ENLI08001

English Literature 1: Course Handbook

2018-19
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INTRODUCTION

The principal objectives of English Literature 1 are twofold: to enable students to become fluent and confident readers of a variety of literary forms and to develop greater self-awareness in their understanding of the reading process and of critical practice.

The course is divided into two parts, Literature: Forms and Practices in semester one and Literature and the “literary”, c. 1300-1700 in semester two. In the first semester only, the Thursday and Friday lectures are shared by both Scottish Literature and English Literature students.

Literature: Forms and Practices introduces students to some of the stylistic and conceptual aspects which are central to the study of English Literature. The semester is divided into three blocks, focusing on: poetry, drama, prose fiction.

By concentrating on issues of generic categorisation, form and theoretical context, students are helped to develop close reading skills and an awareness of the environments in which texts are produced.

Literature and the “literary”, c. 1300-1700 is designed to develop students’ understanding of the historical development of literature, and the changing perceptions of the ‘literary’ and literary theory up to the end of the seventeenth century. The course helps students to explore, compare and question the division of early literature into three historical periods: Medieval, Renaissance, Civil War/Restoration.

As well as introducing students to a wide range of pre-modern literary and dramatic modes the course aims to develop your critical awareness of different understandings of the literary and the problems of reading historically.

Both sections of the course will be assessed through written work in essays and exams, and contributions to tutorials.

KEY CONTACTS

The Course Organiser for semester 1 is Dr Anouk Lang, whose office is room 2.36, 50 George Square. Her email address is Anouk.Lang@ed.ac.uk, and her office hour is advertised on our website.

The Course Organiser for semester 2 is Dr Carole Jones, whose office is room 2.01, 50 George Square. Her email address is Carole.Jones@ed.ac.uk, and her office hour is advertised on our website.

The Course Administrator is Sheila Strathdee, who is located in the LLC Undergraduate Teaching Office (room 1.08, First Floor, 50 George Square). Her email address is S.Strathdee@ed.ac.uk.
The Undergraduate Director is Dr Jonathan Wild, whose office is room 2.11, 50 George Square. His email address is j.wild@ed.ac.uk, and his office hour is advertised on our website.

The Head of Department is Dr Andrew Taylor (room 2.28, 50 George Square). Appointments with Dr Taylor can be made through the undergraduate teaching office (room 1.08, 50 George Square).

LECTURES

TIMES AND PLACES

The English Literature 1 lectures are held on Tuesdays, Thursdays and Fridays between 12.10 and 1pm.

All lectures will begin promptly: you should be seated and ready to begin by the scheduled start time. Late arrival causes disruption for the lecturer and your fellow students, and will make it harder for you to get the most out of your attendance.

The Lecture Schedule provides precise information about the locations for lectures and their contents.

LECTURE SCHEDULE

The schedule for English Literature 1 lectures is available on LEARN and the department website at: https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/pre-honours/english-literature-1

LECTURE HANDOUTS

All handouts and Powerpoint slides will be made available via the English Literature 1 LEARN section in advance of lectures.
TUTORIALS

ALLOCATION TO A TUTORIAL GROUP

In addition to lectures, students will also have a one-hour weekly tutorial in a small group, at a time to be arranged. A personalised timetable will be available to you via the MyEd portal within the tab ‘My Services’. When you have signed up for a course you will be able to view your own timetable of core lecture hours. Tutorial groups can also be viewed on your timetable. Tutorial hours will be allocated and the group to which you have been assigned will appear on your personal timetable by the end of the first week of teaching. This can only happen after you have been enrolled onto the course.

Students taking English Literature 1 as an outside subject should email the course administrator to register their interest. However, such students will not be able to sign up for a tutorial group until they have been accepted onto the course.

To allow time for all students to be placed in an appropriate group, tutorials in the first semester begin in Week Two (week beginning 24 September, 2018).

NB. In the second semester, tutorials commence in Week One (week beginning Monday 14 January, 2019).

SEEKING FURTHER ADVICE ABOUT YOUR STUDY

If you wish to ask for further advice about your coursework you should ask your course tutor in the first instance. If your query refers to a specific lecture, you should contact the faculty member who gave the lecture during his/her office hour. Full details about office hours and office locations can be found on the Department website via this web page: https://www.ed.ac.uk/literatures-languages-cultures/english-literature/staff

PENALTIES FOR TUTORIAL ABSENCE

Non-attendance at a tutorial will result in penalisation: for each absence from a tutorial without good reason TWO marks will be deducted from the next essay submitted after the absence occurs.
BOOKS AND TEXTS FOR THE COURSE

PRIMARY TEXTS

Each student should own a copy of the following, which can be bought from Blackwells Booksellers, 53 South Bridge, Edinburgh.

   Students should obtain the full set. For ease of use, we recommend the six-volume set (volumes A-F, available in two bundles of three), but students should feel free to buy the two-volume version if they prefer.


NB. It is essential that you have the specified editions of these texts.

Students taking degrees in English Literature will find that these volumes will remain useful throughout the whole degree.

