                      | Exams and other University assessments are tests of your performance and inevitably involve a certain amount of stress. Having feelings of stress or worry at such times does not necessarily mean you are unwell or have an eligible Mitigating Circumstance. However, if you experience a more acute form of anxiety (a ‘panic attack’ or ‘anxiety attack’) it may be eligible and you should seek medical or professional attention, as well as notify your Personal Tutor. | • GP or hospital  
• Wellbeing Support Services (Mental Health and Wellbeing Team, in particular Wellbeing Drop-in)  
• Student Careers and Skills  
• Personal Tutor  
• University Library  
• SU Advice Centre |
| Computer, printer or other IT failure             | Failure to keep adequate back-ups; computer ‘crash’. However, theft of computer equipment may be eligible if you have reported it to the police and can provide a crime number. | • Personal Tutor  
• IT Services |
| Pressure of academic workload                     | Essay deadlines falling on the same day or in close proximity. However, this may be eligible as an aggravating factor if you also have a diagnosis of a relevant medical condition (see Table 1, above). | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• SU Advice Centre |
| Non-academic activities and foreseeable events    | Holidays, weddings, rites of passage ceremonies whether religious or secular, sporting fixtures or training in preparation for them and other similarly foreseeable events. |                                                                                                          |
| Temporary self-induced conditions | Hangovers; ill-effects from the use of recreational or performance-enhancing drugs, whether legal (e.g. caffeine, energy drinks) or illegal. If in doubt please consult one of the sources of support in the box immediately to the right. | • GP or hospital  
• Personal Tutor  
• Wellbeing Support Services  
• SU Advice Centre |

18. Pastoral Care and Support

a. Additional academic support

The English Department runs an Academic writing programme for first year students (for both students based in English and students on joint degrees not based in English) [Link](https://www2.warwick.ac.uk/fac/arts/english/writingprog/academicwriting/english/https://www2.warwick.ac.uk/fac/arts/english/writingprog/academicwriting/englishjointdegreeup provision/)

The Royal Literary Fund Fellow, Catherine O’Flynn is also available to provide advice and guidance during the year: [Link](https://www2.warwick.ac.uk/fac/arts/english/writingprog/academicwriting/rlf_fellowss_about)

Second year students, please also see the University’s Year 2 toolkit: [Link](https://www2.warwick.ac.uk/services/skills/help/year2_toolkit/)

Information for international students on language support can be found at: [Link](https://www2.warwick.ac.uk/fac/soc/al/study/learn-english/in-sessiona/)

b. Personal tutoring system

Your personal tutor is a member of academic staff who is your first port of call for any academic and non-academic issues you experience during your degree.

Your personal tutor will often, though not always change from year to year, and sometimes within the year (if your personal tutor has a term of research leave, for example). You can check who your personal tutor is on your TABULA profile. You are encouraged to meet with your personal tutor regularly, especially, but not only, if you have a specific issue that may need negotiation with the department. Your personal tutor may be consulted by administrative and academic staff on a number of matters regarding your progress. It is part of the Department’s Monitoring Student Attendance and Progression Policy that you meet with your personal tutor.

c. Support and Personal Development

Please see the Student Support and Wellbeing website at: [Link](http://warwick.ac.uk/supportservices)

If you suffer from any specific learning difficulties, such as dyslexia, it is very important that you inform your personal tutor and contact Disability Services
http://www2.warwick.ac.uk/services/tutors/disability in order to put in place support arrangements you may need. If the department is not made aware of any difficulties via this process, your tutors cannot take them into consideration when assessing your work.

