



**SCHOOL OF ENGLISH**

**HANDBOOK  
FOR UNDERGRADUATE STUDENTS**

**Copies of this handbook and module handbooks are available electronically at**

<http://www.st-andrews.ac.uk/english>

**2009-2010**

## INTRODUCTION

The pages that follow provide all of our students with essential information about the School of English. It is vital that each student in the School is familiar with our procedures, so please read this document carefully and keep it for future reference. English at St Andrews is a literature-based degree. The preHonours modules at levels 1000 and 2000 are designed to equip students with a wide range of literary experience so that, if you enter Honours English you may make an informed choice among the range of modules on offer. To ensure an appropriate breadth of study, there are certain requirements stipulating some historical breadth among the topics studied at Honours, and there is a general progression from broader to more advanced, specialist study as students move from level 3000 to level 4000 modules. Please note that for various reasons modules may be temporarily withdrawn — plan your course of study carefully and well in advance of any deadlines.

By the time you graduate in English you will have developed a sense of independent critical thinking and judgement, you will be alert to the possibilities of expressive language, you will have developed both a broad, and in some areas, a deep knowledge of literature in English. The School of English has a motto: 'Scholarship, Criticism, Creativity'. We hope that as a reader and a writer you will have been given the opportunity to develop skills in each of these areas.

Sometimes it helps to reflect further on what it means to do an English degree. It helps, also, to realise the kinds of knowledge and skills that a degree in English provides. If you would like to read a little more about those, either for your own intellectual satisfaction or because you want to convince other people that an English degree is worthwhile, you might like to look at the 'benchmarking' statement which sets out a fuller description of the principles underpinning English degrees in UK universities. You can find that statement at:

<http://www.english.heacademy.ac.uk/explore/resources/benchmark/reference.php>

I hope that you will find the School of English at St Andrews a welcoming, satisfying and demanding community in which to study. Among the staff and students are highly distinguished critics, scholars and creative writers; most members of the School work in several literary/critical areas. We use a range of teaching techniques so that sometimes you may work in a small group, and sometimes in a larger one. Though a good deal of the study of English involves individual effort, group work should provide a sense of confirmation, fruitful disagreement, and community to complement the sometimes solitary business of reading and writing. If there are times when you feel you need to speak to a tutor individually, please make use of his or her office hour, normally announced by a notice on the tutor's door.

We aim to treat all students fairly and in an appropriate way, so it is important that you are fully aware of and abide by the rules set out in the following pages. Please note in particular the requirements for Honours entry (Section 2, para 13). Care has been taken in compiling this material, but in any case where School and University rulings conflict, University rulings have precedence.

I hope you enjoy your time in the School of English, and wish you good fortune with your studies.

Professor Lorna Hutson  
Head of School

## **CONTENTS**

### **Section One**

- 1. Teaching and administrative staff**
- 2. Staff names, e-mail and offices**
- 3. Staff: principal research and teaching interests**
- 4. Modules and co-ordinators**

### **Section Two**

- 1. Some useful electronic addresses**
- 2. Communication within the university**
- 3. Level descriptors**
- 4. Rubric violation**
- 5. Return of examination scripts**
- 6. Absence from classes or examinations**
- 7. Permission to Proceed**
- 8. Submission of essays**
- 9. Academic misconduct, plagiarism and academic fraud**
- 10. Extensions to essay deadlines**
- 11. Late submission of essays**
- 12. Appeals, complaints and discipline**
- 13. Honours entry**
- 14. General degree students and 3000-level modules**
- 15. Progression**
- 16. Degree classification**
- 17. Advising**
- 18. General Information:**

Feedback

Office hours for teaching staff

Staff-Student Consultative Committee

Electronic access to set texts

Tutorial times for sub-Honours students

Non-native speakers of English

Study abroad

Disabled students

Ethical approval

Deans' List

Stephen Boyd Common Room

## Section One

### 1. TEACHING AND ADMINISTRATIVE STAFF

<b>Head of School:</b>	Professor Lorna Hutson (english)
<b>Deputy Head of School:</b>	Professor Neil Rhodes (nppr)
<b>School Office:</b>	Room 22, Castle House
<b>School Office telephone number:</b>	(01334) 462666
<b>School e-mail:</b>	english@st-andrews.ac.uk
<b>School's web address:</b>	<a href="http://www.st-andrews.ac.uk/english">www.st-andrews.ac.uk/english</a>
<b>School Office Secretaries:</b>	Ms Jane Guttridge Mrs Laura Mackintosh Miss Samantha Dixon
<b>Postgraduate &amp; Research Secretary:</b>	Mrs Sandra McDevitt
<b>School's Postgraduate Office:</b>	Room 33, Castle House
<b>School's Postgraduate e-mail address:</b>	pgeng@st-andrews.ac.uk
<b>Audit Officer (and Data Protection):</b>	Dr M F Herbert (mfh1)
<b>Careers &amp; Employability Officer:</b>	Dr S J Lodge (sjl15)
<b>Director of Postgraduate Studies:</b>	Dr M R Purdie (rp6)
<b>Director of Research:</b>	Professor A D Murphy (adm6) Sem 1 Professor N P P Rhodes (nppr) Sem 2
<b>Director of Teaching &amp; Operations:</b>	Dr S C Manly (engdot) Semester 1 Dr C Rauer Semester 2
<b>Deputy Director of Teaching &amp; Operations</b>	Dr C Rauer (cr30)
<b>Disabilities Officer:</b>	Professor J Burnside (jb44) Semester 1 Ms M F Delahunt (md50) Semester 2
<b>Environmental Officer:</b>	Mr J D Byatt (jdb21)
<b>Examinations Officer:</b>	Dr A L Davis (ald3)
<b>Health &amp; Safety Officer:</b>	Dr C J MacLachlan (cjmm)
<b>Honours Adviser:</b>	Dr B A Murray (bam2)
<b>Assistant Honours Adviser:</b>	Dr E S Sutton (ess2)
<b>International Officer for students:</b>	Dr C Rauer (cr30) Semester 1 Dr M F Herbert (mfh1) Semester 2
<b>IT Support Officer:</b>	Mrs Natalia Biletska (nb321)
<b>Library Representative:</b>	Professor N P P Rhodes (nppr)
<b>Mature Students Officer:</b>	Ms K M Jamie (kj8) Semester 1 Mr D Paterson (dp31) Semester 2

