



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>

2011-2012

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 Please note that for various reasons modules may be temporarily withdrawn — plan your course of study carefully and well in advance of any deadlines.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, 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 challenging 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 A D Murphy
Head of School

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Section One

1. TEACHING AND ADMINISTRATIVE STAFF

Head of School:	Professor A D Murphy (english)
Deputy Head of School:	Dr C J MacLachlan (cjmm) Semester 1 Dr E S Sutton (ess2) Semester 2
School Office:	Room 22, Castle House
School Office telephone number:	(01334) 462666
School e-mail:	english@st-andrews.ac.uk
School's web address:	www.st-andrews.ac.uk/english
School Office Secretaries:	Ms Jane Guttridge Mrs Laura Mackintosh Miss Samantha Dixon Ms Sandra McDevitt
Postgraduate & Research Secretary:	Ms Sandra McDevitt
School's Postgraduate Office:	Room 33, Castle House
School's Postgraduate e-mail address:	pgeng@st-andrews.ac.uk
Audit Officer (and Data Protection):	Dr M F Herbert (mfh1)
Careers & Employability Officer:	Dr T E Jones (tej1)
Director of Postgraduate Studies:	Dr M R Purdie (pgeng)
Director of Research:	Dr C S Jones (engdor)
Director of Teaching & Operations:	Dr A L Davis (engdot) Semester 1 Dr P H Parry (engdot) Semester 2
Disabilities Officer:	Ms M F Delahunt (md50) Semester 1 Ms L G Glaister (lgg) Semester 2
Environmental Officer:	Dr S C Manly (sm32)
Examinations Officer:	Dr S J Dillon (sjd16) Sem 1 to Week 7 Dr J D Byatt (jdb21)
Health & Safety Officer:	Dr C J M MacLachlan (cjmm)
Honours Adviser:	Dr S J Lodge (sjl15)
Assistant Honours Advisers:	Dr I R Johnson (irj) & Mr J B Polley (jbp3)
International Officer for students:	Dr C Rauer (cr30)
IT Support & A V Officer:	Mrs Natalia Biletska (nb321)
Library Representative:	Professor R Crawford (rc4)
Mature Students Officer:	Professor J P Burnside (jb44)

2. Staff names, e-mail and offices

Head of School

Professor Andrew Murphy (english)	Room 14, Castle House, Lower Floor
Dr Matthew Augustine	Room 006, Kennedy Hall, Ground Floor (from January)
Professor John Burnside (jb44)	Room 002, Kennedy Hall, Ground Floor
Dr James Byatt (jdb21)	Room 006, Kennedy Hall, Ground Floor (until 16 th December 2011) Room 201, Kennedy Hall, Second Floor (from January 2012)
Professor Robert Crawford (rc4)	Room 41, Castle House, Top Floor
Dr Alex Davis (engdot)	Room 004, Kennedy Hall, Ground Floor
Ms Meaghan Delahunt (md50)	Room 12, Castle House, Lower Floor (Sem 1)
Dr Sarah Dillon (sjd16)	Room 201, Kennedy Hall, Second Floor
Ms Lesley Glaister (lgg)	Room 12, Castle House, Lower Floor (Sem 2)
Ms Zinnie Harris	
Dr Michael Herbert (mfh1)	Room 21, Castle House, Entrance Floor
Professor Lorna Hutson (lmh10)	Room 204, Kennedy Hall, Second 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)	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)	Room 40, Castle House, Top Floor
Dr Barbara Murray (bam2)	Room 23, Castle House, Entrance Floor
Dr Philip Parry (php)	Room 005, Kennedy Hall, Ground Floor
Professor Don Paterson (dp31)	Room 203, Kennedy Hall, Second Floor
Professor Gill Plain (gp3)	Room 32, Castle House, First Floor
Mr Jacob Polley (jbp3)	Room 304, Kennedy Hall, Top Floor
Dr Rhiannon Purdie (rp6)	Room 10, Castle House, Lower Floor
Dr Christine Rauer (cr30)	Room 305, Kennedy Hall, Top Floor
Professor Neil Rhodes (nppr)	Room 16, Castle House, Lower Floor
Professor Nicholas Roe (nhr)	Room 42, Castle House, Top Floor
Professor Susan Sellers (scs2)	
Dr Jane Stabler (js102)	Room 20, Castle House, Ground Floor
Dr Emma Sutton (ess2)	Room 303, Kennedy Hall, Top Floor
IT Officer	
Mrs Natalia Biletska (nb321)	Room 11, Castle House, Lower Floor (Mondays and Tuesdays)