Careers and Skills

There is a designated Senior Careers Consultant, Sue Johnstone, who has extensive experience working with students from University of Warwick. Sue can be contacted by email via careers@warwick.ac.uk. Student Careers and Skills is located on the ground floor of University House. See http://www2.warwick.ac.uk/about/visiting/maps/interactive/. Sue runs appointments in University House and may also be able to see you in the department. Appointments can be made online: https://myadvantage.warwick.ac.uk/

Your department also has a Student Careers and Skills representative and a Facebook page: https://www.facebook.com/WarwickEnglishCareers

19. Student engagement

a. Student Staff Liaison Committee (SSLC)

The SSLC is organised and chaired by students, but academic staff are members of the committee. The student chair and secretary are always invited to the department’s staff meeting to provide a report on the issues that have been discussed. This ensures that all the academic staff members are aware of the concerns and can discuss ways of addressing these, if it is appropriate. At the end of the year, the department’s SSLC writes an annual report which is sent to the Teaching Quality department of the University where it is considered alongside all the other reports, so that the University as a whole is informed of the issues that concern our students.

The SSLC will not discuss personal problems nor will it discuss complaints about individual members of staff.

Your SSLC representatives will tell you much more about the SSLC. There is an SSLC notice board located between rooms H536 and H538 in the English Department.

b. The Students’ Union SSLC page is at: https://www.warwicksu.com/sslc/

c. Feedback

The Department and the University give careful consideration to the views of the students and there are a number of ways that you can pass your views on to the academic staff, some of which preserve your anonymity. You can provide feedback through Module Evaluation which is carried out at the end of Term, you can take part in the Warwick Student Survey, National Student Survey, or you can email ugenglish@warwick.ac.uk.

Feedback from students contributes to the planning and monitoring of modules. You can make a direct impact on the way that modules are taught and organised by completing a module evaluation form. The feedback given by students is discussed by the department. This process can be completely anonymous, allowing you to be honest and fair in your feedback.

d. Complaints procedures
The Department adheres to the University's three stage Student Complaints Procedure:

- Stage 1: Frontline / Local Resolution
- Stage 2: Formal Departmental Investigation and Resolution
- Stage 3: Formal Institutional Review and Final Resolution

For Stage 1, you should contact the Director of Undergraduate Studies – in person or by email – to register your complaint. You can find full details of the Student Complaints Procedure on the main university website here: https://www2.warwick.ac.uk/services/feedbackcomplaints/students/complaints/

20. Joint degrees

a. Arrangements with partner departments: The joint English Literature and Creative Writing and English and Theatre Studies degrees are based in the English Department. Contacts details for Director of the Writing Programme and Joint Degree Liaison for English and Theatre are included in Section 5 ‘Roles within the Department’.

The Department participates in joint degrees with the Philosophy, Film and Television and Classics Departments, and School of Modern Languages and Culture. Information about all these degrees can be found on the relevant departmental webpages.

b. Guidance re. submission deadlines for joint degrees (where rules differ): students should consult the relevant department for submission deadlines for their modules.

21. University Handbook for students on collaborative courses: please see http://warwick.ac.uk/quality/categories/collaborative/collabhandbooks

22. Study abroad/placement learning:

Students following the department’s degree courses have the opportunity to convert to a four year variant of the course in which the third year is spent studying abroad at one of the University’s partner institutions in Europe, the U.S. or Asia.

During the year abroad, students continue to study along the path of their degree course and may choose to also study other courses not available at Warwick. Students are required to attain a pass standard in the work that they do whilst abroad, but the work does not count directly towards their overall Warwick degree classification. Students will continue to have the support of their Personal Tutor at Warwick whilst abroad.

Participating in the exchange requires students to pay ½ fees for their year abroad.