We would also strongly recommend our very own *Edinburgh Introduction to Studying English Literature*, edited by Dermot Cavanagh et al. This book contains essays by many members of the department based on our first-year lecture course, which cover much of the material included in the ‘Forms and Practices’ part of the course in first semester.

Most of the lectures for English Literature 1 will focus on works taken from the Norton Anthologies. For details, please consult the lecture schedule, [https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/pre-honours/english-literature-1](https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/pre-honours/english-literature-1)

In addition, you will need access to the following supplementary texts which are also studied on the course and have been ordered into the bookshop. You may find cheaper editions of standard texts than those suggested, but they often do not contain much by way of introductory or explanatory material, and may therefore not be much of a help to your studies. Fuller, more student-friendly editions may be only a couple of pounds more expensive.

**Semester 1**
Tony Kushner, *Angels in America: Parts One & Two* (Nick Hern, 2007)
RECOMMENDED READING

Secondary reading, suggested below, is designed to help you develop and broaden your understanding of the various themes and issues raised by particular texts or particular ideas explored on this course. The helpful and proper use of this critical material is an important skill to learn during your first year of literary study. It is expected that you demonstrate familiarity with some secondary reading in your longer essays.

Do not worry: you are certainly NOT expected to read everything listed!

Rather you should decide what books and/or journal articles look most helpful or interesting to you for the purpose of writing an essay or preparing for a tutorial. Decide on a realistic and manageable amount: perhaps 3 or 4 items for an essay. You should regard the opinions of these writers and critics not as facts but as stimuli for your own thoughts; opinions which can be questioned and challenged in helping you to formulate your own perceptions.

Your tutor will be able to guide you in your secondary reading. You should learn how to use the Library’s electronic catalogue to search for other material in books or periodicals which might be of help.

Finally, you are not required to own any of these books. Many of them are to be found in the HUB Reserve and Short Loan section of the University Library. Should you have any difficulties there, the library staff will be glad to advise you.

Semester 1

1) Introductions to Literary Criticism and Theory

2) Literary, Critical and Theoretical Dictionaries and Encyclopaedias

3) Introductions to Particular Forms and Genres of Literature

Poetry

4) Prose Fiction


5) Drama


6) Genre and Form

The *New Critical Idiom* series (Routledge) offers helpful introductions to some of the key issues of literary genre and form, relevant to ideas of the literary across these periods.
Among the useful titles in this series are:

6) **Help with Essay Writing**

**Semester 2**

These lists suggest good places to start in getting to grips with the literature of the three periods explored in the course. They are mostly collections of essays, covering various literary, historical and cultural contexts as well as the texts and authors studied.

**Medieval**

**Renaissance**
Civil War/Restoration

INTERNET RESOURCES
Students are encouraged to make use of the full range of electronic databases, both reference and full text, to which the University subscribes. You can find listings of these at: [http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/library-databases/databases-subject-a-z/database-literature](http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/library-databases/databases-subject-a-z/database-literature)

You will also want to be aware of those journals of literary criticism available online via the library website. Further information can be found at: [http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/find-ejournal](http://www.ed.ac.uk/schools-departments/information-services/services/library-museum-gallery/finding-resources/find-ejournal)

A useful website to be aware of is [www.literature-compass.com](http://www.literature-compass.com) (critical and reference materials for all literary periods).

For further reading in relation to Semester 2, students are advised to consult

[http://bcw-project.org/](http://bcw-project.org/) (British Civil Wars Project)
[http://www.ota.ahds.ac.uk/](http://www.ota.ahds.ac.uk/) (Oxford Text Archive)
STRUCTURE OF ASSESSMENT

You will be awarded a single final end-of-year mark for the course based on a combination of Coursework and a 3 hour Degree Examination.

In order to pass the course, you must:
1) submit all of the required coursework;
2) achieve a mark of over 40% in your Degree Examination paper; and
3) achieve an end-of-year mark of 40% or above.

COURSEWORK

Your total mark for your coursework will consist of marks for two 2,500-word essays and one 1,500-word close reading exercise, in addition to a Tutorial assessment mark based on preparation for and participation in tutorials in each semester.

Your coursework constitutes 60% of your final mark for the course.

<table>
<thead>
<tr>
<th>Coursework Component</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark for the 2,500-word essay, submitted semester 1, week 11</td>
<td>15%</td>
</tr>
<tr>
<td>Mark for the 1,500-word close reading exercise, submitted semester 2, week 5</td>
<td>10%</td>
</tr>
<tr>
<td>Mark for the 2,500-word essay, submitted in semester 2, week 10</td>
<td>15%</td>
</tr>
<tr>
<td>Tutorial Assessment mark for the first semester</td>
<td>10%</td>
</tr>
<tr>
<td>Tutorial Assessment mark for the second semester</td>
<td>10%</td>
</tr>
<tr>
<td>Total Coursework element</td>
<td>= 60%</td>
</tr>
</tbody>
</table>

DEGREE EXAM

A three-hour sit-down examination at the end of Semester Two, during the Final Assessment period in April/May. = 40%

Your degree exam constitutes 40% of your final mark for the course.