Emeritus Professors

Professor Michael Alexander
Professor Douglas Dunn

Honorary Professors

Professor Kay Redfield Jamison (Johns Hopkins)
Professor Paul Muldoon (Princeton and Oxford)

Honorary Senior Lecturer

Mr Thomas Duncan

Honorary Lecturers

Mrs Honora Bartlett
Dr Deborah Harris

Honorary Research Fellows

Dr Ian Blyth
Dr Margaret Connolly
Dr Gordon Kendal
Dr Jane Pettegree
Dr Allan Westphall

3. STAFF: PRINCIPAL RESEARCH AND TEACHING INTERESTS

- Augustine, M.C.** BA University of Illinois, MA, PhD Washington University in St. Louis: early modern British literature, esp. literature of the civil war and Restoration; poetics; politics and literature; history of the book.
- 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 Warwick: Twentieth Century and Contemporary Literature (especially British since 1960), Media Theory, Critical Theory.
- Crawford, R.** MA Glasgow, DPhil Oxford, FRSE, FEA, FBA: modern Scottish literature; T S Eliot; contemporary poetry; aspects of American and Australian literature; creative writing.
- Davis, A.L.** BA Oxford, MA PhD London: sixteenth- and seventeenth-century literature and culture.
- Delahunt, M.F.** BA Melbourne: 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.
- Glaister, L.G.** BA Hons Open University: MA University of Sheffield. Creative writing, particularly fiction.
- Harris, Z. K.** BA Oxford, MA Hull: Creative writing (playwriting and screenwriting)
- 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.
- 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; Irish Literature; history of the book.
- 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.
- Polley, J.B.** BA, MA Lancaster: creative writing (poetry and fiction).
- 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.

4. MODULES AND CO-ORDINATORS

**pre-1900 modules*

Semester 1

EN1003	Ghosts and Doubles	Dr S J Stabler
EN1901	Evening Degree — Reading English	Mr P V Mallett
EN2003	Mediaeval & Renaissance Texts	Dr C Rauer
EN3111	<i>*Beowulf</i>	Dr C Rauer
EN3113	<i>*Unreformed Scotland</i>	Dr M R Purdie
EN3141	<i>*Tragedy in the Age of Shakespeare</i>	Dr J K Pettegree
EN3162	<i>* Revolution and Romanticism</i>	Professor N H Roe
EN3201	Literary Theory	Dr B Davies
EN3207	Twentieth-Century British & Irish Drama	Dr P H Parry
EN3208	Scottish Verse	Professor R Crawford
EN3210	Twentieth-Century American Drama	Dr P H Parry
EN3902	Evening Degree — Approaches to Fiction	Dr M F Herbert
EN3903	Evening Degree — The English Poetic Tradition	Mr J B Polley
EN4312	Authorising English	Dr I R Johnson
EN4315	<i>*Apocalyptic Literature in Early English</i>	Dr C S Jones
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
EN4362	<i>*Mind, Body and Soul</i>	Dr T E Jones
EN4364	<i>*The Art of Victorian Poetry</i>	Dr S J Lodge
EN4365	Literature and Childhood in the Eighteenth Century	Dr S C Manly
EN4399	Dissertation	Mr P V Mallett
EN4405	Contemporary Poetry in Great Britain and Ireland	Professor D Paterson
EN4408	Science Fiction	Dr S J Dillon/ Dr J D Byatt
EN4411	D H Lawrence	Dr M F Herbert
EN4413	Reading the 1940s	Professor G M Plain
EN4417	Creative Writing	Mr J B Polley/Ms M F Delahunt

Semester 2

EN1004	Explorers and Revolutionaries: Literature 1680-1830	Dr J D Byatt
EN2004	Drama: Reading and Performance	Dr P H Parry
EN2901	Evening Degree Comedy in English	Dr C J M MacLachlan
ID1004	Great Ideas II	Dr C S Jones
EN3112	* Chaucer's <i>Canterbury Tales</i>	Dr I R Johnson
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 & Prose(1810-1830)</i>	Prof N H Roe
EN3164	* <i>Self & Society in the Victorian Novel</i>	Mr P V Mallett
EN3202	Literature and Ecology	Professor J P Burnside
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/Prof D Paterson
EN3902	Evening Degree — Approaches to Fiction	Dr M F Herbert
EN3903	Evening Degree — The English Poetic Tradition	Mr J B Polley
EN4311	* <i>Old English Poetry</i>	Dr C Rauer
EN4314	* <i>Old English Afterlives</i>	Dr C S Jones
EN4316	* <i>Courtly Literature in Middle English</i>	Dr M R Purdie
EN4342	* <i>Restoration Theatre</i>	Dr M C Augustine
EN4402	Speeches and Speechwriting	Dr S J Lodge
EN4406	Contemporary Fiction	Dr S J Dillon
EN4407	Twentieth-Century Crime Fiction	Professor G M Plain
EN4409	Modern American Drama	Dr P H Parry
EN4414	Thomas Hardy	Mr P V Mallett
EN4415	T S Eliot	Professor R Crawford
EN4418	American Poetry since 1950	Professor J P Burnside
EN4419	American Fiction: Self and Nation, 1865-1939	Dr E S Sutton
EN4420	Creative Writing II	Mr J B Polley/Ms L G Glaister
EN4421	J R R Tolkien	Dr C J M MacLachlan