For further information on the intercalated year abroad, please refer to the following website: http://www2.warwick.ac.uk/fac/arts/english/undergraduate/current/calexchange/

General University-wide information about placements can be found at: http://warwick.ac.uk/quality/categories/placementlearning/

University Information

23. General information
24. All students
   a. Term dates: http://warwick.ac.uk/termdates
   b. Warwick Student Community Statement: http://warwick.ac.uk/wscs
   c. Study Hours Statement: http://warwick.ac.uk/quality/categories/studyhours/
   d. University Calendar: http://warwick.ac.uk/calendar/
      i. Regulation 10; Examination Regulations: http://warwick.ac.uk/regulation10
      ii. Regulation 11; Procedure to be Adopted in the Event of Suspected Cheating in a University Test: http://warwick.ac.uk/regulation11
      iii. Regulation 23; Student Disciplinary Offences: http://warwick.ac.uk/calendar/section2/regulations/disciplinary/
      iv. Regulation 31; Regulations governing the use of University Computing Facilities: http://warwick.ac.uk/regulation31
      v. Regulation 36; Regulations Governing Student Registration, Attendance and Progress: http://warwick.ac.uk/regulation36
   d. University Community Values and Expectations: http://warwick.ac.uk/studentbehaviour/

At Warwick, we value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact. We nurture intellectual challenge and rational, rigorous debate. We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment within which all members of our community can successfully learn, work, live and socialise. We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, equality and diversity, and mutual respect and consideration for the rights, safety and dignity of all.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick’s core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

   warwick.ac.uk/studentbehaviour/ What's Expected of Students at Warwick, which summarises key expectations for students and signposts to associated support
   warwick.ac.uk/equalops/ Equal Opportunities Statement, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential
   warwick.ac.uk/dignity/ Dignity at Warwick Policy, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying
   warwick.ac.uk/strategy/ University Strategy, which sets our vision as a world-class university and our values
   warwick.ac.uk/wscs/ Warwick Student Community Statement, which sets out aims for the University as well as for students
   warwick.ac.uk/calendar/ University Calendar, the main ‘rule book’ and includes ordinances and regulations which you need to be aware of, including
examinations, cheating, use of computing facilities and behaviour

Student Rights and Responsibilities, which provides quick and easy links to University regulations, policies and guidelines that govern what a student can expect from the University and what they need to adhere to as a student.

e. Feedback and Complaints
We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience.

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint (http://warwick.ac.uk/studentfeedbackandcomplaints/).

f. Health, Safety and Wellbeing Policy Statement:
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy

g. Equal Opportunities Statement (http://warwick.ac.uk/equalops)
“The promotion of Equality, Diversity and Inclusion concerns all of us and is the responsibility of all members of our community. It is expected that we will all contribute to ensuring that the University of Warwick continues to be a safe, welcoming and productive environment, where there is equality of opportunity, fostered in an environment of mutual respect and dignity.

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our work force and student body is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.”

h. Dignity at Warwick Policy: http://warwick.ac.uk/equalops/dignityatwarwick

i. Policy on Recording Lectures: http://warwick.ac.uk/quality/recordinglectures/

j. Smoking Policy:
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

k. Policy on the Timing of the Provision of Feedback to Students on Assessed Work:
http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness

l. Moderation guidance:
http://warwick.ac.uk/quality/categories/examinations/moderation
m. University assessment strategy:
http://warwick.ac.uk/quality/categories/examinations/assessmentstrategy

25. Undergraduate students

a. Regulation 8; Regulations for First Degrees:
http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe

b. Regulation 12; Absence for Medical Reasons from a University Examination for First Degrees: http://warwick.ac.uk/regulation12

c. Undergraduate Degree Classification Rules:
https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/ug13

d. Harmonised First Year Board of Examiners’ Conventions (including any approved exemptions and specific departmental requirements):
http://warwick.ac.uk/quality/categories/examinations/conventions/fyboe

e. Undergraduate Progression Requirements for Intermediate Years of Study:
http://warwick.ac.uk/quality/categories/examinations/conventions/ugprogression09

26. Learning resources and Student Support

a. Library

The Library has a designated Academic Support Librarian (ASL) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are planning courses or putting together course materials and module websites. They can give advice on the Talis Aspire Reading List software which can help you with acquiring resources and which improves the student experience by connecting them seamlessly to their reading material.