## **2. Staff names, e-mail and offices**

### ***Head of School***

Professor Lorna Hutson (lmh10)	Room 204, Kennedy Hall, Second Floor
Professor John Burnside (jb44)	Room 002, Kennedy Hall, Ground Floor
Mr James Byatt (jdb21)	Room 201, Kennedy Hall, Second Floor
Professor Robert Crawford (rc4)	Room 41, Castle House, Top Floor
Dr Guy Cuthbertson (gwjc)	Room 006, Kennedy Hall, Ground Floor
Dr Alex Davis (ald3)	Room 004, Kennedy Hall, Ground Floor
Ms Meaghan Delahunt (md50)	Room 12, Castle House, Basement
Dr Michael Herbert (mfh1)	Room 21, Castle House, Entrance Floor
Ms Kathleen Jamie (kj8)	Room 304, Kennedy Hall, Top Floor
Dr Ian Johnson (irj)	Room 302, Kennedy Hall, Top Floor
Dr Chris Jones (csj2)	Room 205, Kennedy Hall, Second Floor
Dr Tom Jones (tej1) – on leave	Room 206, Kennedy Hall, Second Floor
Dr Sara Lodge (sjl15)	Room 301, Kennedy Hall, Top Floor
Dr Christopher MacLachlan (cjmm)	Room 101, Kennedy Hall, First Floor
Mr Phillip Mallett (pvm)	Room 31, Castle House, First Floor
Dr Susan Manly (sm32/engdot)	Room 40, Castle House, Top Floor
Professor Andrew Murphy (adm6)	Room 14, Castle House, Basement
Dr Barbara Murray (bam2)	Room 23, Castle House, Entrance Floor
Dr Philip Parry (php)	Room 005, Kennedy Hall, Ground Floor
Mr Don Paterson (dp31)	Room 203, Kennedy Hall, Second Floor
Professor Gill Plain (gp3)	Room 32, Castle House, First Floor
Dr Rhiannon Purdie (rp6)	Room 10, Castle House, Basement
Dr Christine Rauer (cr30)	Room 305, Kennedy Hall, Top Floor
Professor Neil Rhodes (nppr)	Room 16, Castle House, Basement
Professor Nicholas Roe (nhr)	Room 42, Castle House, Top Floor
Professor Susan Sellers (scs2)	6b, The Quad
Dr Jane Stabler (js102)	Room 20, Castle House, Ground Floor
Dr Emma Sutton (ess2)	Room 303, Kennedy Hall, Top Floor
Dr Allan Westphall (afw10)	Room 206, Kennedy Hall, Second Floor

### ***IT Officer***

Mrs Natalia Biletska (nb321)	Room 11, Castle House, Lower Floor (Mondays and Tuesdays)
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### ***Honorary Professors***

Professor Michael Alexander	
Professor Douglas Dunn	
Professor Kay Redfield Jamison (Johns Hopkins)	
Professor Paul Muldoon (Princeton and Oxford)	
Professor Marina Warner (Sorbonne)	

### ***Honorary Senior Lecturers***

Mr Anthony Ashe

Dr Meg Bateman (Sabhal Mor Ostaig)

Mr Thomas Duncan

### ***Honorary Lecturers***

Mrs Honora Bartlett

Dr Deborah Harris

### ***Honorary Research Fellows***

Dr Ian Blyth

Dr Margaret Connolly

Dr Gordon Kendal

## **3. STAFF: PRINCIPAL RESEARCH AND TEACHING INTERESTS**

- Burnside, J.P.** BA Cambridgeshire College of Arts and Technology, FRSL: creative writing; American literature; poetry and philosophy.
- Byatt, J.D.** BA Wolverhampton, MA, PhD (end 2009) Warwick: Twentieth Century and Contemporary Literature (especially British since 1960), Media Theory, Critical Theory.
- Crawford, R.** MA Glasgow, DPhil Oxford, FRSE, FEA: modern Scottish literature; T S Eliot; contemporary poetry; aspects of American and Australian literature; creative writing.
- Cuthbertson, G.W.J.** MA St Andrews, MPhil Oxford, DPhil Oxford: Victorian, Modern and Contemporary Literature; especially Edwardians, Georgians and World War I.
- Davis, A.L.** BA Oxford, MA PhD London: sixteenth- and seventeenth-century literature and culture.
- Delahunt, M.F.** creative writing (esp. fiction)
- Dillon, S.J.** MA Cantab, MA Warwick, PhD Sussex: contemporary fiction; critical theory; science and literature; women's writing, twentieth-century fiction.
- Herbert, M.F.** BA Cape Town, MA PhD London, BLitt Oxford, FTCL: twentieth-century literature (especially D H Lawrence and comparative literature).
- Hutson, L.M.** MA DPhil Oxford: Renaissance literature and culture; feminist approaches to literature; links between legal and literary culture; rhetoric; Ben Jonson.
- Jamie, K.M.** MA Edinburgh: creative writing (poetry).
- Johnson, I.R.** BA Oxford, PhD Bristol: Old and Middle English literature; mediaeval literary thought.
- Jones, C.S.** BA London, MA Belfast, PhD St Andrews: Old English literature; nineteenth and twentieth-century poetry.
- Jones, T.E.** BA PhD Cambridge: Alexander Pope; critical theory and practice in the eighteenth century; poetry and theories of meaning.
- Lodge, S.J.** BA Cambridge, D.Phil. Oxford: nineteenth century literature; Victorian poetry.