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 material 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 Teaching, Learning and Assessment 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.

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
— kitchen (cupboard) in 66 North Street

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/>

CAPOD 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. 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. ASSESSMENT

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). Thus, marks are awarded to individual pieces of work; grades are awarded to modules.

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.

Mark Descriptors

What does a mark mean which has been awarded to a particular piece of work? What criteria did the marker use to decide on the mark?

20, 19, 18, 17 Outstanding

- shows intelligent awareness of possible implications of the question; thorough, detailed knowledge of the primary text(s) and/or subject material
- clear, logical structure; forceful argument focused on the question at all times; key points of argument always backed up by reference to specific texts/evidence or supported by apt quotation; lucid style
- original and imaginative approach to the question; sophisticated critical response to primary text(s) and/or analysis of evidence; may offer informed challenge to received critical opinion, traditional or otherwise
- excellent command of English

16, 15, 14 Very good

- good understanding of the question; thorough, detailed knowledge of the primary text(s) and/or other subject material
- coherent structure; discussion clearly focused on the question; key points of argument always backed up by reference to specific texts/evidence or supported by apt quotation; lucid style
- intelligent approach to the question; independent critical response to primary text(s) and/or analysis of evidence; may offer informed challenge to received critical opinion, traditional or otherwise
- very good command of English

13, 12, 11 Satisfactory

- understands the question; sound knowledge of primary text(s) and/or other subject material
- direction of argument mostly clear, but discussion not always sharply focused on the question; key points supported by reference to specific texts/evidence; writing lacks cogency
- capable but unimaginative approach to the question; heavily dependent on secondary sources; makes intelligent use of lecture notes, but reluctant to challenge received critical opinion
- reasonably good command of English

10, 9, 8, 7 Pass

- does not see all the implications of the question; limited knowledge of primary text(s) and/or other subject material
- direction of argument not always clear; discussion not focused on the question; makes dogmatic statements unsupported by reference to specific texts/evidence; rambling style
- mechanical approach to the question; relies heavily on uncritical reproduction of lecture notes

- the candidate's command of the English language is on the limit between satisfactory and unsatisfactory

6, 5, 4 Fail (with right of resit)

- misses some important implications of the question; limited knowledge of primary text(s) and/or other subject material
- essay largely descriptive; clumsy style and poor presentation; unsupported dogmatic statements
- argument and presentation unduly derivative
- naïve approach to the question
- unsatisfactory command of English

3, 2 Fail (without right of resit)

- near complete failure to address the question or near total failure to understand it; poor knowledge of primary text(s) and/or other subject material
- essay lacks an argument; incoherent expression and poor presentation; unsupported dogmatic statements
- argument and presentation substantially derivative
- highly unsatisfactory command of English

1 Fail (without right of resit)

- reserved for substantially late essays, for essays not submitted via Turnitin or for seriously incomplete examination scripts

0 [X]

- indicates unsubmitted work or a penalty linked to Academic Misconduct

Marking is not an exact science. However, most educators tend to rely on similar criteria. Usually these criteria include *language* skills and fluency, *understanding* of both question and material, *argument* and *originality*. Marks will be awarded according to these criteria, as described above. Their importance and weighting in the final mark depends on the type of exercise and on the individual tutor.

Grade Descriptors

What does a grade mean which has been awarded to a particular module? What implications does the module grade have for a student's progression or degree classification?

EN1000 modules:

- 7.0-20 Pass (with entry into 2000-level English modules)
- 0-6 Fail

EN2000 modules:

- 11.0-20 Pass (with entry into Honours School of English, in cases where a module grade of 11 is gained in EN2003 and EN2004)

- 7.0-10 Pass
- 0-6 Fail

EN3000 and EN4000 modules:

- 17-20 First Class Equivalent
- 14-16 Upper Second Class Equivalent
- 11-13 Lower Second Class Equivalent
- 8-10 Third Class Equivalent
- 7.0 + Pass
- 4.0-6 Fail (with right of resit)
- 0-3 Fail (without right of resit)

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 any module in English, 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 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 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 university. The university 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.)