The ASLs work with academic colleagues to embed information skills throughout the curriculum, including the Student as Researcher programme.

They can also provide discipline-specific text about the Library for student handbooks. These include:

- General information about accessing and using the Library, various Learning Grids and the Modern Records Centre
- Information sources for your subject
- Developing information and research skills
- Sources of help and advice

Students can be directed to the Library website at: http://warwick.ac.uk/library for general information, and to subject web pages at: http://warwick.ac.uk/library/subjects/ for support in starting research in their subject area. Regular news and updates can be found via the Library’s homepage, FaceBook pages (@WarwickUniLibrary) and its Twitter account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run:
• The Learning Grid:
  (http://warwick.ac.uk/library/using/libspaces/learning_grid/)
• The Learning Grid Rootes:
  (http://warwick.ac.uk/library/using/libspaces/grid_rootes)
• The Learning Grid Leamington:
  (http://warwick.ac.uk/library/using/libspaces/grid_learmington)
• The BioMed Grid (for Biological Sciences and Medical students):
  (http://warwick.ac.uk/library/using/libspaces/biomed_grid)
• Wolfson Research Exchange (for all Warwick’s researchers):
  (http://warwick.ac.uk/library/using/libspaces/research-exchange)
• The Postgraduate Hub (for PG students):
  (http://warwick.ac.uk/pghub/postgraduate_hub):
• The Teaching Grid (for teaching staff):
  (http://warwick.ac.uk/services/library/using/libspaces/teaching-grid)
• Modern Records Centre:  (http://warwick.ac.uk/library/mrc)

More on the Library’s community engagement wellbeing services for students can be found at: https://warwick.ac.uk/library/students/study-happy/ or via Twitter at #StudyHappy.

b. Student Careers & Skills
The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 information, advice and guidance, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone. Student Careers & Skills can help students:

• Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations
• Understand what’s important to them, their values, strengths and career goals
• Recognise and develop the transferrable skills employers look for
• Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Each academic department has a designated Careers Consultant who can provide discipline-specific support for students and online careers. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions. Students can also be referred to the Careers & Skills website for more information (http://warwick.ac.uk/careers).

c. IT Services
IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-5.30pm) or email: helpdesk@warwick.ac.uk.

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at:
IT Services also produce information on acceptable use of University IT facilities for students and staff: http://warwick.ac.uk/regulation31.

A range of Help Desk Leaflets providing useful IT support information are available from: http://warwick.ac.uk/servicedesk/leaflets or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students and is provided to facilitate students to work more effectively with applications delivered by IT Services: http://warwick.ac.uk/its/services/support/training.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: http://warwick.ac.uk/its/services/support/networkservices/resnet/.

Other useful links:
MyWarwick at: http://warwick.ac.uk/students for links list to useful pages.
Start.Warwick at: http://start.warwick.ac.uk offers access to individual student records, module registration, etc.

d. Language Centre
The Language Centre (http://warwick.ac.uk/languagecentre) supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules and the facilities, resources and programmes to support students.

There are a number of choices available for acquiring a new foreign language or brushing up language skills:

i. Modules for credits on the academic programme
These can be taken as part of an undergraduate degree course, but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from: http://warwick.ac.uk/languagecentre/academic/

ii. Academic modules not for credit
The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. More information is available from: http://warwick.ac.uk/languagecentre/academic/fees/

iii. Lifelong Language Learning (LLL) Courses
A programme of language courses available to students, staff and the public from beginner through to advanced level. More information is
available from: http://warwick.ac.uk/languagecentre/lifelonglearning/.

Enrolment takes place on Wednesday, Thursday and Friday of week 1, with online enrolment for Lifelong Language Learning courses from mid-September, and consultation evenings for those unsure of their level.