- MacLachlan, C.J.M.** MA PhD Edinburgh: eighteenth-century English and Scottish literature; the Scottish Enlightenment; modern Scottish literature.
- Mallett, P.V.** MA Cambridge: Shakespeare; literature, culture and society 1830-1930 (especially Hardy and Kipling); women's studies.
- Manly, S.C.** MA Cambridge, DPhil Oxford: Literature of the 1790s; Maria Edgeworth.
- Murphy, A.D.** BA Trinity College Dublin, MA PhD Brandeis: Shakespeare; Renaissance Literature; textual history; theories of editing; colonialism.
- Murray, B.A.** MA BPhil St Andrews, PhD Cambridge: English drama to 1780; Jane Austen; Shakespearean stage history.
- Parry, P.H.** BA Bristol, MA Birmingham, PhD St Andrews: Shakespeare; theatre history; modern and contemporary British and American drama; theory and practice of staging.
- Paterson, D.** creative writing; poetry.
- Plain, G.M.** MA Cambridge, PhD Newcastle-upon-Tyne: Women's writing of the First and Second World Wars; crime fiction and popular culture; feminist theory.
- Purdie, M.R.** MA St Andrews, PhD Bristol: Old and Middle English literature; Middle English Romances; Northern literary culture in mediaeval England.
- Rauer, C.** BA MA Leeds, PhD Cambridge: Old and Middle English literature.
- Rhodes, N.P.P.** MA DPhil Oxford: Renaissance literature and culture, especially Shakespeare, Donne, Jonson and James VI and I; eloquence, rhetoric and the origins of English; early modern encyclopedism and the pre-history of the computer.
- Roe, N.H.** MA DPhil Oxford: Romanticism; biography.
- Sellers, S.C.** BA Kent, MA PGCE PhD London, DEA Sorbonne: contemporary critical theory; contemporary fiction; feminism; creative writing; myth and fairy tale.
- Stabler, S.J.** MA St Andrews, MPhil Stirling, PhD Glasgow: Romanticism, Byron, Jane Austen, travel writing.
- Sutton, E.S.** BA Exeter, MA Leeds, PhD Cambridge: 'fin-de-siècle' literature and culture; music and literature.
- Westphall, A.F.** BA University of Aarhus, Denmark, MA Aarhus, MA Queen's University of Belfast, PhD Aarhus: Middle English literature; medieval religious culture.

#### 4. MODULES AND CO-ORDINATORS

*\*pre-1900 modules*

##### Semester 1

EN1003	Ghosts and Doubles	Dr E S Sutton
EN1901	Evening Degree — Reading English	Mr P V Mallett
EN2003	Mediaeval & Renaissance Texts	Dr C Rauer/Dr A L Davis
EN3111	<i>*Beowulf</i>	Dr C Rauer
EN3142	<i>*Renaissance Literature</i>	Prof N P P Rhodes
EN3143	<i>* Shakespeare and the Beginnings of English Citizen Comedy</i>	Dr B A Murray
EN3162	<i>* Revolution and Romanticism</i>	Dr S C Manly
EN3202	Literature and Ecology	Professor J P Burnside
EN3204	Aspects of Modern Poetry	Dr M F Herbert
EN3207	Twentieth-Century British & Irish Drama	Dr P H Parry
EN3208	Scottish Verse	Prof R Crawford
EN3210	Twentieth-Century American Drama	Dr P H Parry
EN3902	Evening Degree — Approaches to Fiction	Mr P V Mallett
EN3903	Evening Degree — The English Poetic Tradition	Dr E S Sutton
EN4312	Authorising English	Dr A F Westphall
EN4313	<i>* Arthurian Legend and Middle English Romance</i>	Dr M R Purdie
EN4344	<i>* Early English Romance Comedy</i>	Dr A L Davis
EN4361	<i>*The Novels of Jane Austen in Context</i>	Dr S J Stabler
EN4364	<i>*The Art of Victorian Poetry</i>	Dr S J Lodge
EN4399	Dissertation	Dr G W J Cuthbertson
EN4404	Shakespeare and Film	Prof A D Murphy
EN4408	Science Fiction	Mr J Byatt
EN4411	D H Lawrence	Dr M F Herbert
EN4416	Virginia Woolf	Dr E S Sutton
EN4417	Creative Writing	Ms K M Jamie/Ms M F Delahunt
EN4418	American Poetry since 1950	Professor J P Burnside

## Semester 2

EN1004	Explorers and Revolutionaries: Literature 1680-1830	Dr S J Lodge
EN2004	Drama: Reading and Performance	Dr P H Parry
EN2901	Evening Degree Comedy in English	Dr C J M MacLachlan
EN3112	* Chaucer's <i>Canterbury Tales</i>	Dr M Connolly
EN3113	* <i>Unreformed Scotland: Older Scots Literature to 1560</i>	Dr M R Purdie
EN3141	* <i>Tragedy in the Age of Shakespeare</i>	Prof N P P Rhodes
EN3161	* <i>The Development of the Novel to 1840</i>	Dr T E Jones
EN3163	* <i>The Younger Romantics: Poetry &amp; Prose(1810-1830)</i>	Prof N H Roe
EN3164	* <i>Self &amp; Society in the Victorian Novel</i>	Mr P V Mallett
EN3203	The Historical Novel	Dr A L Davis
EN3206	Aspects of Modern Fiction	Dr M F Herbert
EN3209	Scottish Fiction	Dr C J M MacLachlan
EN3211	Culture and Society in Modern Scotland	Prof R Crawford/Mr D Paterson
EN3902	Evening Degree — Approaches to Fiction	Mr P V Mallett
EN3903	Evening Degree — The English Poetic Tradition	Dr E S Sutton
EN4311	* <i>Old English Poetry</i>	Dr C Rauer
EN4342	* <i>Restoration Theatre</i>	Dr B A Murray
EN4343	* <i>Literature and Law in Early Modern England</i>	Prof L M Hutson
EN4402	Speeches and Speechwriting	Dr S L Lodge
EN4405	Contemporary Poetry in Great Britain and Ireland	Mr D Paterson
EN4406	Contemporary Fiction	Mr J D Byatt
EN4409	Modern American Drama	Dr P H Parry
EN4413	Reading the 1940s	Professor G M Plain
EN4414	Thomas Hardy	Mr P V Mallett
EN4415	T S Eliot	Prof R Crawford
EN4419	American Fiction: Self and Nation, 1865-1939	Dr E S Sutton
EN4420	Creative Writing II	Ms M F Delahunt

## Section Two

### 1. SOME USEFUL ELECTRONIC ADDRESSES

The **University Undergraduate Handbook** contains relevant and important information on a variety of issues, and may be accessed at

<http://www.st-andrews.ac.uk/studenthandbook/>

This includes information on: Academic Information, Academic Regulations and Codes of Practice, Employment, Examinations, Financial Information, Health, Key Dates, S coding, Student Services and Student Support and Guidance.

