

Information for students

This is a one-page summary of information for new and returning students.

School of English staff offices are in Castle House and Kennedy Hall on The Scores. Administrative Offices (Undergraduate and Postgraduate) are located in Castle House. Noticeboards are in Castle House — 1st and 2nd level noticeboards are located in the lower floor, 3rd and 4th level are in the entrance foyer. You should consult these regularly as tutors may use them to tell you what work to prepare for your next tutorial. Enrolment times will also be posted at

www.st-andrews.ac.uk/english

You must not enrol into a module until you have been advised into it.

Attendance

Attendance at all classes in the School is compulsory. Repeated and unjustified absences may lead to loss of Permission to Proceed.

Handbooks

Two essential handbooks are available on the web at —

www.st-andrews.ac.uk/english/undergraduates/

The first and more important of these is *The Handbook for Undergraduate Students*. *You must download it and read it thoroughly* or you may, in the case of late essays for example, incur severe and unexpected penalties. Not having read the Handbook is no defence against the charge of having failed to comply with any of the regulations that it contains. Pay special attention to the marking and grading scales, to the rules that govern essay submission, and to the sections on Missed Classes, Late Submission of Work, Permission to Proceed and Plagiarism. (This last is probably the most important section of all: the School pursues plagiarists vigorously. Major or repeat offenders may be prevented from entering, or may be removed from the Honours Class.) This handbook also lists important web addresses.

Also important is the *Essay Stylesheet & Guidelines*. Make sure that your essays comply with this document. Failure to do so may cost you marks.

Module Handbooks

Module handbooks are available on the web at the address below. Please ensure you download the appropriate handbook and read it thoroughly.

www.st-andrews.ac.uk/english/undergraduates/