The Language Centre is located on the ground floor of the Humanities Building and can be contacted by email: language.enquiries@warwick.ac.uk.

e. Wellbeing Support Services

Wellbeing Support Services (http://warwick.ac.uk/supportservices) offer a comprehensive support structure available to help with all kinds of different problems, including personal, physical and mental health; financial; problems connected with the law and University regulations; problems involving the provision of facilities for students with disabilities; or harassment of any sort.

Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations.

Support services available to students through the University and the Students’ Union comprise the following:

- Student Support (http://warwick.ac.uk/studentsupport)
- Dean of Students’ Office (http://warwick.ac.uk/services/tutors)
- Personal Tutoring System (http://warwick.ac.uk/personaltutors)
- Residential Life Team (http://warwick.ac.uk/residentiallife)
- Office for Global Engagement (http://warwick.ac.uk/services/ofge)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (http://warwick.ac.uk/disability)
- Mental Health & Wellbeing Team (http://warwick.ac.uk/mentalhealth)
- University Health Centre (http://www.uwhc.org.uk)
- Chaplaincy (http://warwick.ac.uk/chaplaincy)
- Students’ Union Advice Centre (https://www.warwicksu.com/advice/)
- Student Funding (http://warwick.ac.uk/academicoffice/funding/)
- Security Services (http://warwick.ac.uk/services/campus-security)

Wellbeing Support Services, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on: studentsupport@warwick.ac.uk

f. Student Support

The Deputy Director of Wellbeing Support and the Student Support Team work closely with the University Dean of Students to help students in times of need, and lead on the development of policy and practice in the area of student support across the University.

They advise students on non-academic issues, including personal or family problems, financial difficulties, accommodation problems, and situations where students are unsure who to go to or where to get help.

The Student Support Team provide support and pastoral care giving advice and practical help to students on a daily or more long term basis, and manage emergency and crisis situations which impact on students.
Student Support, located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on: studentsupport@warwick.ac.uk

https://www2.warwick.ac.uk/services/supportservices

g. University Dean of Students and Faculty Senior Tutors
The University Dean of Students works closely with Faculty Senior Tutors to help students in times of need by promoting the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and Senior Tutors.

The University Dean of Students has overall responsibility for the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students’ Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a personal tutor, course tutors or supervisors; and problems with termination of registration proceedings.

The Dean of Students’ Offices are located on the First Floor of the Social Sciences Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor (http://warwick.ac.uk/services/tutors/about/). The Dean of Students can be contacted on: SeniorTutor@warwick.ac.uk or telephone the Offices on 024 765 22761.

h. Personal Tutors
Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. They provide academic advice to personal tutees on their studies and personal development including feedback on academic progress and transition into university life. They also offer help and advice on other issues that impact students’ ability to study which may involve signposting students to Wellbeing Support Services for professional assistance.

Personal tutors are the first point of contact for help with concerns about academic progress, study problems, enquiries about course changes, general concerns about university life, and financial issues. All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your personal tutor may refer you to the Senior Tutor.

i. Residential Life Team
All students who have accommodation on campus have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University’s support network.

Resident Tutors are there to help with a wide range of matters including personal or family problems, feeling lonely or homesick, problems with
accommodation, and when students are not sure where to get help or who to talk to. Resident Tutors in students’ accommodation are their primary point of contact, if unavailable, students are advised to contact the Residential Life Team.

The Residential Life Team can be contacted via email: residentialteam@warwick.ac.uk or telephone 024 765 75570.

j. Office for Global Engagement (Immigration Team)
The Office for Global Engagement supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, Police registration, providing letters to prove student status for visa purposes, banking); and the International Student Experience (Welcome to Warwick programme and a programme of ongoing induction events, social events and trips for international students and their families, and the opportunity to take part in a HOST visit).