In addition, the University's Quality Assurance handbook

<http://www.st-andrews.ac.uk/qahbook/>

includes information on all aspects of academic practice.

The University's **Student Support Services** website is:

<http://www.st-andrews.ac.uk/services/sss/>

Student Support Services offers confidential help for students in dealing with any problems and issues which may be affecting their studies. Students with special needs or disabilities should contact the School Disabilities Adviser. Please also see the website at Student Support Services for further details:

<http://www.st-andrews.ac.uk/sss/>

For details on **Health and Safety** for students within the University see

<http://www.st-andrews.ac.uk/studenthandbook/>

There are First Aid boxes located in the School of English at the following places –  
— small kitchen in entrance foyer of Castle House  
— kitchen opposite Lawson Room on first floor of Kennedy Hall

Notices are posted throughout the School indicating who the current First Aiders are and how to contact them.

Notices are also displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.

The **Careers Advisory Service** website is at

<http://www.st-andrews.ac.uk/careers/>

**SALTIRE** is the University's central point for assistance with teaching and learning. It aims to encourage excellence and innovation in learning and teaching by providing support and guidance for students and staff. It also now houses a Mathematics Support Centre.

Its website is: <http://www.st-andrews.ac.uk/saltire/>

The School of English also has its own careers wiki at:  
<http://www.st-andrews.ac.uk/careers/>

For information on use of the **University Library and Information Services**, please see  
<http://www.st-andrews.ac.uk/students/library/>

The **School's website** is:  
<http://www.st-andrews.ac.uk/english>

## **2. COMMUNICATION WITHIN THE UNIVERSITY**

Students are reminded that e-mail is an official means of communication, and they are expected to read their e-mail within a 48-hour period (Monday to Friday) during term-time. Students who use Hotmail or other external e-mail accounts must check both their external account and their University account. Students can arrange to have their University e-mail forwarded to their external account. There may be problems associated with such forwarding, however, and those who set up a forwarding arrangement must check to make sure it is working.

## **3. PERFORMANCE LEVEL DESCRIPTORS**

The School of English uses both a marking scale (on which essays, examination answers and projects which form part of the work of a module are marked) and a reporting scale (on which module results are reported as grades).

The marking scale runs from 0-20 and only integers are used. The reporting scale is the twenty-point scale taken to one (or two) decimal place(s). Despite the obvious relationship between these scales they operate independently of each other, in the sense that there is no absolutely fixed translation between them.

Accordingly students must recognize that, in conformity with general university regulations, marks and grades and the translations between marks and grades are provisional until confirmed by the Examination Board that meets at the end of each semester. Marks released prior to that board meeting are for guidance only.

Students may find that a mark for an individual piece of work has been adjusted after it has been released but before it has been reported to the Board and may also find that the translation of marks into grades has been adjusted across an entire module. In all such cases, which will not be frequent, an explanation of what has been done will be given.

3000-level and 4000-level modules in English are rated at 30 credits. Credit is awarded in its entirety when a student passes a module and withheld in its entirety when a student fails a module.

The following are the level grade-descriptors for Level 3000 and 4000 modules.

**0(X)** Indicates that Permission to Proceed has been withdrawn. This grade is awarded to the module as a whole and indicates that reassessment is not permitted. It is also awarded where students fail to complete "the work of the class."

**1 F** Reserved for substantially late essays, for essays not submitted via Turnitin or for seriously incomplete examination scripts. Where this is the grade awarded to the module as a whole, reassessment, which will restore missing credit, is permitted on a Pass (grade 7)/Fail (grade 0) basis only.

**2-6 [2-6.99] F** Performance is unsatisfactory and not worthy of credit. Where this is the grade awarded to the module as a whole, reassessment, which will restore missing credit, is permitted on a Pass (7)/Fail (0) basis only.

Students should also note that a mark in the 2-6 range may be awarded to work that is judged to be substantially derivative but where the School does not wish to invoke the university's policy on Academic Fraud. Essays that are heavily dependent upon secondary authorities may be assigned a mark in this range even though the dependence is openly acknowledged. (Essays which are unduly dependent, though less heavily so, may be awarded a mark higher than 7, which will reflect the overall quality of the essay, account having been taken of the extent of any improper indebtedness.)

**7 [7-7.49] P** Performance is not of Honours Degree standard but is worthy of credit and this credit may be put towards the credit-total needed for the General Degree. Work to which marks or grades in this range are awarded will display basic knowledge of the subject but will be imperfectly organized and poorly developed argumentatively.

**8-10 [7.5-10.49] P** Performance is of the standard expected for a Third Class Honours degree. As with all work deemed worthy of an Honours degree, there will be evidence of basic writing ability and powers of expression, relevant knowledge and of powers of argument and organization. There will, however, be substantial defects apparent in these areas: in particular a failure to relate general points to specific instances; a failure to focus precisely enough upon the demands of the question.

**11-13 [10.5-13.49] P** Performance is of the standard expected for a Lower Second Class Honours degree. Work will display competence, some writing ability, and there will be evidence of insight and of some independence of thought. There will, however, be failures of argument or organization or expression or knowledge or relevance similar to, but significantly less severe than, those that occur in work to which a grade of 8-10 is deemed an appropriate award.

**14-16 [13.5-16.49] P** Performance is of the standard expected for an Upper Second Class Honours degree. Work will be well written and will display strong basic competence and frequent evidence of insight and of independence of thought, with evidence of only infrequent and insubstantial failures of argument or of organisation of knowledge.

**17-18 [16.5-18.49] P** Performance throughout (with only minor exceptions) is deemed to be of the standard expected for a First Class Honours degree. A high level of competence, of clarity and expressive power, of knowledge, of organisation, of argument, and of independence of thought will be displayed.

