

# Year 3 Group Meeting

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23 OCTOBER 2019

Key things to note:

## Key things to note: *PT Meetings*

- there are no more scheduled one-to-one meetings with your Personal Tutor, but you should not hesitate to arrange a meeting if you need to;
- it is always a good idea to check in with your PT at the start of semester 2, just to let them know how things are going.

## Key things to note: *Extensions: reminder*

- if you need an extension for any piece of work, you must apply for this in advance – information on how to apply is available on the student intranet on the School website or on the Learn site ‘UG Students in HCA’ – look under Student support and wellbeing;
- extensions are possible for a maximum of seven days only;
- in Honours years, the request is forwarded to the Director of Teaching, who may ask for additional information;
- an extension has not been approved until you get word from the course administrator so please do not assume that it will be forthcoming.

## Key things to note: *Special Circumstances: reminder*

- if, during this semester, you experience any difficulties that have affected your work, you can apply for Special Circumstances;
- for most Honours courses, this will not be until the spring – this is because for courses with exams, the exams often are not until the spring diet – check DRPS/the course website/PATH for information – it is your responsibility to know when the exams are;
- only for those courses in which all assessed work is completed in semester 1 will SCs be considered in January (e.g. Historical Skills and Methods I);

Key things to note: ***Special Circumstances: reminder***

- only certain reasons are valid for SCs and documentation **MUST** be provided;
- an email will be sent out by the SSO informing you of the deadline for applications;
- please note: these **MUST** come in on time – while late applications are sometimes considered, you take a risk by submitting them late;
- details are available on the School website or on the Learn site.

## Key things to note: ***Attendance and Engagement***

- we are now monitoring attendance and engagement – checkpoints include seminar attendance and assessment deadlines;
- email the course organiser in advance if you cannot attend a seminar;
- if there are any problems affecting your studies, let us know as soon as possible (the SSO is a good place to go);
- don't slip off our radar!

## Key things to note: *Email Correspondence*

- remember that email is the official method of communicating with you so check your university email daily;
- and, just a reminder, email is a formal means of communication: there are rules to follow, so please familiarise yourself with these...

## ***Email Etiquette***

- do not begin with 'Hi' unless you know the person well;
- do not use first names for lecturers or tutors unless they have said that it is fine to do so;
- be concise in your request and ensure that the message is clear and makes sense;

## *Email Etiquette*

- be sure you are sending the email to the right person
  - for questions about course content, that should be the course organiser;
  - for questions about administrative matters to do with courses (e.g. accessing dropboxes), that should be the course administrator;
  - for queries about transfers, course changes, etc., that should be your Personal Tutor in the first instance and then the Student Support Office;
  - you can usually expect a reply within three working days – please do check for the reply.

## **Degree classification**

## *Degree classification*

- a reminder about the marking scale:
  - HCA uses the University's 100-point mark scale as follows\*
    - in the 'First Class' band (70–100), marks will progress in increments (70; 72; 75; 78; 80; 85...);
    - the 'Fail' band will have a first step which indicates a clear fail but is designed to be recoverable (i.e. 38), before falling in increments of ten (30; 20; 10), with a mark of 0 reserved for non-submission/no answer;

\*note that language courses are exempt from this

## *Degree classification*

- the remainder of the scale (38–70) will progress in increments of two marks, thereby removing odd numbers;
- this use is intended to promote:
  - a greater use of the full range of the scale and in particular of the upper end of the First Class band;
  - the ease with which first and second marker/moderator can agree marks;
  - the avoidance of ‘borderline’ marks (e.g. 49; 59; 69): a mark should be clearly at the top end of one band (e.g. 68) or at the bottom end of another (e.g. 70).

## **Degree classification**

- a reminder about the stages of the marking process:
  - first marker (course organiser/supervisor);
  - moderators (particular attention to Firsts, borderlines, Fails);
  - External Examiners provide a third check;
  - Course Boards review marks prior to Exam Boards.