10) For modules which have been awarded a module grade in the 0-3 band, no reassessment is permitted. For modules which have been awarded a module grade within the range of 4.0-6, reassessment, which will restore missing credit, is permitted (for Honours modules on a Pass/Fail (7/0) basis only). Students who obtain a 2000-level grade as part of a reassessment are barred from entering Honours.

11) For further information on degree classification, please see Section 16 below.

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>

Students who wish to see their marked examination scripts will be able to do so in a single drop-in session which will be organised in the first few weeks of the semester following the exam. The precise details of this session will be advertised to School of English students. Note that students can only inspect their scripts in that session, but not take them away.

Students wishing to obtain photocopies of their examination scripts (eg. study abroad students who require these copies for administrative purposes) should contact the Director of Teaching. A photocopy of an examination script will then be made 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 'Academic Alert' regulations as stated in this handbook and the University Undergraduate Handbook — 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) 4100 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. ACADEMIC ALERT

Students enrolled on modules must attend 100% of the timetabled lectures, seminars and tutorials, unless absence is unavoidable for medical reasons. They must also complete and submit 100% of the required work by the set deadlines. Students who breach these regulations will be dealt with using the University's Academic Alert system.

Academic alerts will be issued in the case of absence from compulsory classes. If you receive academic alerts for three or more insufficiently justified absences from class, absence from class in three consecutive weeks, or failure to submit all coursework by the final deadline, you may not receive credits for the module.

It is students' responsibility to read the University policy on attendance and submission of work, and to familiarise themselves with the Academic Alert system and its implications for module credits and academic progress. Further details of the Academic Alert system are in the University Student Handbook which can be found at the following address:

www.st-andrews.ac.uk/students/academic/

8. SUBMISSION OF ESSAYS

Essay submission

Essays are due on the date specified and must be put into the Essay Boxes located on the ground floor of Kennedy Hall. The essay boxes are labelled and you are responsible for posting your essay in the correct box. All essays should be word-processed and should have a cover sheet. Spare cover sheets are available at the essay boxes however they are normally given out in class. Essays sent 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 to MMS for checking by the Turnitin plagiarism prevention service. Failure to submit will be subject to the same penalties outlined above. Failure to submit your essay to MMS will result in a mark of 1 (one) for your essay.

To access MMS, go to the university homepage, then click on "Current Students" and then "MMS". For instructions on submitting work to MMS, please see the MMS guides (linked from the MMS front page, under the "Login" button). Please note that once you have submitted your coursework to MMS, you should be e-mailed an MMS receipt (KEEP THIS to prove you uploaded the file) within around 15 minutes, and will receive a separate Turnitin receipt once MMS has submitted your coursework to Turnitin (this typically will take around 30 minutes to an hour).

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 Kennedy Hall or in the School Office 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 if you are to gain credit and a pass grade for the module concerned. Essays to which a mark of 1 will be awarded must, nevertheless, be submitted.
- (e) Written work submitted after 2.30 pm on the Friday of the last day of teaching in each semester will be treated as missing work.

12. FEEDBACK

Feedback in the first instance takes the form of detailed annotation and commentary written on students' continually assessed work and on the essay coversheet (this is why we do not mark electronically). This feedback will be provided by the module coordinator and, at times, by the module moderator, a second member of staff who inspects the marking on the module. Exam scripts are also briefly annotated, and students will have the opportunity to view these comments during drop-in sessions at the start of each semester (see section 5, above).

At subHonours level, the marking of teachers other than permanent members of staff will always be moderated. At Honours level, at least one piece of students' continually assessed work will feature feedback from the module moderator. (This cannot be guaranteed if work is submitted late.)

The second stage of feedback is verbal. Students who would like clarification any of these points; who wish to discuss them face to face; or who would like further to explore the issues they raise, are encouraged to take up the opportunity of doing so during their tutor's consultation hours.

Finally, 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.

13. 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 within a week of receipt of the mark, will be immediately moderated. Note 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. Requests for such a review may only be submitted on the following grounds: procedural irregularity; bias or prejudice; exceptional personal circumstances not previously notified for good reason (in which case an explanation for earlier non-disclosure is required); harassment or bullying (affecting academic performance) by a member of staff involved in the granting of marks, grades or classifications. 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.
6. Participation in extra-curricular activities does not constitute a valid ground for explaining poor academic performance and will not be taken into account when appeals are being considered.