Please note that students are REQUIRED to pass the Degree Examination in order to pass the course.
COURSEWORK

All students on the course are required to complete three pieces of coursework. The questions for these assignments will be published on Learn, and you will have plenty of time to work on them prior to the deadline. All essays should refer only to materials which have been covered in the lecture programme and tutorials.

ALL assignments MUST be submitted, even if they will be marked at zero. An overall mark of 40% or higher constitutes a pass for English Literature 1. However, if you reach this threshold but you have failed to submit an element of coursework, or have failed the degree exam, your final grade will have FF (“forced fail”) appended to it.

If you encounter problems in completing any of these assignments please contact your Personal Tutor immediately.

FORMAT OF COURSEWORK

Written work must be word-processed using a standard application such as Microsoft Word. You should ensure also that you use the standard Times New Roman font, font size 12, and that your work is double-spaced, with ample margins. You should include a note of the Word Count on the front page of your essay.

For further guidance regarding format and presentation, and for advice on essay composition, please see the English Literature Writing Guide, available as a download from the department’s website and the course’s LEARN section.

COURSEWORK SUBMISSION

Students must submit all coursework electronically by the deadlines listed below. Essays and close readings should be submitted to the appropriate Turnitin drop boxes: they are located in the Content Folder on LEARN for the course. LEARN is accessible via your MyEd. Please ensure that you submit your work to the correct box. If you experience difficulties submitting your essays, inform the course administrator immediately.

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 the English Literature Writing Guide. https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks

When you submit your assignment you MUST:

- Include your name and Exam Number in the ‘Submission Title’, which you complete as you upload your essay to Turnitin. The preferred format is <YourName>-<YourExamNumber>-EssayTitle, e.g., Jane Smith-B012345-HamletEssay (It is fine to abbreviate a long essay title.)
Your Exam Number can be found on your Student Card. It begins with a “B”.

See illustration below for example:

Without your name and exam number, your work might not be marked by your tutor and feedback might be less focused on and helpful for your personal development.

Essays must be submitted **before 2 pm** on the deadline day. It is your responsibility to submit essays on time and it is advisable to upload essays well before the deadline to avoid last minute problems and congestion.

The assignment will be scanned by software which generates an ‘originality report’ to help you and your tutors ensure that you have referenced your sources correctly.
DEADLINES FOR ESSAY SUBMISSION

DEADLINES FOR ESSAY SUBMISSION

Formative Essay
(1,000 words)
2pm, Monday, 29 October, 2018 (week 7)

Essay 1:
(2,500 words)
2pm, Monday, 26 November, 2018 (week 11)

Close Reading Exercise
(1,500 words)
2pm, Monday, 11 February, 2019 (week 5)

Essay 2:
(2,500 words)
2pm, Monday, 18 March, 2019 (week 10)

EXTENSIONS TO DEADLINES

If you are seriously unwell or suffering serious personal difficulties and unable to finish your course essay by the deadline after which late penalties are applied, you must apply for an extension in advance of the deadline. You should contact the relevant course administrator in the first instance by completing the online extension request form on this link: https://www.ed.ac.uk/literatures-languages-cultures/current-students/extension-request

Extensions of longer than 7 days are not permitted. If you are unable to submit work within the extended deadline, it is vital you contact your Personal Tutor immediately to open a Special Circumstance form. Computer problems and competing essay deadlines ARE NOT accepted as grounds for an extension or as a reason for late submission.

LATE SUBMISSION OF ESSAYS

If you do miss the deadline for any reason, your assignment should still be submitted according to the process outlined above.

Please note that computer problems do not count as an excuse for late submission. It is up to you to foresee any potential problems in this or other regards and to manage your time accordingly. Factor in enough time to cope with a possible emergency.

PENALTIES FOR LATE SUBMISSION

Assignments submitted late without an extension granted by the course administrator will incur a five mark penalty PER DAY of lateness, up to seven days. Essays submitted after that point, without good reason, will be marked at zero.
For example, for Essay 2:

<table>
<thead>
<tr>
<th>Late Submission Time frame</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>after 2 pm on Monday but before 2pm on the following day (Tuesday)</td>
<td>- 5</td>
</tr>
<tr>
<td>after 2 pm on Tuesday but before 2 pm on the following day (Wednesday)</td>
<td>- 10</td>
</tr>
<tr>
<td>after 2 pm on Wednesday but before 2 pm on the following day (Thursday)</td>
<td>- 15</td>
</tr>
<tr>
<td>after 2 pm on Thursday but before 2 pm on the following day (Friday)</td>
<td>- 20</td>
</tr>
<tr>
<td>after 2 pm on Friday but before 2 pm on the following day (Saturday)</td>
<td>- 25</td>
</tr>
<tr>
<td>after 2 pm on Saturday but before 2pm on the following day (Sunday)</td>
<td>-30</td>
</tr>
<tr>
<td>after 2pm on Sunday but before 2pm on the following working day (Monday)</td>
<td>-35</td>
</tr>
<tr>
<td>after 2pm on the Monday following submission week</td>
<td>zero</td>
</tr>
</tbody>
</table>

Please note that late submission is penalised not because it causes members of staff any extra work (generally speaking, it does not), but in the interests of fairness to those students, the vast majority of whom work hard to get their work finished on time. The student who complains about being penalised for their essay being one hour late is complaining at not being given an extra hour to complete their essay that other students did not have: that is, they are complaining about not being privileged over their classmates by the department.

