



# English Literature

## 3<sup>rd</sup> Year Abroad Handbook

# 2016-17

Please note that the English Literature Erasmus and 3<sup>rd</sup> Year Abroad Co-ordinator will be:

Dr Sarah Dunnigan in Semester One: ( [s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk) )

and Dr Paul Crosthwaite in Semester Two: ( [Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk) )

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**A third year at a university abroad should be an enjoyable and worthwhile experience. The information below explains how it will fit into your degree programme.**

## **SECTION ONE: THIRD YEAR ABROAD – SINGLE HONOURS**

### **COURSES TO TAKE ABROAD – SINGLE HONOURS STUDENTS**

We expect you to take the equivalent of a normal workload for a third-year undergraduate in Edinburgh, i.e. 120 Edinburgh credits. This amounts to 60 ECTS on the European Credit Transfer System for Erasmus exchange programmes; for universities on the International Exchange programme (eg. North America, Australia, Delhi etc), credit equivalences vary and you must check with the International Office what the particular credit equivalence is. You will also find that universities may structure their courses in quite different ways across the academic calendar (e.g teaching across three terms rather than two semesters; different numbers of courses, etc). Although you are usually required to choose your preferred courses in the spring and/or early summer before you leave, these are provisional and you may not always be able to work out exactly what courses you take until you arrive at your host university. It is also possible that there may be course changes or cancellations; if this happens, you must choose an alternative course, inform your Exchange Co-ordinator, and update the Learning Agreement.

In general, you will have a free choice of which courses to take - except that:

- a. they must be at third-year level or above, and broadly in the field of literature in English;
- b. roughly 25% of your work should be in pre-1800 areas (providing appropriate courses are available at your host university);
- c. in some rare cases, there are universities who work largely with oral assessment and do not demand essays. We strongly advise that you continue to write essays while abroad, even if your host institution does not require this. (If you find yourself in this position, self-generated essays can be written in consultation with the English Literature Exchange Co-ordinator, Dr Sarah Dunnigan in Semester One: [s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk) ) and Dr Paul Crosthwaite in Semester Two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk) ).

## THE THIRD YEAR ABROAD AND FINALS FOR SINGLE HONOURS STUDENTS

Though the courses you take abroad collectively count as replacing the third year English Literature work you would have completed had you stayed in Edinburgh, the grades you achieve abroad will NOT be included in the calculation of the final classification of your degree.

Your final degree classification will be calculated on fourth-year marks. These are calculated according to a total of 120 credits, which are made up in the way set out in the **English Literature Honours handbook** (available to consult on the English Literature website):

Course	Credits
<b>4<sup>th</sup> Year Semester 1</b>	
Core Period Course (Romanticism to Modernism)	20
Option course	20
<b>4<sup>th</sup> Year Semester 2</b>	
Core Period Course (Modernism to Contemporary)	20
Option course	20
<b>4<sup>th</sup> Year Semesters 1 and 2</b>	
The English Literature Dissertation	40
<b>4<sup>th</sup> Year TOTAL</b>	<b>120</b>

### However, your work abroad is nonetheless very important:

- a. The **successful completion** of the third year at your host institution counts for the completion of your third year at Edinburgh. If you do not pass all your courses abroad, you may not continue to year 4 of your degree. A university committee now monitors completion of work abroad, and will judge if proceeding to fourth year is allowed.
- b. It is important to work at the highest level you can in your courses abroad, otherwise you will find the transition to fourth year-level work in Edinburgh very difficult. You need to be sure that you have prepared yourself for the demands of fourth year work by performing as well as you are able in the third year.
- c. During your fourth year you are likely to be making applications for jobs, for further training or for postgraduate study. At that stage the only evidence of your ability that will be available to prospective employers, funding agencies or even referees is the transcript of your marks from your host university. A poor third year transcript will obviously jeopardise your chances.

- d. In order for you to pass into fourth year, it is vital that we receive your host university's official transcript demonstrating that you have passed a full year's complement of courses. Courses and their credit values are checked by the College committee when you return to Edinburgh, as a condition of your progression into Fourth Year, so it is essential that we are sure you are undertaking enough study, and at the right level.