Further information: https://www2.warwick.ac.uk/study/international/

Immigration Advice for Students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner’s Code of Standard and Guidance. Students should be directed to the Immigration Team within the Office for Global Engagement (immigrationservice@warwick.ac.uk) or the Students’ Union Advice Centre (advice@warwicksu.com) in the first instance for immigration advice. It is also worth noting that changes in a student’s enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

The Office for Global Engagement is located on the first floor of University House Building (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 765 23706 or via: http://warwick.ac.uk/study/international/connect/contacts.

k. Counselling Service
The University Counselling Service provides an opportunity for all students at any level and at any time of study at the University of Warwick to access professional therapeutic counselling so that they may better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

Students may wish to visit the Counselling Service if they are suffering from depression or experiencing stress/anxiety; having problems with self/identity or interpersonal relationships; having issues from the past or present that may hinder their capacity to function: abuse, self-harm, eating disorders, loss. Counselling can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.
The University Counselling Service is located in Westwood House and can be contacted by telephone on 024 765 23761 or email: counselling@warwick.ac.uk.

I. Disability Services
Disability Services offer advice, guidance and support to students with specific learning differences/dyslexia; hearing and visual impairments; physical disabilities and mobility difficulties; social communication difficulties/ASD; unseen medical conditions; and any other disability that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aimed at enabling students to successfully complete their studies and have a positive experience of University life.

Disability Services can support students with reasonable adjustments and the Disabled Student Allowances (DSAs); NMH support such as mentoring or specialist study skills; information about accessible campus accommodation and assistive technology; and signposting students to other support services.

Disability Services are located on the ground floor of University House (office hours Monday to Friday, 8.30am-5pm) and can be contacted by telephone on 024 761 50641 or email: disability@warwick.ac.uk.

m. Mental Health and Wellbeing Team
The University Mental Health and Wellbeing Team provides advice, information and support to facilitate academic work and participation in University life. Their main aims are to promote mental health and wellbeing throughout the University; to identify support needs; to discuss strategies for managing mental health difficulties; to provide short-term or ongoing support, which may include mental health mentoring for students in receipt of Disabled Students Allowances; to provide information and, if needed, access to other services within the University and local mental health services.

Students should contact the Mental Health and Wellbeing Team if they are struggling to manage a mental health difficulty; if they, or other people, have become concerned about their mental health recently; and if they would like to discuss strategies which may help them to cope with university life.

As well as working institutionally to promote positive wellbeing, there is also an opportunity for students to attend wellbeing groups or to meet with a Wellbeing Advisor if they have concerns about their wellbeing or would like to make changes to their lifestyles in order to improve their wellbeing, e.g. healthy lifestyle, work life balance, managing stress, relationships with others, etc.

The University Mental Health and Wellbeing Team can be contacted by telephone on 024 765 75570 or email on: studentsupport@warwick.ac.uk.

n. University Health Centre
Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.
The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; and physiotherapy sessions. Students should visit the Health Centre if they require a consultation with a doctor or nurse, an emergency appointment, emergency contraception, vaccinations or advice on vaccinations, and sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: [www.nhs.uk](http://www.nhs.uk).

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

**o. Chaplaincy**

The Chaplaincy is the focus of Spiritual life on campus and provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can ‘learn to live well together’. Students of all faiths and none can come and find a friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues: stress, debt, relationships, loneliness, vocational issues, theological issues, and enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email: chaplaincy@warwick.ac.uk.

**p. Students’ Union Advice Centre**

The Students’ Union Advice Centre is an independent Warwick Students’ Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams; change of course; academic appeals and complaints; have a housing problem with their accommodation, on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties; or are simply not sure who to talk to or where to get help.

The Advice Centre is on the second floor of SU HQ (open Monday to Friday, 9am-3pm). It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email: advice@warwicksu.com.