**OTHER PENALTIES**

The word limit for essays is 2,500 including quotations and footnotes. This limit does not include the list of Works Cited. Excessively long essays will not be marked beyond that limit. Your essay may not receive a pass mark if it is less than half the required length. Where a rubric is provided, ten marks may be deducted for rubric violations.

**COURSEWORK ASSESSMENT AND FEEDBACK**

Feedback and marks will normally be provided within 15 working days of submission. It is important to note that the initial marks provided on Learn in Grademark are **provisional** and are subject to moderation, application of penalties and final confirmation at the Exam Board.

In order to ensure a high quality and consistency of marking for this course, and across related courses, coursework and degree exam scripts will be moderated by sampled
second marking. An academic colleague will review a number of marked essays and scripts and confirm the marks.

**DEGREE EXAMINATION**

This is a three-hour sit-down examination taken at the end of Semester Two during the FINAL ASSESSMENT PERIOD (which runs from 29th April to 24th May 2019, the exact date will be announced as soon as it is confirmed by Registry).

Your degree exam constitutes 40% of your final mark for the course.

The exam will consist of a three hour paper. The paper is divided into TWO parts. Part 1 consists of a close reading exercise; Part 2 is divided into two sections, each of which relate specifically to the work of the second semester (i.e. ‘Literature and the “literary”, c. 1300-1700’). These questions should be answered with reference only to appropriate materials which have been covered in the lecture programme and tutorials.

Students **MUST** answer ONE question from EACH section.

**Part 1: Close Reading.**

Here, students will be expected to write a critical analysis of a poem or passage of verse from ANY period of literature covered over the year (i.e. from the medieval to the present).

**Part 2: ‘Literature and the Literary, c. 1300-1700’.**

**Section A:** will consist of questions specifically on literature from the CIVIL WAR/RESTORATION periods.

**Section B:** will consist of general and comparative questions which require discussion of texts from TWO of the THREE periods covered in ‘Literature and the “literary”, c. 1300-1700’ (i.e. ‘Medieval,’ ‘Renaissance,’ and ‘Civil War/Restoration’).

The consultation of books or notes during the examination will not be permitted; the paper will not be made available to students before the start of the exam.

**Please note that full-year students are REQUIRED to pass the Degree Examination in order to pass the course.**

Should any student fail to pass the degree exam at the first attempt, they will be permitted to resit the exam in the resit diet in 5-16th August 2019. The resit will normally take the form of a three-hour sit-down exam, but in some circumstances students will be offered an alternative assessment in the form of an extended essay of the same rigour and addressing the same learning outcomes as the exam. Students have four attempts to pass the Degree Examination in total. Students are not allowed to resit a course or components of a course that they have passed in order to obtain a better mark.
In order to ensure a high quality and consistency of marking for this course, and across related courses, coursework and degree exam scripts will be moderated by sampled second marking. An academic colleague will review a number of marked essays and scripts and confirm the marks.

**RELATION OF COURSEWORK ESSAYS TO EXAMS**

In the exam, you may not repeat ‘material’ from your term essays; but what counts as ‘material’ requires definition. You may choose to discuss authors that you have already discussed in your term essays. You may also choose to address issues or ideas related to those explored in your term essays. But in the exam you should NOT address issues or ideas you have discussed in term essays by discussing the same authors that you used in the original essay. It is this, using the same author to make the same point, that counts as mere repetition of material from an essay and is disallowed.

Students should remember that, however similar the rubric, the questions asked in the exams will be substantially different from those set for the essays; and that exam answers will always be penalised for irrelevance to the question asked. In your revision for exams, you should therefore seek to consolidate your knowledge of the texts on the course and the critical and theoretical issues they raise. Merely reproducing material from your essay, composed in answer to a completely different question, will not earn good marks in the exam.

**PLAGIARISM AND ACADEMIC MISCONDUCT**

Plagiarism is the use of material taken from another writer's work without proper acknowledgement, presenting it as if it were your own. While it is perfectly proper in academic study to make use of another person’s ideas, to do so under the pretence that they are your own is deceitful. Plagiarism, whether in coursework or examinations, is always taken extremely seriously within the university as it is a form of cheating. Work found to be plagiarised may be penalised, assessed at zero, or not accepted, and in serious cases may lead to disciplinary action being initiated.