**19-20 [18.5-20] P** Performance throughout (with no significant exceptions) is deemed to be of the standard expected for a First Class Honours degree. A very high level of competence, of clarity and expressive power, of knowledge, of organisation, of argument, and of independence of thought will be displayed.

## Further notes on assessment

- (1) In order to pass a module students must normally (a) attend classes regularly, (b) submit all required coursework, and (c) sit any required module examination.

In order to receive/retain credit for this module, students must complete 100% of the assessed coursework and the module examination.

- (2) No student who has been absent from the teaching of a module for three consecutive weeks may continue in that module, save in exceptional circumstances and with the consent of the Dean of the Faculty.
- (3) Students should note that coursework submitted later than the end of Week Twelve of the module will not normally be accepted, and will be awarded a grade of zero.
- (4) There is no provision for re-writing and re-submitting essays.
- (5) The assessment of Honours essays, projects and examination scripts will be *moderated* (inspected by a second member of staff).
- (6) At pre-Honours level a member of staff other than the student's tutor will be involved in the marking of that student's module examinations.
- (7) Reassessment for pre-Honours modules will take the form of a three-hour written examination on the work of that module. Reassessment at Honours level will be by such means as the Board of Examiners decides are appropriate, but in most modules, including the dissertation, will normally consist of a three-hour written examination.
- (8) Non-Graduating Students taking modules in the School of English will, with the exception noted in 9. below, be graded and assessed in the same way as graduating students.
- (9) First semester Junior Semester Abroad students who do not intend to return to the university for the second semester are eligible for examination before the Christmas vacation. Such students should ensure that any request for a pre-Christmas assessment has the explicit and formal support of their originating institution; is made known before or during the advising process; and is indicated on their matriculation schedules. (Students who, after matriculation, decide that they wish to take a December examination, must contact the International Office in Butts Wynd. The International Office will contact the student's home institution and only once that institution formally agrees to the alternative arrangement shall a student be required to register the transfer with Academic Support Office. First semester Junior Semester Abroad students who extend their stay into the whole academic session are not eligible for a December assessment.)

## 4. RUBRIC VIOLATION

Examination papers are often divided into sections or are otherwise framed so as to dictate the shape of your answers. Failure to observe such regulations (rubrics) can

seriously affect your marks, so please read the rubric carefully. Rubrics will be made available to students in advance of examinations. Though it is impossible to construct guidelines that will cover all cases here are some helpful notes:

**Context questions (where a student is asked to identify a given passage and to comment on its context in the whole work):**

- (i) Answers which offer no indication of the author and/or text from which the passage is taken, or which mistake them completely, will not normally receive a mark above 7, and if the commentary on the passage itself is deficient in length or relevance a fail mark in the range 1 to 6 is appropriate. Such answers cannot by definition deal with the requirement to discuss the passage's context.
- (ii) Answers which identify either the author or the text, but not both, or identify one and mistake the other, will not normally receive a mark above 10 and if the commentary on the passage itself is deficient in length or relevance then a mark nearer 7 than 10 is appropriate.
- (iii) Answers which correctly identify the author and text but fail to describe the context of the passage, or are vague or seriously mistaken about it, will not normally receive a mark above 13, and if the commentary on the passage itself is deficient in length or relevance then a mark below 10 is appropriate.

**Essay-type questions which require the discussion of more than one text:**

- (i) Answers which refer to fewer texts than the question specifies will not normally receive a mark above 10 and if the answer itself is deficient in length or relevance then a mark nearer 7 than 10 is appropriate.
- (ii) Answers which discuss one text at length and merely mention others will not normally receive a mark above 13 and if the answer itself is deficient in length or relevance then a mark below 10 is appropriate.

**Examinations where students are required to perform distinct tasks:**

In cases where a student is asked to perform two or more distinct tasks in an examination (e.g. to answer two questions, one a standard essay and one a commentary on a selected passage from a set text):

- (i) Answers which fail to address all the relevant elements (e.g. by writing two essays and no commentary) will have their lowest mark replaced with a mark of 1.

## **5. RETURN OF EXAMINATION SCRIPTS**

All information relating to University examinations may be found at:

<http://www.st-andrews.ac.uk/students/academic>

The University policy on access to examination scripts is found at

<http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.globserv?id=841>

Students who wish to discuss an examination script should inform the Director of Teaching, who will advise them of the conditions and conventions that govern such discussions. A copy of your examination script can be obtained on payment of a £10 administration fee.

## 6. ABSENCE FROM CLASSES OR EXAMINATIONS

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the 'Permission to Proceed' regulations as stated in this handbook and the University Undergraduate Handbook — [www.st-andrews.ac.uk/studenthandbook/](http://www.st-andrews.ac.uk/studenthandbook/)

If you have missed any timetabled classes/events, you must complete a Self Certification of Absence form as soon as possible. It is not sufficient to inform your tutor or the School secretaries of absences. You can complete a form at the following address:

<http://www.st-andrews.ac.uk/students/academic/>

Then click on **Self certification of absence**.

The completed form should be submitted in accordance with the instructions given. You are advised to retain a copy of the form annotated with the date submitted.

Absence from **Examinations** due to illness should be reported IMMEDIATELY you know you will be unable to sit an examination to the University Examinations Office by telephone (01334 46) 2124 / 2528 if it is not possible to attend in person. This should then be followed up by a Self Certification of Absence form as soon as you are able to access a computer. The form is available, as above, at

<http://www.st-andrews.ac.uk/students/academic/>

Then click on **Self certification of absence**.

As soon as you are well enough you should contact the School's Examinations Officer to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

A Self Certificate of Absence does not constitute an appeal for a deferred assessment.