## CONTACT

You can see for the reasons discussed above that it is very important to keep in touch with the Department while you are away, to sort out potential problems as they arise, and to make sure you receive information from us. In particular, you will need to obtain your application form for fourth-year courses, which is usually sent out in early Spring (late February to March) of your Third Year.

Consequently:

- a. Keep in contact with the English Literature Advisor for Exchanges: this is Dr Sarah Dunnigan ([s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)) in semester one; and Dr Paul Crosthwaite in semester two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk) )
- b. For those on an Erasmus exchange, the English Literature department also has a centralised ERASMUS email address to which enquiries may be directed ([Erasmus@ed.ac.uk](mailto:Erasmus@ed.ac.uk)).

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## SECTION TWO: THIRD YEAR ABROAD - COMBINED HONOURS (Not with a Modern Language)

### COURSES TO TAKE ABROAD

We expect you to take the equivalent of a normal workload for a third-year undergraduate in Edinburgh, i.e. 120 Edinburgh credits. This amounts to 60 ECTS on the European Credit Transfer System for Erasmus exchange programmes; for universities on the International Exchange programme (eg. North America, Australia, Delhi etc), credit equivalences vary and you should check with the International Office what the particular credit equivalence is. You will also find that universities may structure their courses in quite different ways across the academic calendar (e.g teaching across three terms rather than two semesters; different numbers of courses, etc). Although you are usually required to choose your preferred courses in the spring and/or early summer before you leave, these are provisional and you may

not always be able to work out exactly what courses you take until you arrive at your host university. It is also possible that there may be course changes or cancellations; if this happens, you must choose an alternative course, inform your Exchange Co-ordinator, and update the Learning Agreement.

In general, you will have a free choice of which courses to take - except that:

- a. they must be at third-year level or above, and broadly in the field of literature in English;
- b. in some rare cases, there are universities who work largely with oral assessment and do not demand essays. We strongly advise that you continue to write essays while abroad, even if your host institution does not require this. (If you find yourself in this position, self-generated essays can be written in consultation with the English Literature Exchange Co-ordinator, Dr Sarah Dunnigan in semester one: [s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)) and Dr Paul Crosthwaite in semester two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk)).

### **THE THIRD YEAR ABROAD AND FINALS – COMBINED HONOURS STUDENTS (NOT MODERN LANGUAGE)**

Though the courses you take abroad collectively count as replacing the third year English Literature work you would have completed had you stayed in Edinburgh, the grades you achieve abroad will NOT be included in the calculation of the final classification of your degree.

Your final degree classification will be calculated entirely on fourth-year grades. These are awarded according to a total of 120 credits: how they are made up depends partly on how you balance the two sides of your degree. If you are taking your dissertation in your other subject, it is important to consult the relevant department about their requirements.

**Although it does not count directly towards classification, your work abroad is nonetheless very important:**

- a. The successful completion of the third year at your host institution counts for the completion of your third year at Edinburgh. If you do not pass all your courses abroad satisfactorily, you may not continue to year 4 of your degree. Satisfactory completion of credits abroad and permission to proceed to fourth year is now monitored by a university committee.
- b. It is important to work at the highest level you can in your courses abroad, otherwise you will find the transition to fourth year-level work in Edinburgh very difficult. You need to be sure that you have prepared yourself for the

demands of fourth year work by performing as well as you are able in the third year.

- c. During your fourth year you are likely to be making applications for jobs, for further training or for postgraduate study. At that stage the only evidence of your ability that will be available to prospective employers, funding agencies or even referees is the transcript of your marks from your host university. A poor third year transcript will obviously jeopardise your chances.
- d. In order for you to pass into fourth year, it is vital that we receive your host university's official transcript demonstrating that you have passed a full year's complement of courses.

## CONTACT

You can see for the reasons discussed above that it is important to keep in touch with the Department while you are away, to sort out potential problems as they arise, and to make sure you receive information from us. In particular, you will need to obtain your application form for fourth-year courses, which is usually sent out in early Spring (February-March) of your Third Year.

Consequently:

- a. Keep in contact with the English Literature Advisor for Exchanges: this is Dr Sarah Dunnigan ([s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)) in semester one; and Dr Paul Crosthwaite in semester two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk) )
- b. For those on an Erasmus exchange, the English Literature department also has a centralised ERASMUS email address to which enquiries may be directed ([Erasmus@ed.ac.uk](mailto:Erasmus@ed.ac.uk)).