**q. Student Funding**

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly by the University. The team can provide budgeting advice to help make students’ money go further and also administers University hardship funds.
Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

The Student Funding team is located on the ground floor of Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm) and can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk.

r. Security Services
The University Security Team works 24 hours a day to support the University’s overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors. The University also has a campus policeman who is located on the University campus, is available Monday to Friday (9am-5pm) and can be contacted by telephone on 024 765 22083 or email: security@warwick.ac.uk. For an emergency on campus phone 22222 or 024 765 22222 and in an emergency off-campus phone 999.

Students should call the security team about emergency response requirements: Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance: pastoral care, directions and facility support; outdoor event applications and entertainment support.

s. University Children’s Services
Some students, especially postgraduate or mature, may need information about child care provision on campus. Children of Warwick staff and students are eligible to attend the University Nursery (http://warwick.ac.uk/nursery). In recent years, holiday schemes and summer schemes have also been made available (http://warwick.ac.uk/services/childrensservices).

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

27. Academic Registrar’s Office
a. Academic Office: http://warwick.ac.uk/ao
b. Office for Global Engagement: http://warwick.ac.uk/services/ofge
c. Student Recruitment, Outreach and Admissions Service: http://warwick.ac.uk/aro/sroas
d. Student Careers and Skills: http://warwick.ac.uk/careers
e. Teaching Quality: http://warwick.ac.uk/quality
Appendix A

Monitoring Points

In order to ensure that students are actively engaging with, and progressing on, their course of study the Department of English & Comparative Literary Studies, in line with the revised University Good Practice Guide on Monitoring Student Attendance and Progress, the department has established a monitoring points scheme by which a student’s performance during the academic year will be assessed.

Where a student misses three of the “monitoring points” the Academic Office will write to the student and the department will receive a copy of this e-mail. The department is required to investigate with the student what problems they may be experiencing, to support their full engagement with the course and to explain the consequences of missing further monitoring points. Departments may decide that they wish to initiate such discussions before three “monitoring points” are missed. Where four "monitoring points" are missed, it is likely that a student's problems are such that they should be encouraged to seek advice and support from the Department or University Senior Tutor. Where a student misses five “monitoring points” it is likely that the student is at risk of imminent withdrawal or failure, so appropriate action should be taken immediately.

Where a student has missed six formal “monitoring points” in one academic year the Academic Office will notify the Director of Graduate/Undergraduate Studies that the student should be referred to the Continuation of Registration Committee as set out in University Regulation 36 - Governing Student registration, attendance and progress. The department will be given an opportunity to present any reasons why such a referral might not be appropriate. The department may wish to seek advice on this from their Faculty Board Secretary or the Academic Office. The Department will receive copies of correspondence sent to the student at this point.

Where a student has missed eight formal “monitoring points” in one academic year the Department or the Academic Registrar will need to invoke the process outlined in University Regulation 36 - Governing Student registration, attendance and progress.

For further information, please see:
http://www2.warwick.ac.uk/services/aroadar/quality/categories/attendance/what/

For further information regarding the process for Regulation 36, please see:
https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/

International students should be particularly aware of the consequences of missing contact points: the Academic Office is obliged to report to the Home Office UK Visas and Immigration (formerly the UK Border Agency) if any Tier 4 students have been found not to be engaging with and attending their degree course. This will normally lead to the curtailment of their visas.
The monitoring point scheme for undergraduate students is as follows and students are reminded that attendance at all lectures and seminars during the course of the term is compulsory.

The following scheme applies to all of the following students:
- Q300 English Literature students
- Q301 English Literature students with Intercalated Year
- QP36 English Literature & Creative Writing
- QP37 English Literature & Creative Writing with Intercalated Year
- QW34 English Literature & Theatre Studies
- QW35 English Literature & Theatre Studies with Intercalated Year