## 7. PERMISSION TO PROCEED

Information on Permission to Proceed can be found in the University Undergraduate Handbook which can be found at

<http://www.st-andrews.ac.uk/studenthandbook/>

In order to retain Permission to Proceed in the School of English the following conditions must be met:

- (i) There must be regular attendance at meetings of the class. Failure to attend a meeting, without good cause or appropriate notification, will put Permission at risk. Students in the School of English should be aware that a third unexplained or unjustified absence from tutorials or seminars (or from tutorials, seminars or lectures in an Honours module), whether consecutive or not, may lead to the withdrawal of their Permission to Proceed.
- (ii) All written work required as part of the continuously assessed portion of the class must be submitted by the final day of teaching in each semester in order to retain Permission to Proceed.
- (iii) Students who fail to attend an examination *without good cause* (properly attested illness or personal difficulties) may also face loss of Permission to Proceed.
- (iv) In EN4399 (Dissertation) Permission to Proceed will depend upon (a) attending the introductory meeting on "Writing the dissertation"; (b) attending an initial meeting with a supervisor; (c) submitting a title by the due date; and (d) submitting material for the formal presentations that are held in weeks 8, 9 and 10.
- (v) Appeals against loss of Permission to Proceed or requests that Permission be reinstated should be addressed to the School's Director of Teaching.

## **8. SUBMISSION OF ESSAYS**

### **Essay submission**

Essays are due on the date specified and must be put into the Essay Boxes in the lower floor of Castle House clearly marked with your name, the module number and your tutor's name. The number of the essay box for your module is given in your module handbook. You are responsible for posting your essay in the correct box. All essays should be word-processed. Essays by e-mail or by fax will not be accepted. Students must not submit essays via staff pigeonholes, the internal mail, or under office doors. Essays submitted after the due date should be delivered to the School Office.

It is the responsibility of individual students to ensure that essays are submitted by the due date, and to the right place. You should always keep a back-up copy of your essay, and should retain this for the duration of the academic session.

### **Electronic submission — TURNITIN**

All essays must also be submitted via the Turnitin plagiarism detection facility on the module's WebCT pages. Failure to submit will be subject to the same penalties outlined above. Failure to submit your essay via Turnitin will result in a mark of 1 (one) for your essay.

For advice on using this system, see the on-line course on 'Plagiarism Training Materials (Turnitin)'. If you do not see this course in 'MyWebCT', you can self-register by following these steps in order:

1. click the 'View Course List' button on the WebCT logon page;
2. click the 'General Resources for Staff & Students' link;
3. expand the 'On-line Training for Staff & Students' category by clicking the green triangle bullet;
4. click the register icon to the right of the text 'Plagiarism Training Materials (Turnitin)

Late submission of your essay via Turnitin will be subject to the same penalties outlined above. Failure to submit your essay via Turnitin will result in a mark of 1 (one) for your essay.

### **Anonymization**

All essays are anonymized before they are passed to tutors for marking. Module co-ordinators will distribute anonymization cover-sheets to all students in advance of essay submission deadlines. Spare copies are available beside the essay boxes in Castle House.

## **9. ACADEMIC MISCONDUCT, PLAGIARISM AND ACADEMIC FRAUD**

Academic misconduct includes, among other things, the presentation of material as one's own which is not one's own; the presentation of material whose provenance is academically inappropriate; and inappropriate behaviour in an examination or class test. Work submitted for informal feedback and evaluation must also be honestly produced.

The University will use all available means to detect academic misconduct including the use of Turnitin plagiarism detection software. Academic misconduct is completely unacceptable in this University and will be treated severely. Repeated offences may lead to expulsion from the University.

Information can be found in the University Undergraduate Handbook at

<http://www.st-andrews.ac.uk/studenthandbook/>

Students should be aware that essays and other work may be deemed to be unduly reliant on secondary material even where this material is openly acknowledged and properly referenced and where, accordingly, there is no suggestion of fraud. Such work may, nonetheless, be subject to a reduction in the mark awarded, as is indicated in the level descriptors (Section Two, § 3).

Students must read the section on **referencing** in the School's *Essay and Dissertation Style-Sheet* available on the School of English website or in paper form from the School Office.

In every English module this session you will be required to date a statement at the foot of a printed cover-sheet attached to each essay or other submission, which will read as follows:

**In submitting this work you confirm that you have read and understood the University's regulations regarding assessment and academic fraud.**

## 10. EXTENSIONS TO ESSAY DEADLINES

Students who for good reason are obliged to submit an assessed piece of work after the due date must obtain a form signed by their tutors, specifying the new submission date; this form must be attached to the essay and submitted with it to the Office. It is the responsibility of students to safeguard these forms. Essays submitted without forms, or after the agreed date, will be treated as late essays.

Extensions will normally be granted only in cases of ill health or in exceptional personal circumstances, and not (for example) because of pressure of work or of extra-curricular commitments. Save in exceptional circumstances and with the agreement of the Director of Teaching, extensions will not be granted retrospectively. Note that essays for which extensions have been granted will necessarily forfeit anonymity.

## 11. LATE SUBMISSION OF ESSAYS

Every list of essay questions will bear a date ('the due date') by which written work is to be submitted and also a date on and after which a mark of one is awarded. *The usual days of the week for submission of written work are Monday and Friday.* Please note that the following penalties may well be more severe than those imposed in other schools or departments:

- (a) Students who submit essays after the due date will be penalized by the deduction of three marks.
- (b) Essays which are more than four days late will be given a mark of 1. Saturdays and Sundays are included when calculating days late. Thus, an essay due on Friday and submitted on the immediately following Monday or Tuesday is *three* or *four* days late and incurs a three mark penalty; an essay due on Friday but submitted on Wednesday is *five* days late and incurs the severer penalty. An essay due on Monday but submitted on the immediately following Friday is four days late and loses *three* marks; an essay submitted after Friday once again incurs the severer penalty.
- (c) Essays submitted after the due date will not be annotated.
- (d) All the written work of the class must be submitted in order to retain Permission to Proceed. Essays to which a mark of 1 will be awarded must, nevertheless, be submitted for Permission purposes.
- (e) Written work submitted after 2.30 pm on the Friday of the last day of teaching in each semester will, for Permission to Proceed and other administrative purposes, be treated as missing work.

## 12. APPEALS, COMPLAINTS AND DISCIPLINE

The University has a Code of Practice on Student Appeals, Complaints and Discipline which may be found at:

<http://www.st-andrews.ac.uk/students/PolicyandGuidance>

Most appeals of an academic nature should be submitted in the first instance to the module co-ordinator. These will be overseen by the School's Director of Teaching.