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## SECTION THREE: THIRD YEAR ABROAD - COMBINED HONOURS WITH A MODERN EUROPEAN LANGUAGE

### THE ENGLISH/SCOTTISH LITERATURE COMPONENT OF YOUR DEGREE

Your degree will be made up of 20 credit units amounting to a total of 240 credits. 140 of those will be derived from work you do on the language side of your degree. The English or Scottish Literature component will amount to 100 credits, and will be made up as follows:

- A Long Essay (**ENLI10265**) of 6,000 words on a topic in English Literature, researched and written in third year while you are away, and submitted to the department in September when you return. This is worth a total of 40 credits. Further information about the English Literature Long Essay is provided below.
- In fourth year, English Literature Courses amounting to 60 credits, including two Option courses and two Critical Practice courses.

**The Fourth Year English or Scottish Literature courses taken on your return will consist of:**

<b>FOURTH YEAR</b>	<b>Credits</b>
<b>Semester 1</b>	
Option course	20
EITHER Critical Practice: Criticism OR Critical Practice: Poetry	10
<b>Semester 2</b>	
Option course	20
EITHER Critical Practice: Prose OR Critical Practice: Performance	10
<b>Total</b>	<b>60</b>

### **WORK ABROAD**

We understand that you may be on an exchange which doesn't entail placement at a University which teaches English Literature. If this is the case, then it is important that you consider how and when to ensure that you have access to internet and electronic resources for work on your Long Essay. You will continue to have access to all the electronic resources provided by Edinburgh University Library.

If you are studying at a University whilst on your year abroad, then you may wish to consider taking some English Literature courses at an appropriate level at the host university. This will not only support your work on the Long Essay, but will help you to prepare for your fourth year work in Edinburgh. Any such courses taken would be over and above the requirements stipulated by your other subject area. If you do not do this you are likely to find the transition to work at fourth year-level very difficult. Marks for these courses will NOT, however, count directly to your degree.

## CONTACT

It is important to keep in touch with the Department while you are away, to sort out potential problems as they arise, and to make sure you receive information from us. In particular, you will need to obtain your application form for fourth-year courses, which is usually sent out in late Spring (mid-March) of your Third Year.

Consequently:

- a. Keep in contact with the English Literature Exchange Co-ordinator: this is Dr Sarah Dunnigan ([s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)) in semester one; and Dr Paul Crosthwaite in semester two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk) )
- b. For those on an Erasmus exchange, the English Literature department also has a centralised ERASMUS email address to which enquiries may be directed ([Erasmus@ed.ac.uk](mailto:Erasmus@ed.ac.uk)).

## THE LONG ESSAY

### [English Literature Long Essay (Modern European Languages) ENLI10265]

At 40 credits, the long essay is the equivalent of two Honours courses and a significant element of your overall final assessment for the English Literature element of your degree. It is therefore a substantial piece of work which should be given care and consideration, and demonstrate an ability to work at the appropriate level for Honours. Although this can initially seem like a daunting and unfamiliar task, in writing your Long Essay, you will draw upon all the skills you have been developing since you started studying English Literature – reading critically, analysing arguments, assessing evidence, and writing effectively. It is also worth giving consideration to what you topic you might like to work on over the summer. You are welcome to email the Exchange Co-ordinator, Sarah Dunnigan ([s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)), for initial advice.

At the same time, however, we recognise that you will not be working on this piece under the same conditions, or at the same point in your degree, as students undertaking a fourth year dissertation here in Edinburgh. Our expectations and marking of the essay will be shaped by this recognition. The word limit is 6000 words, including all notes but excluding your Works Cited list. Because it is a formally-examined element of your final degree result, no extensions can be given. If you encounter any problems whilst working on it, however (personal, circumstantial etc), please get in contact with the English Literature Exchange Co-ordinator (Dr Dunnigan in semester one; and Dr Crosthwaite in semester two ([Paul.Crosthwaite@ed.ac.uk](mailto:Paul.Crosthwaite@ed.ac.uk))).