<table>
<thead>
<tr>
<th>Monitoring point</th>
<th>Description</th>
<th>Example of timing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 1 - Term 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Attendance at department/course induction sessions X 2</td>
<td>by end of week 1</td>
</tr>
<tr>
<td>2</td>
<td>Meeting with personal tutor</td>
<td>by end of week 3</td>
</tr>
<tr>
<td>3</td>
<td>Attendance at Academic Writing Session</td>
<td>by end of week 4</td>
</tr>
<tr>
<td>4-6</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Year 1 - Term 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-9</td>
<td>3 teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td>10</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Year 1 - Term 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Attendance at examinations OR submission of final piece of coursework (if no exams)</td>
<td>weeks 4-9</td>
</tr>
<tr>
<td><strong>Honours Year - Term 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Attendance at department/course induction session</td>
<td>by end of week 1</td>
</tr>
<tr>
<td>2</td>
<td>Meeting with personal tutor</td>
<td>by end of week 3</td>
</tr>
<tr>
<td>3-6</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Honours Year - Term 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-9</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td>10</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of week 10</td>
</tr>
</tbody>
</table>
### Honours Year - Term 3

| 11 | Attendance at an examination OR submission of final coursework (if no exams) | weeks 4-9 |

### Study Abroad (Intercalated Year – Year 3) – Q301, QP37, QW35

#### Study Abroad - Term 1

| 1  | Email contact with Personal Tutor | by end of week 1 |
| 2  | Registration of Study Abroad Module | by end of week 3 |
| 3  | Email contact with Personal Tutor | by end of week 4 |
| 4  | Email contact with Personal Tutor | by end of week 6 |
| 5  | Email contact with Personal Tutor | by end of week 8 |
| 6  | Email contact with Personal Tutor | by end of week 10 |

#### Study Abroad - Term 2

| 7  | Email contact with Personal Tutor | by end of week 2 |
| 8  | Email contact with Personal Tutor | by end of week 4 |
| 9  | Email contact with Personal Tutor | by end of week 6 |
| 10 | Email contact with Personal Tutor | by end of week 10 |

#### Study Abroad - Term 3

| 11 | Requested Final Year Modules | by end of week 3 |

### Visiting Exchange Students – Full Year and Part Year

<table>
<thead>
<tr>
<th>Monitoring point</th>
<th>Description</th>
<th>Example of timing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exchange Students (Full Year) - Term 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Attendance at department/course induction session</td>
<td>by end of week 1</td>
</tr>
<tr>
<td>2</td>
<td>Module registration on eMR</td>
<td>by end of week 3</td>
</tr>
<tr>
<td>3-5</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td>6</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Exchange Students (Full Year) - Term 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-9</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td>10</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Exchange Students (Full Year) - Term 3</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11 Attendance at an examination OR submission of final coursework (if no exams) weeks 4-9

<table>
<thead>
<tr>
<th>Monitoring point</th>
<th>Description</th>
<th>Example of timing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Visiting Exchange Students (1 term only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Module registration on eMR</td>
<td>by end of week 3</td>
</tr>
<tr>
<td>2-4</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of week 10</td>
</tr>
<tr>
<td>5</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of week 10</td>
</tr>
<tr>
<td><strong>Visiting Exchange Students (2 terms only)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Module registration on eMR</td>
<td>by end of term 1, week 3</td>
</tr>
<tr>
<td>2-4</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of term 1, week 10</td>
</tr>
<tr>
<td>5</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of term 1, week 10</td>
</tr>
<tr>
<td>6-8</td>
<td>Teaching sessions (attendance at any seminar during specific weeks)</td>
<td>by end of term 2, week 10</td>
</tr>
<tr>
<td>9</td>
<td>Submission of all required assessed work during the term</td>
<td>by end of term 2, week 10</td>
</tr>
</tbody>
</table>

A student who misses one or more of these points will be reported to the Academic Office, unless he or she has provided acceptable mitigating evidence to explain why the monitoring point was missed. Such evidence may include the submission of a satisfactory medical note or self-certification for illness lasting less than 1 week, an agreed extension to the deadline for a piece of assessed work, etc. Please see the Department's procedures in the 'Absence' section of the handbook.