### **Appeals against Essay Marks**

1. Students who wish to query an essay mark are invited in the first instance to approach the module co-ordinator to ask for their mark to be explained. They should do so within seven days of the return of their essay. At this stage an essay will either have been moderated or will be unmoderated.
2. A moderated essay will always bear clear signs of moderation: two sets of comments or two signatures. A moderated mark is always an agreed mark.
3. An unmoderated essay, where a student requests that this happen, should be immediately moderated. It is important for both markers and students to remember that appeals start only once an essay has been moderated.
4. Students wishing to appeal against a moderated mark must do so within seven days of the disclosure of the moderated mark. They should be aware that marks awarded on appeal may be lower than the mark originally awarded.
5. Students who decide to appeal must indicate the grounds of their appeal in writing and at reasonable length. Both these grounds and the marked-up essay shall be forwarded by the Director of Teaching to a senior colleague or to an External examiner. Decisions reached at this stage shall be final.

### **13. HONOURS ENTRY**

Students who wish to enter the Honours School of English (whether for a Single Honours degree or a Joint Honours degree) and all graduating Honours students who wish to study a 3000-level English module must have passes in EN1001 or EN1003 and EN1002 or EN1004 and passes (at Grade 11 or better gained at a first examination and not at a resit) in EN2002 or EN2004 as well as EN2003. Please note that in the School of English an average grade of 11 in EN2003 and EN2004 *does not* confer automatic eligibility.

Students who do not meet these requirements but who wish to be considered for Honours Entry must write, *as soon as their second semester 2000-level results are made known*, to the School's Director of Teaching explaining the grounds upon which a waiver is being sought. They should give the clearest possible explanation for any 2000-level English grade that falls below 11.

1. In considering whether to allow an appellant to proceed to the Honours School the committee that hears appeals will ask itself these questions:
  - (a) Does a candidate average 11 in 2000-level English modules? Where 11 is averaged how low is the mark that falls below 11?
  - (c) Does a candidate average 11 in 1000- and 2000-level English modules? Is this a strong average?

- (c) Has a candidate submitted evidence of a medical or personal nature that serves to explain any 2000-level grades that fall below 11?

Positive responses in *all of these categories* will guarantee entry to the Honours School. Other cases will be decided on merit.

2. Appeals are held at irregular intervals during the summer term. You may have to wait four or five weeks for a decision.
3. Any appeal against the decision of the Appeals Committee must be directed to the Head of School.

#### **14. GENERAL DEGREE STUDENTS AND 3000-LEVEL MODULES**

General Degree students who have passed EN2002 and EN2003 (at 7 or better) will be admitted to a maximum of two 3000-level modules.

#### **15. PROGRESSION**

General degree students must gain 360 credits overall, 60 of which must be at 3000-level. General degree students who have passed EN2003 and either EN2002 or EN2004 (at 7 or better) may enter one or two 3000-level English modules (but no more than two). They may not enter 4000-level English modules.

Single Honours degree students must gain 240 credits at Honours level, at least 60 at 3000-level and at least 90 credits at 4000-level. In most cases students take eight English modules (four or five at 3000-level and three or four at 4000-level).

Joint Honours degree students must take no fewer than 90 credits and no more than 150 credits in English. Across both subjects they should acquire at least 60 credits at 3000-level and at least 90 credits at 4000-level. These totals must include 30 English 3000-level credits and 30 English 4000-level credits.

JYA, JS1A and JS2A students are not graduating students and are not bound by these progression rules.

#### **16. DEGREE CLASSIFICATION**

Degree classification is done automatically by means of an algorithm that relates means and medians in a way that is explained at:

<http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.gblobserve?id=1247>

However the algorithm defines four borderzones where, although the default degree is in the lower classification, schools and departments have authority to recommend to the Special Classification Board that the classification be raised. These zones are:

- |       |  |
|-------|--|
| (i)   | <b>1st/2.1</b> borderzone [where both mean and median fall within the range 16-16.49]            |
| (ii)  | <b>2.1/2.2</b> borderzone [where both mean and median fall within the range 13-13.49]            |
| (iii) | <b>2.2/3<sup>rd</sup></b> borderzone [where both mean and median fall within the range 10-10.49] |
| (iv)  | <b>3rd/pass</b> borderzone [where both mean and median fall within the range 7-7.49]             |

The School of English operates within these borderzones in the following way:

- |       |  |
|-------|--|
| (i)   | <b>1st/2.1</b> borderzone. A 1 <sup>st</sup> will normally be recommended where the student's best 90 credits are all 17 or greater.         |
| (ii)  | <b>2.1/2.2</b> borderzone. An upper second will normally be recommended where the student's best 90 credits are all 14 or greater.           |
| (iii) | <b>2.2/3<sup>rd</sup></b> borderzone. A lower second will normally be recommended where the student's best 90 credits are all 11 or greater. |
| (iv)  | <b>3rd/pass</b> borderzone. A 3 <sup>rd</sup> will normally be recommended where the student's best 90 credits are all 8 or greater.         |

Students should be aware that the Special Classification Board has the authority to turn down any recommendation made by the School.

## 17. ADVISING

Advising is the process by which students are assigned to modules which lead to the award of a degree. Every student at sub-Honours level has a named Adviser, who can offer guidance on module choices and related academic matters. Once a student enters Honours English they transfer to the English Honours adviser.

Students entering Honours, or students wishing to take a 3000-level or 4000-level English module, are advised by the English Honours Adviser, Dr Barbara Murray, and Dr Emma Sutton, Assistant Honours Adviser, in person in the School of English. They may not be advised by members of staff from other schools or faculties and must not advise themselves via the web.

Further guidance if required is accessible via the Director of Teaching: in 2009-10, this is Dr Susan Manly in Semester 1, and Dr Christine Rauer in Semester 2.

### Changes of Modules

Students may re-advise in the first two weeks of each semester but must do so by seeing an Adviser of Studies to validate any change of modules. Pre-honours students who wish to discuss a change of module should see their named Adviser of Studies (not necessarily a member of staff in the School or Department in which the module is taught). Honours students should consult the Honours Adviser in the subject concerned. Any request for a change of module, including withdrawal, after the end of the second week of the semester must be made to the relevant Pro Dean.

### Withdrawal from studies

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance. You are advised to arrange to do this at an early a stage as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University.