In order to help you prepare and plan the Long Essay, you are asked to identify the general field in which you want to work early in the academic year (by mid-October), in order to make sure you know what you are working on and have enough time to develop it. On the basis of this provisional title, you will be assigned a Long Essay Advisor with whom you will be in contact until the end of April. Please see the 'Timetable at a glance' section below for further details.

**Submitting the provisional title** In thinking about possible topics in the initial stage, you are free to approach members of the department with the relevant research interests for advice. See <http://www.ed.ac.uk/schools-departments/literatures-languages-cultures/english-literature/staff/academic> for a list of email addresses.

The field or topic must be registered, by email, with Dr Sarah Dunnigan ([s.m.dunnigan@ed.ac.uk](mailto:s.m.dunnigan@ed.ac.uk)), by the end of teaching week 4 of Semester 1:

#### **Friday 14th October 2016.**

- Please note: you do not need to register the precise wording of your title at this stage, but must give a clear indication of the topic area: eg 'the novels of Elizabeth Gaskell', 'Masculinity in 20th century fiction', 'Medieval dream poetry', 'Postmodernism and narration'.
- Please put 'Long Essay' in the subject area of the email. Include your full name and your degree in the body of the email, then give a short description of your field or topic. This will be acknowledged, and if it is felt that your topic needs refining you will be advised of this.

If there appear to be any potential difficulties or concerns about the proposed topic, then the Exchange co-ordinator, Dr Dunnigan will be in touch with you. This may happen if the topic

- appears unworkable because it is too broad or too narrow.
- is not on an appropriate area.

It should not, for example, be entirely on primary works in translation (eg the plays of Ibsen, the novels of Gabriel Garcia Marquez), because this is a Long Essay for the department of English Literature. But you are welcome to include some work in translation in comparison to works in English (eg Ibsen and Shaw, Marquez and Rushdie)

Likewise, though you may wish to include analysis of other media, such as film, television, or fine art, any such material should occupy less than 50% of your attention

- or it seems likely that it would be very hard to get appropriate material, or advice.

But the main thing is to know by the end of week 4 of Semester 1 that you have decided on an area that interests you enough, which is manageable in 6,000 words, and for which you have appropriate resources to work on it independently for this period of time.

### **What is the Long Essay?**

Your Long Essay should be an independent piece of work. It is not expected to be a wholly original contribution to knowledge, but it must be original in the sense of being an independent piece of writing: in other words, based on wide reading, and giving evidence of your own understanding and analysis of your subject. It usually covers a narrower field than a course based on lectures and seminars, and requires more thorough reading. Students are expected to demonstrate their ability to engage critically and analytically with relevant primary texts and appropriate secondary criticism. Your Long Essay must have a clear focus with definable boundaries. You will therefore need to find a research question, engage with relevant literature, and plan a schedule.

### **Choosing the topic**

You may want to write on an area you are not going to get the chance to study elsewhere in the curriculum. There is a general rule that material must not be repeated in final assessments, so it is important not to choose a topic that may overlap too extensively with any course that you hope to take in your fourth year in Edinburgh.

In terms of scope there is no simple mechanical rule for the number of texts to be included. But a study of a single novel is not likely to be appropriate. If you specify only one or two primary texts, you would need to ensure that there is an engagement with historical, theoretical or cultural contexts sufficient for the essay to constitute a substantial and challenging piece of work. Only in some exceptional cases (*The Canterbury Tales*, *Paradise Lost*, *Ulysses*) would the study of one text alone be sufficient.

Equally, you should be careful to establish the kind of focus within your chosen field that will make the project manageable. You should not attempt an essay that is too ambitious or which cannot be delimited in a way that is appropriate to this 6,000 word exercise in independent study.

Most of all, the essay needs a clearly signposted argument and a sense of direction and purpose. It should combine some close textual analysis with an engagement with broader historical contexts or theoretical paradigms. Although your final title might not be phrased as a question, you should nevertheless ask yourself tacitly: 'what question is it that I am seeking to address or to answer?' The department is

not necessarily expecting something original, but a good, independent critical argument about your chosen subject.