Work undertaken for our courses is designed to help you develop your knowledge and understanding, and your own powers of analysis and argument. Essays, exams and exam essays assess these skills. Plagiarism therefore undermines the whole purpose of the academic study of literature. For all work for the department’s courses, it is important to be aware of, and to acknowledge the sources of arguments and words. This applies to material drawn from critical books and lectures, but also from the work of other students (including tutorial or seminar discussions) and from the internet and other electronic sources. Tutors will check web-based material, as well as other sources, where they have reason to suspect that the writing a student submits does not represent their own ideas, words and arguments.
While deliberate plagiarism involves an intention to deceive and is easy to avoid, it is possible to fall unawares into practices which could be mistaken for plagiarism if you are not familiar with the proper means of using and acknowledging material from other writers. Inadequate referencing and inappropriate use of others' material could inadvertently lay you open to charges of plagiarism. You should also be aware that the resubmission of previously submitted work is classed as misconduct, just like plagiarism, and will be treated as such. You can refer to work that you’ve previously submitted in a new submission, but you need to cite clearly this pre-existing material in your new submission.

Since different subjects involve different uses of material, and may have different conventions about how it should be acknowledged, it is important that in each of their subjects students consult departmental guidelines about the purpose and presentation of written work in that discipline.

Aside from plagiarism, you must also avoid all other forms of academic misconduct. These include collusion, the unauthorised and unattributed collaboration of students in a piece of assessed work; falsification, the attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material; cheating, the attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own; deceit, the use of dishonesty to gain an advantage; and personation, the assumption of the identity of another person with intent to deceive or gain unfair advantage.

For EL1, please consult the English Literature Writing Guide: https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks

FEEDBACK

The marks you receive for your work should always be understood in the light of the feedback that you will receive at the same time, and both marks and feedback should be read in the light of the Grade Descriptors published in the English Literature Writing Guide. All coursework is returned to you with feedback from the tutor or course organiser; for exams, generalised feedback on exam performance of the class as a whole is made available via the course’s Learn section, along with an opportunity to view your exam script upon request. Please contact the course administrator if you wish to see your exam script.

THE IMPORTANCE OF FEEDBACK

Learning is a process of communication between students and teachers, and feedback is essential to that process. It helps you identify your strengths and weaknesses, zero in on problem areas, and devise strategies to improve your performance. It helps you recognise
variability and trends in your own performance, and where you stand in regard to your peers. Feedback is not an end in itself, but a tool for advancing the more important goal of learning.

**WHAT FORMS DOES IT TAKE?**

It is important to recognise the variable forms that feedback takes. There is more to it than just comments on individual pieces of work.

- When we think of feedback, we usually think first of written comments on specific essays, dissertations and sometimes on exams. Such feedback aims to give you some explanation of the mark you received, pointing out the main strengths and weaknesses, and suggesting what would have improved the performance. As already suggested, such feedback tells you something about that particular performance, but also about your general academic abilities.

- It is important to remember that marks are themselves a form of feedback, providing a ranking of your performance in relation to others doing the same piece of assessment, and in relation to general standards of assessment performance. Grade descriptors are intended to give a guide to how assessment performance is judged. They provide a basic context for reading and understanding the meaning of a mark. You can find these in the “English Literature Writing Guide”. See link from: https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks

- This course provide opportunities to submit non-assessed work, as a preparation for work that will be assessed later. Technically, this is known as feed-forward, as the comments on this work are intended to enable you to take these comments into account when revising your work it ahead of final submission. Feed-forward offers you the opportunity to reflect on the strengths and weaknesses of your previous submission, and develop your ideas before your work is awarded a final mark.

- One of the reasons you are encouraged to participate actively in discussions in seminars and workshops is that this is one of the most fruitful opportunities for feedback, for trying out ideas, exploring your understanding of material, and raising questions. It is for this reason that this courses attaches a mark to tutorial participation in each semester.

- For Examination papers, the department will need to retain the exam scripts until the final boards of examiners have been held. You may, however, ask to see your pre-honours scripts if you wish to do so once the marks have been finalised and published.
HOW CAN STUDENTS GET THE MOST OUT OF FEEDBACK?

First off, as suggested above, you should be alert to the various forms that feedback takes. Beyond that, here are some suggestions:

- Learn more about study and assessment skills. There is a lot of helpful literature and guidance available. Two places to start are: (1) The Library. Books on ‘study skills’ are generally found under the Library of Congress call numbers LB2395. You can always ask a librarian for guidance. (2) The Institute for Academic Development (IAD): https://www.ed.ac.uk/schools-departments/institute-academic-development/undergraduate/advice.

- Try to consider the various forms of feedback you receive not as isolated events, but as part of an overall pattern of performance, identifying general areas of strength and weakness. This should become clearer the more you are assessed and the more feedback you receive as you progress through your programme. If you detect a consistent area where you need to improve, seek advice from tutors and course organisers about what to do.

- In the first instance, when trying to understand a mark and any associated comments, read these in the context of School marking descriptors. Marking descriptors are necessarily general, but may help put the feedback you’ve received in a wider context.

- If you know that a classmate has done particularly well, you might ask to read their essays. They may say no, but they might also be flattered. Doing this will help you get a realistic picture of what good coursework looks like, what can be achieved, and what kinds of performance your own work is being evaluated in relation to.

- If you have questions about a mark and associated comments on coursework, you are always entitled to seek clarification from your tutor or the course organiser.