There are two external examiners for Undergraduate modules in the School of English. Professor Joyce Hill (Leeds) deals with medieval and early modern teaching. Professor David Duff (Aberdeen) deals with teaching between the romantic era and the present day. Students **should not under any circumstances** attempt to contact the external examiners directly.

14. 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. CO1001 and/or CO1002 may be substituted for EN1003 and/or EN1004.

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 not 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?
- (d) Does the candidate show evidence of exceptional achievement in English modules, whether in essays or examinations?

Students who can provide positive responses to these questions, in as many categories as possible, have the best chance of succeeding in their appeal. However, the committee has the right to exclude from Honours any student who has not met the required standard. Participation in extra-curricular activities does not constitute a valid ground for explaining poor academic performance and will not be taken into account when appeals are being considered.

- 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.

15. 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.

16. 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.

17. 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://www.st-andrews.ac.uk/staff/policy/tlac/examinations/classification/>

Students who entered junior Honours before 2010/11 may be classified under an earlier algorithm and should contact the School's examinations officer if they require further information.

18. 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 S J Lodge, and Dr I R Johnson and Mr J B Polley, Assistant Honours Advisers, 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 2011-12, this is Dr A L Davis in semester 1 and Dr P H Parry in semester 2 (engdot@st-andrews.ac.uk).

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 should 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.

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/>

19. 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 — School Office and teaching staff

Secretaries are available in the School Office (Room 22, Castle House) which is open from 8.45 am until 4.45 pm but closed from 1 pm to 1.30 pm for lunch.

Every member of the teaching staff has office hours (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 hours.

Staff/Student Consultative Committee

Student views are represented on the School Council 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 the School website ('Information for Students') and on the SSCC noticeboard in Kennedy Hall. Minutes of the latest meeting of the committee will also be found on the web.

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. You can also find it through the "Seeker" search function on the Library's homepage. It can also be accessed from outside the university, using a university or 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://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 in the relevant module handbook on the School's website.

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 Kennedy Hall (ground 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 International Officer for Students 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

Ms Meaghan Delahunt (md50) is the School's Disabilities Officer for semester 1 and Ms Lesley Glaister (lgg) in semester 2. 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.*

Ethics (UTREC)

All research in all Schools of the University that involves data collection from (questionnaires etc...), interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, tissues and / or other samples requires formal approval from the University Teaching and Research Ethics Committee (UTREC).

It is University policy that any research involving children under 18 should be reviewed by the UTREC Child Panel and that the researcher should hold an 'Enhanced Disclosure Scotland' (EDS) certificate. The principal supervisor is responsible for ensuring that the student has received the appropriate ethical clearance from UTREC and the Child Panel prior to research commencing.

Funders & Ethics (UTREC)

All researchers receiving funding from an external organisation must complete a Funding Approval Application Form (in addition to an Ethical Application Form), unless the intended funder appears on the Automatically Approved Funders List published on the UTREC website.

Researchers should also be aware that some bodies providing funding for projects may stipulate their own Ethical and Legal considerations. The researcher should be fully aware of any obligations specified by the body providing funding and the implications this may or may not have for their research including methods of research, confidentiality and retention of materials.

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/>

Prizes

The following prizes are awarded annually by the School of English:

EN1003 Module Prize
EN2003 Module Prize
EN1901 Module Prize
EN1004 Module Prize
EN2004 Module Prize
EN2901 Module Prize
EN3902 Module Prize
EN3903 Module Prize

Catherine Wyatt Fenty Memorial Prize – awarded for outstanding performance in the dissertation at Honours level in the School of English.

Gray Prize – awarded for outstanding achievement in the dissertation in English.

King James VI Prize – for distinction in literature in the Honours English class.

Lawson Memorial Prize – for excellence in literature in First Level English. This student also receives the class medal.

Lawson Memorial Prize – for excellence in literature in Honours English.

Professor W L Lorimer Prize – awarded in the Senior Honours class in English Language and Literature for distinction in Scottish Literature from the thirteenth to the twentieth centuries.

Isobel M Milne Prize – for excellence in Second Level English. This student also receives the class medal.

The Samuel Rutherford Prizes –

(a) normally awarded to the student who has performed the most distinguished work in English literature. This student also receives the class medal.

(b) awarded to the student who has presented the most distinguished thesis in English Literature, Scottish History, Church History or Theology.

The Catherine and Jean Morrison Prize – awarded for the most outstanding work by a student in the first year of Honours.

Prize for the Single Honours English student who has shown the most distinguished sustained progress across two Honours years.

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 on weekdays from 9 am to 4.45 pm for student and staff use and has a hot drinks vending machine which dispenses drinks at a cost of 50p each.

September 2011