**The advisory process** You will be assigned a Long Essay Advisor shortly after registering your title. A list of allocations will be sent out by the Exchange Co-ordinator, Dr Dunnigan. **Please note: It is up to you to get in touch with your Advisor.**

Your advisor will be able to provide general advice on practical issues such as building a list of secondary reading; organisation and structure; and appropriate research questions. They may also be able to help you to refine the exact title and direction of your Long Essay. However, they may refer you to a specialist in your research area for more detailed email discussion of the topic or texts on which you are working. Staff will not, however, be able to read full drafts of work. The Long Essay is intended to demonstrate students' ability to **work independently**.

You may continue to consult by e-mail with members of staff until the end of April 2017. You should expect to be working on it through the year, ensuring work and research continue steadily, and not completing it in a rush over the summer when you return from abroad. You are strongly advised to take advantage of the time in which you are able to gain advice from your Advisor. After that date, you must work independently.

### **Timetable at a glance**

- Provisional title by the end of week 4 in Semester One.
- Allocation of Advisor by the end of week 5 in Semester One.
- Email consultation and discussion - October 2016 to April 2017
- Submission - September 2017.

**The writing process** By Christmas you might expect to have done a significant amount of reading. By February or March, you might expect to be in a position to begin drafting the Long Essay itself. As it is an independent piece of research, rather than arising from a course, you should aim to leave time for more than one draft. It would be sensible to aim to complete the first draft by the end of your time abroad, giving yourself time over the summer for the refinement and redrafting.

### **General Advice**

On any topic, there are huge numbers of books you could be reading. Remember that you don't have to read everything. You need to be self-disciplined and know when to stop.

- In guiding your time- and task-management, draw up a list of tasks that you have to do, and draw up a realistic timetable in which to fulfil them.
- In the early stages, your main aim will be to establish a topic, read your primary texts and explore existing criticism in your chosen field. You should take notes and begin to formulate your argument.
- You should have a clear idea of the structure of your Long Essay and set yourself deadlines for covering the necessary materials. Be realistic. There is no point in setting goals that you will never attain. However, you should build in time for slippage as it may take longer to do a particular piece of work than you planned.
- You need to make sure that you leave enough time for completion of a final draft, and for editing it. You should aim to complete a final draft at least two weeks before the deadline, leaving the remaining time for editing and for checking – including ensuring that quotations you’ve used exactly match the original text in the source from which you’ve taken them. ***Editing is as important as writing: be sure to leave enough time for this.***
- You might find the following resources helpful:

Fabb, Nigel and Alan Durant. *How to Write Essays and Dissertations: A Guide for English Literature Students*. 2nd edition. London: Longman, 2005.

Fowler, Alastair. *How to Write*. Oxford: Oxford University Press, 2006

Greetham, Bryan. *How to Write Better Essays*. Basingstoke: Palgrave, 2001.

Taylor, Gordon. *A Student’s Writing Guide: How to Plan and Write Successful Essays*. Cambridge: Cambridge University Press, 2009.

## Presentation

Long Essays must be word-processed using a standard application such as Microsoft Word. You should also ensure that you use the standard Times New Roman font, font size 12, and that your work is double-spaced, with ample margins. Pages should be numbered. A word count, including all notes but excluding your Works Cited list, should be added. One copy should be submitted, in electronic form.

The following headings must appear on the first page of the Essay:

- “ENGLISH LITERATURE LONG ESSAY (Modern European Languages)”
- The title of the essay
- your matriculation number
- your examination number
- the word count

Please make sure that your name does NOT appear anywhere on the Essay itself, so that each copy can be marked anonymously.

The Essay must include a Works Cited list, giving bibliographic details for books, articles or other sources quoted or mentioned in the essay.

In the text, normal conventions regarding presentation, quotation and reference should be adopted. Essays which do not observe the conventions of scholarly presentation will be penalized. Please consult the **English Literature Writing Guide** on a link from the following web page:

<http://www.ed.ac.uk/schools-departments/literatures-languages-cultures/english-literature/undergraduate/current/handbooks>

for details of these conventions.

### **Bibliography/Works Cited**

The Bibliography/Works Cited should follow MLA style, as summarised on the Department's 'Stylesheet', to be found in the **English Literature Writing Guide** mentioned above, pp.11-16.

Your primary texts (i.e. the literature you discuss) should be listed first, then critical/background material. If you wish, you may include books you have found useful but not cited in your text, in which case your list should be headed 'Bibliography and Works Cited'. A straightforward listing of Works Cited, though, is all that is formally required.