ENGLISH LITERATURE POLICIES ON ASSESSMENT FEEDBACK

In line with University policy, assessment in English Literature operates according to the following principles:

- Feedback on coursework is provided in written form. You may also ask your tutor or course organiser for additional comment and advice, where appropriate.

- There is a ‘three working week’ turn-around time expected for mid-semester coursework assessment. If this turn-around time is not being met you should bring this to the attention of the Undergraduate Director.
• For Examination papers, the department will need to retain the exam scripts until the final boards of examiners have been held. You may, however, ask to see your pre-honours scripts if you wish to do so once the marks have been finalised and published.

LitPALS

LitPALS is the Department’s ‘peer-assisted learning scheme’, aimed at helping you adapt to university life and study. In small informal groups, trained second-, third- and fourth-year volunteers (Student Leaders) offer support to first-year literature students in a series of fortnightly meetings during Semester 1. The sessions are tailored to the experiences of new students, providing advice on study skills, using library resources, essay writing, exam preparation, and other academic issues, as well as offering a relaxed and confidential setting in which you can ask your own questions about your studies and university experience. It is also an excellent way to meet fellow students and find out about the social life in and around the university.

LitPALS meet fortnightly from 1.10-2.00pm in the 'even' weeks (week 2, week 4, etc) during Semester 1, in 50 George Square (you will receive more detailed information on rooms and specific topics to be addressed by email before the start of the semester). If you’d like any more information at any time, please contact the LitPALS Co-ordinators, Dr Dermot Cavanagh (dermot.cavanagh@ed.ac.uk).

See also the information on the EUSA website:
https://www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/get_peer_support/find_a_project/organisation/litPALS/
VISITING STUDENTS

FULL YEAR VISITING STUDENTS

Students who are here for the whole year should take the course in the same way as the home students. See under Assessment above for the weighting of coursework and examinations.

SEMESTER 1 ONLY VISITING STUDENTS

Visiting students who are here for Semester 1 only will be set an additional essay to be submitted during the end of semester assessment period in December. In order to pass the course students must: (1) submit all required pieces of work and (2) achieve an end-of-semester mark of 40% or over.

The weighting of the various components taken by a Visiting Student who is here for Semester 1 (September to December) only is as follows:

First Semester:

Mark for the 2,500 word essay submitted in week 11: 60%
Tutorial Assessment mark for the first semester: 10%
Additional Essay for Semester 1 only Visiting Students, 2,500 words, submitted in week 14 (before 2pm, Friday, 21 December 2018): 30%

SEMESTER 2 ONLY VISITING STUDENTS

January-entry Visiting Students will be set an additional essay to be submitted during the end of semester assessment period in April/May. In order to pass the course students must: (1) submit all required pieces of work and (2) achieve an end-of-semester mark of 40% or over.

The weighting of the various components for Visiting Students who arrive in January is as follows:

Second Semester:

Mark for the 1,500 word close reading exercise submitted in week 5: 15%
Mark for the 2,500 word essay submitted in week 10: 25%
Tutorial Assessment mark for the second semester: 10%
Additional Essay for Semester 2 only Visiting Students, 2,500 words, submitted during the final assessment period (April/May) (submission date to be announced): 50%
Making the most of University:  
Support from your University Careers Service

Your University Careers Service is here to support you from Day 1, not just your final year. We can assist you in finding semester-time, vacation and volunteering work to help you finance and add value to your university experience, alongside your studies. And we’re happy to help you explore your future direction, whatever year you’re in.

Whilst studying to gain the best degree you can is your priority, it’s also a good idea to take advantage of the wide range of opportunities open to you as an undergraduate. These include, volunteering, mentoring, taking on a role with a student society or club, study abroad, group projects, part time work, summer jobs, delivering presentations, work shadowing, to name but a few.

Getting involved with activities outwith your studies has many advantages. You can:

- Develop and demonstrate skills and attributes, such as teamwork, communication, time-management, customer service etc. Future employers will be looking for evidence of relevant skills from all areas of your life, not just your studies.

- Broaden your horizons – new experiences can change your perspective, provide new insights, alter your outlook, encourage you to consider different opportunities and directions.

- Discover your strengths – what you’re good at, what you enjoy, how you can use these strengths to your advantage in the workplace

Careers Service support includes:

- Semester and vacation work-opportunities
- Support with applications and interviews for semester and vacation work
- Volunteering opportunities nationwide and abroad
- Talking through your immediate and future plans with a Careers Adviser.
- Information specifically for early-years students https://www.ed.ac.uk/careers/your-future/year-by-year/early
- Your own careers blog http://englitcareersblog.wordpress.com/ - regular postings relevant to English lit students, to inform and inspire.

Browse our website www.ed.ac.uk/careers for further information on all the above, or call in and see us on the 3rd floor of the Main Library Building.