You should be aware that there are fee implications when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Fees Officer in the Academic Registry to obtain early advice on the final implications of your decision before you complete your withdrawal.

### **Termination of studies**

If your performance is unsatisfactory and you have gained insufficient credits for you to progress to the next stage of your programme, your studies may be terminated. This decision is taken by the Faculty Business Committee not the School but usually following a recommendation from the School.

If you are in this situation you will be notified that your studies are being terminated and you will have ten working days within which to submit a request for the decision to be reviewed by the Faculty. This should be supported by appropriate documentary evidence specifying the reasons. If this request is unsuccessful and the Faculty proceeds to terminate your studies you will have one further right to an appeal to the Senate of the University. In this case appeals should be submitted to the Academic Registrar within one calendar month of receiving the outcome of the Review request to the School.

Information on acceptable grounds for appeal and the processes involved are available by consulting the University Undergraduate Handbook at

<http://www.st-andrews.ac.uk/studenthandbook/>

## **18. GENERAL INFORMATION**

### **Feedback**

All students in the School are given the opportunity to respond to their experiences of a module through questionnaires handed out towards the end of teaching. The Staff/Student Consultative Committee also plays an important part in this feedback process. Where an issue cannot be resolved by discussion with your tutor or your module coordinator, students should make an appointment to see the School's Director of Teaching.

### **Office hours for teaching staff**

Every member of the teaching staff has an office hour (details on the School website) and students may seek guidance on their work at these times. Staff may be available at alternative times: please e-mail if you wish to meet at a time other than the stated office hour.

### **Staff/Student Consultative Committee**

Student views are represented on the Staff Council of the School through this committee, which includes elected representatives from each of the four years of study. It meets regularly at least once a semester to discuss matters of common concern to students and staff. Students who wish to raise a matter may do so by bringing it to the attention of their class representatives, who will arrange for it to be considered by the committee. Class representatives are elected annually at the beginning of the session. Names of all members of the committee will then be displayed on all class notice boards, where copies of the Minutes of the latest meeting of the committee will also be found.

### **Electronic access to set texts**

Students who require texts in alternative formats to the printed book might want to use Literature Online (LION), a full text literary database from Chadwyck Healey. It provides searchable electronic texts of most English poetry and some earlier prose fiction (up to 1800). Students are advised not to use LION as a substitute for the printed texts in the editions specified in module handbooks unless they are obliged to do so. It is, however, a useful resource for locating material that has not been in print for a long time, and, because it enables one to search large tracts of literature relatively easily, may be useful to all of our students as a supplement to module reading. The database can be accessed on University computers through the University Library's Electronic Resources pages, where databases are listed alphabetically. It can also be accessed from outside the university, using an ATHENS account username and password. If you are away from St Andrews you can now access LION via the link on the following page:

<http://www-library.st-and.ac.uk/External/Journals/remotearchive.html>

or directly at:

<http://lion.chadwyck.co.uk/athens/>

If you do not have an ATHENS account you can register for one at the helpdesk of the University Library. If the helpdesk is unstaffed, please ask for a member of the Reference staff.

Reading lists are available via the Library homepage at the following address, however they can also be found in the relevant module handbook on the School's website.

<http://www.st-andrews.ac.uk/library/Services/Readinglists/>

Lecturers have selected secondary reading that they deem to be particularly useful for this module, so please take advantage of this list of recommended works. A proportion of the recommended secondary reading is in electronic form and more may be available through WebCT or lecturers' own websites.

### **Tutorial times for sub-Honours students**

Tutorial times for sub-Honours modules will be posted on noticeboards in Castle House (lower floor) by the Wednesday of Week 1 each semester. Please check your time there and contact the secretaries in person in the School Office, Castle House, Room 22, if it is not suitable.

### **Non-native Speakers of English**

ERASMUS and other students from abroad for whom English is a second language may apply for permission to use a bilingual (two-way) dictionary in examinations. They should obtain a letter of permission from the School's Examinations Officer through the School Office *at least one week* before their examination. This letter and a dictionary should be presented to the Invigilator for scrutiny at the start of the examination.

### **Study abroad**

There are opportunities available for St Andrews students to spend one or two semesters at Honours level in an overseas university and to transfer credit back to

St Andrews from that university. Students who wish to explore these possibilities are encouraged to do so, but note that all such arrangements require permission both from the School of English and from Faculty, and that the School will only consider endorsing ERASMUS or other official exchanges. All prospective or interested exchange or study-abroad students must arrange an appointment with the School's Overseas Study Adviser as early as possible in the academic session. Students who wish to study abroad *without transfer of credit* should make an appointment via Academic Support Office (01334 462138) to see the Pro Dean (Arts and Divinity: Undergraduate), whose permission to take leave-of-absence from this university is required.

### **Disabled Students**

Professor John Burnside (jb44) is the School's Disabilities Officer. Students who have been identified as dyslexic by an educational psychologist or other qualified person should see the Disabilities Adviser at Student Support Services in the Students' Union *at the beginning of the session or at the earliest point when identification is suspected or confirmed*. Formal ratification of any special arrangements that are to be put in place for such students is required from the Pro-Dean (Arts and Divinity: Undergraduate), but this ratification will be arranged for you by the Assistant Director (Academic) of the Student Support Service.

### **Ethical Approval**

'It is a requirement that any honours or Masters dissertation or PhD thesis that required ethical approval from UTREC, should have the letter or email of ethical approval bound into an appendix before submission. For information about research that is likely to require ethical approval, please see the UTREC website:

<http://www.st-andrews.ac.uk/utrec/>

### **Deans' List**

The University has established a Deans' List for the purpose of giving annual recognition to excellent academic achievement by students undertaking undergraduate studies. Selection to the Deans' List will be annually undertaken in June, and a student will be eligible each year that he or she meets the criteria. Full details of all the criteria and conditions for the Deans' List are available at

<http://www.st-andrews.ac.uk/administration/deans/deanslist/>

### **Stephen Boyd Common Room**

There is a common room with wireless connection for laptops on the first floor of Kennedy Hall. It is open from 9 am to 4.45 pm for student use.

September 2009