Note that the Department's Stylesheet is a deliberately basic guide. If you find that you need further advice on eventualities it does not cover (referencing interviews, or material from other media, for example) the Stylesheet offers a web address from which such advice should be available.

The Long Essay must be your own work. It will be assessed for plagiarism using up-to-date detection software, and penalties will be applied if necessary. Do not take any risks. Use a consistent system of referencing and acknowledge all sources. Plagiarism can be deliberate or accidental: neither is acceptable practice and both can result in penalties. Deliberate plagiarism occurs when students intentionally copy out passages verbatim from books or articles, or download material from the internet, without properly acknowledging the source. Unintentional plagiarism is usually the result of sloppy note-taking. Be sure to write down your sources carefully when taking notes and then cite that source in your Long Essay, using quotation marks where appropriate.

Copying other students' essays is cheating and also counts as plagiarism. Although discussion between students is encouraged, all coursework is accepted for assessment on the understanding that it is the student's own work. In short, failure

to acknowledge other people's work will not be tolerated. Serious cases of plagiarism will normally lead to automatic failure of the whole course, and may also lead to action under the University's Code of Discipline.

Further information can be found at:

<http://www.ed.ac.uk/schools-departments/literatures-languages-cultures/english-literature/undergraduate/current/academic-matters/plagiarism>

<http://www.ed.ac.uk/schools-departments/academic-services/students/undergraduate/discipline/plagiarism>

Remember the risk of plagiarism. Failure to acknowledge influences or to reference properly are its lower slopes.

Check your final text carefully for misprints and typing errors. There will be more of these than you think, and they can easily create a bad impression of carelessness, even in an otherwise good essay.

Make sure you keep your own copy of the Long Essay, in hard copy as well as in electronic form in case of accidents. The Long Essay is regarded as a Finals paper and, once submitted, cannot be returned to you.

### **Submission**

Your Long Essay should be submitted by **2 pm on Friday 22nd September 2017** at the latest.

Long Essays not submitted by this date may not be accepted for assessment and a zero mark may be awarded.

Essays should be submitted **electronically**.

You must ensure that you have sufficient time to upload your electronic copy before the deadline. Computer problems cannot be accepted as a legitimate excuse for late submission, other than in the case of a general failure affecting the university network.

- **Electronic submission** will take place via the Turnitin interface on the English Literature Long Essay (Modern European Languages) LEARN section. You may need to click on the red "Launch Learn" button in order to see the correct version of LEARN, i.e. the English Literature Long Essay (MEL) relating to the session during which you were abroad. You are responsible for ensuring that the connection over which you submit your electronic copy is

capable of uploading a Word document through Learn. This electronic version will be used to check for plagiarism.

Students must submit the research project portfolio electronically by **Friday 22nd September 2017**, before 2pm. *Turnitin* drop boxes are located in the English Literature Long Essay (Modern European Languages) LEARN section for the session during which you were abroad, accessible via MyEd.

Before submitting your work, you should check that you have followed the guidance on the required style and format for written work, which is contained in this Course Handbook.

Your **Exam Number** should be the sole identifier on your work - this is printed on your student card. (Please make sure that you do not include your name or Student Number anywhere in your project.) When you submit your assignment you **MUST**:

- Include the Exam Number in the 'Submission title'. The preferred format is <YourExamNumber>-EssayTitle e.g. B012345-Essay-ThirdReich.doc (It is fine to abbreviate a long essay title.)
- Include the Exam Number in the submission itself, e.g. in the header or footer. This is compulsory and failure to do so will result in the submission being de-anonymised. Once this has happened, there is no way to re-anonymise it, so it will not be marked anonymously.

### **Marking and Feedback**

Your essay will be anonymously marked by two members of academic staff. Please remember that the fifteen-day timescale for return of feedback does not apply to the final in-course assessments. We will, however, provide you with a provisional mark and feedback during the course of the first semester, in advance of the deadline for submission of your first 4<sup>th</sup> year English Literature course essay. The mark will remain provisional until confirmed by the Board of Examiners in June, but is highly unlikely to change.

**DISCLAIMER: Please note that information in this handbook may change during the course of the academic year. If this happens, you will be notified of the changes by email.**