Also check out what you can do with your degree via: https://www.ed.ac.uk/careers/your-future/options/degree-options

Discover, for example:

- What recent English Literature graduates have gone on to do
- Your options with an English Literature degree
- After English – a website dedicated to helping English Literature graduates plan for their future after graduation

Finally – look out for notices and emails about Careers Service activity in English Literature during the year, including regular bookable appointments for English Literature students only, and sessions of particular interest to English lit students.
School of Literatures, Languages and Cultures: Links to important information

This section is designed to provide details of common policies which will be important throughout your studies. Some apply across the university, while others are specific to the School of Literatures, Languages and Cultures (LLC). Students are expected to familiarise themselves with these policies. More information on the statements below can be found by following the relevant links.

If you require this document, or any of the internal University of Edinburgh online resources mentioned in this document, in an alternative format, please contact the course administrator mentioned on page 3 of this Handbook.

<table>
<thead>
<tr>
<th>POLICIES AND REGULATIONS</th>
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<tbody>
<tr>
<td><strong>The Student Contract</strong></td>
<td><a href="http://edin.ac/1hvcRas">http://edin.ac/1hvcRas</a></td>
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<tr>
<td>Successful study at University stems from a partnership</td>
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<td>between students and staff, and the University is</td>
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<td>committed to providing you with a learning environment</td>
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<td>and student services which enable you to fulfil your</td>
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<td>potential.</td>
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<tr>
<td><strong>Use of Student E-mails</strong></td>
<td><a href="http://edin.ac/13z6Lte">http://edin.ac/13z6Lte</a></td>
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<tr>
<td>We will communicate with you via your student e-mail</td>
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<td>account. It is essential that you check this regularly.</td>
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<tr>
<td><strong>Attendance and Engagement Requirements</strong></td>
<td><a href="http://edin.ac/1sJ0Ofo">http://edin.ac/1sJ0Ofo</a></td>
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<tr>
<td>We monitor the engagement of students on our courses</td>
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<td>and programmes and this allows us to identify and offer</td>
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<td>help to those who may be experiencing difficulties.</td>
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<td>Failure to adequately engage can have a negative impact</td>
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<td>on your studies, and may ultimately lead to exclusion.</td>
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<tr>
<td>There are additional and particular requirements for</td>
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<td>sponsored Tier 4 students – see <a href="http://edin.ac/2aPixLi">http://edin.ac/2aPixLi</a> for further information.</td>
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<tr>
<td><strong>Obligations on Tier 4 Students</strong></td>
<td><a href="http://edin.ac/2aPixLi">http://edin.ac/2aPixLi</a></td>
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<tr>
<td>As a Tier 4 student visa holder, it is your responsibility</td>
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<td>to comply with the conditions of your visa. Failure to</td>
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<td>follow these conditions will result in the University</td>
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<td>reporting you to the UKVI, a consequence of which will</td>
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<td>be the cancellation of your visa and withdrawal from the</td>
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<tr>
<td>University of Edinburgh.</td>
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<tr>
<td><strong>Taught Assessment Regulations</strong></td>
<td><a href="http://edin.ac/1S73Hv7">http://edin.ac/1S73Hv7</a></td>
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<tr>
<td>Information on the principles of assessment used by the</td>
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<tr>
<td>University of Edinburgh.</td>
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<tr>
<td><strong>Marking Scheme</strong></td>
<td><a href="http://edin.ac/1pq2CXg">http://edin.ac/1pq2CXg</a></td>
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<tr>
<td>An explanation of the marks and grades applied to</td>
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<td>coursework and exams.</td>
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<td><strong>Plagiarism and Academic Misconduct</strong></td>
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<td>---------------------------------------</td>
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<tr>
<td>Plagiarism is taken very seriously and incurs penalties. Follow the links provided to make sure you know what plagiarism is and how to avoid it.</td>
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<tr>
<th><strong>Coursework submission</strong></th>
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<tr>
<td>Formal assignments must normally be submitted electronically through the course Learn area. Check your assessment instructions for details. All electronic submissions will be reviewed by the plagiarism detection service Turnitin.</td>
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<tr>
<th><strong>Extension requests for coursework submission</strong></th>
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<td>You can apply for an extension of up to 7 days by submitting a request before the assignment is due. Please note that penalties for late submission will be applied unless an extension request has been approved and this requirement applies to ALL students, including those who have an adjustment schedule.</td>
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<tr>
<th><strong>Penalties for late coursework submission</strong></th>
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<tr>
<td>Deductions for unauthorised late submission will be calculated as follows: 5 marks per calendar day for up to 7 days; zero awarded thereafter (Taught Assessment Regulation 28).</td>
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<th><strong>Coursework feedback</strong></th>
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<tr>
<td>Feedback on in-course assessed work will be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner, but please note the following exceptions:</td>
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<td>- This timescale does not apply to final in-course assessment, including exams.</td>
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<td>- The University Christmas closure period is excluded from the 15 working day calculation.</td>
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<td>(Taught Assessment Regulation 16)</td>
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<tr>
<th><strong>Accessing marked coursework and feedback</strong></th>
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<tr>
<td>After a piece of coursework has been marked, you will be able to view it – along with the mark and all related feedback – in Learn. You will find the assessment in the same location that you submitted it.</td>
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<tr>
<th><strong>Exam Diet Dates</strong></th>
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<tr>
<td>You will find dates of forthcoming exam diets at the link here, as well as exam timetables once available. Please note that exam diets are scheduled centrally and the School is unable to influence this.</td>
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<tr>
<th><strong>Past Exam Papers</strong></th>
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<tr>
<td>You can look at exam papers from previous years at the link here.</td>
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Use of dictionaries in examinations  http://edin.ac/1oUMqMZ

Please note that this is not permitted, except in a few specific cases where all students on a course are allowed to do so.

Degree Progression Requirements  https://edin.ac/2LcyISs

You will find full details of progression requirements in the Degree Programme Table for your degree. Please note that entry into Honours is normally by achievement of a mark of 50 or higher at the first attempt in all the compulsory second-year courses of your registered degree. There may be additional requirements for language students.

RESOURCES AND SUPPORT

Living and studying in Edinburgh  http://edin.ac/1cFv39N

A valuable source of information on all aspects of student life.

Learn  http://edin.ac/1hVD6jA

Learn is the University’s Virtual Learning Environment (VLE) and is used for course information, discussion forums, coursework submission and so on.

Support for Success in LLC  http://edin.ac/1hVD6jA

This Learn site has been designed to provide you with the information, tools and resources you need to get the best out of your degree. Here you will find content related to study skills, academic and professional development, useful software, employability, and pastoral care and support.

Students on a degree programme with LLC as the home subject area will be automatically enrolled on this course, visible when you launch Learn.

Path  http://edin.ac/1oUJqQN

Path is a neat tool to allow you to view your course selections and possible options throughout your degree programme.

Your Timetable  https://edin.ac/13z6Lte

You can gain secure, private access to your personalised timetable via MyEd, and your Office 365 Calendar. To request changes to tutorials, use the Timetabling request form: http://edin.ac/2vivbhC.

Library and computing facilities  http://edin.ac/1JKRyZ5

Information on library services, computer facilities and basic computer training.

LLC Resource Centre  http://edin.ac/1npNrbo

The Resource Centre at 50 George Square provides access to films and documentaries, video and audio editing facilities, and more.
Edinburgh University Students' Association (EUSA)  http://edin.ac/19uBr2s
Find out how to seek help from or get involved with your students’ association.

Careers Service  http://edin.ac/15gDeSM
Useful links to information on part-time, vacation and graduate jobs, year abroad opportunities and general careers advice.

Student Disability Service  http://edin.ac/14iCSCf
All students with a long-term or chronic condition (physical or mental) should contact the Student Disability Service as early as possible in order to take advantage of the help and advice available.

Support and advice for students in LLC  http://edin.ac/1BGckIz
General advice and FAQs for students studying in the School of Literatures, Languages and Cultures.

Student Support and Personal Tutors  http://edin.ac/1ogOIQv
Your Personal Tutor will be your first point of contact for all academic matters relating to your degree programme and choice of courses. Your Personal Tutor will also provide academic references. All students will have one meeting with their Personal Tutor each semester, and group meetings may also be arranged.

The LLC Student Support team will be the first point of contact for all administrative matters and pastoral care. The Student Support team deal with status letters, degree transfers, concessions and authorised interruption of studies; they can also offer guidance and information on all support services available to students at the University.

Special Circumstances  https://edin.ac/2N8ab2O
If your academic performance is affected by circumstances such as illness, you will find advice here.

Study advice and support  http://edin.ac/1Lh2d16
Students are encouraged to take advantage of the study support offered by the Institute for Academic Development.

Counselling Service  https://edin.ac/2N33Wxb
The Counselling Service aim to support you to make the most of your student experience at the University of Edinburgh. They offer a wide range of support including instant access self-help resources, drop-in presentation workshops, short term counselling and consultation.
Emergency Contacts and Nightline  
https://edin.ac/2N7FkDM

If you need assistance as a matter of urgency either during normal working hours (Monday-Friday, 9a.m. to 5p.m.) or in the evening or at the weekend and you are uncertain who to contact, please consult the information available at the link above.

Peer Support  
https://edin.ac/2N5thXs

Peer Support in the context of the University means a student with more experience sharing their knowledge, skills, abilities and expertise with a new or less experienced student. Peer Support may focus around advancing your academic work, providing opportunities to socialise with other students within your School or offering additional support to ensure your wellbeing while at University. Edinburgh University Students’ Association (EUSA) and the University have been widely developing the Peer Support Project across the University since 2012.

Different forms of Peer Support are available throughout LLC; if you would like to become involved in a peer support scheme, please speak to your Course Organiser or Personal Tutor or contact EUSA for more information: peer.support@eusa.ed.ac.uk.

Student feedback and Staff-Student Liaison  
http://edin.ac/2pkJuir

Students have various opportunities to provide feedback, both informally (e.g. by speaking to staff) and formally (e.g. through end-of-course questionnaires). Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students’ Association (EUSA) coordinates student representation and provides training and support for student representatives across the University. Student representatives (‘Reps’) listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. Schools share students’ emails with their student representatives as a matter of course; any student wishing to opt out from this should inform the Course Secretary.