## *Degree classification*

- a reminder about how Special Circumstances work:
  - any SCs must be submitted no later than one week after submission of last piece of assessment on a course;
  - SC Committees meet before Exam Boards to consider all cases;
  - cases are considered anonymously and without sight of marks;
  - we are looking for evidence of circumstances that will have had a material impact on performance;
  - all due allowance is given whenever possible but we are restricted as to what we can do (e.g. we cannot change marks).

## *Degree classification*

- role of the Externals and Exam Board:
  - review of internal marking – is range of marks appropriate?
  - may be asked to review ‘difficult’ scripts;
  - review of all borderline cases where minor adjustment will have effect on classification.
- first meeting of the Exam Board to confirm marks;
- confirmation of mark deductions;
- second meeting of the Exam Board to classify degrees.

## *Degree classification*

- is based on marks over third and fourth year (240 credits) OR fourth year alone, where third year is taken abroad (120 credits);
- classification is done by mean (average) mark across 240 or 120 credits;
- 0–38% = Fail; 40–48% = Third; 50–58% = Lower Second; 60–68% = Upper Second; 70–100% = First;
- but an overall mean mark within 2% of a class boundary is considered ‘borderline’ (38–39.9; 48–49.9; 58–59.9; 68–69.9);
- in these circumstances classification is then by ‘profile’ – i.e. number of marks in each class...

## **Degree classification**

- (a) Where 50% or more of the marks (e.g. marks for courses totalling 120 credits or more out of a maximum of 240 credits) fall in a class above that indicated by the mean mark, the class above that indicated by the mean mark must be awarded.
- (b) Where more than 50% of the marks fall in or below the class indicated by the mean mark, the class indicated by the mean mark must be awarded.

## *Degree classification*

- to qualify for an Honours degree, you must have:
  - 80 credits of passes in each Honours year;
  - an aggregate pass in each Honours year (i.e. an overall average of 40% or more over the full 120 credits);
  - otherwise a BA degree is awarded;
  - please note: we usually cannot ignore courses for degree classification purposes so any fail mark will be factored into the calculation (the only exception – and it is very rare – is via SCs).

## **Degree classification**

Some examples...

## SHCA Exam Board

Session: 12/13

## UTHISTY HISTORY

Current Year: 4

Exam No 1048503

Course	Year	Credits	Mark	Class
HIST10058 Britain and the Falklands War (2011/2012)	3	20	67	2.1
CHCA10001 History in Practice (2011/2012)	3	20	73	1st
CHCA10003 History in Theory (2011/2012)	3	20	74	1st
HIST10049 Japan: Politics, Culture and Social Change 1868-1952 (2011/2012)	3	20	76	1st
ECSH10021 The U.S. Economy since 1918 (2011/2012)	3	20	71	1st
ECSH10088 Tradition and Transformation in the Chinese Economy since 1949 (2011/2012)	3	20	70	1st
HIST10343 Contemporary British Conservatism (2012/2013)	4	20	74	1st
HIST10309 History Dissertation (2012/2013)	4	40	80	1st
HIST10337 Revolutionary Russia, 1861-1921 (2012/2013)	4	20	73	1st
HIST10336 Stalin's Russia, 1921-1941 (2012/2013)	4	40	71	1st

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marked	Total	Mean
11	1				240	12	880	73.33

Exam No 0013803

Course	Year	Credits	Mark	Class
CHCA10001 History in Practice (2011/2012)	3	20	79	1st
CHCA10003 History in Theory (2011/2012)	3	20	67	2.1
HIST10346 Introduction to the History of Modern Brazil (2011/2012)	3	20	64	2.1
HIST10049 Japan: Politics, Culture and Social Change 1868-1952 (2011/2012)	3	20	70	1st
HIST10040 Post-Colonial South Asia (2011/2012)	3	20	73	1st
ECSH10088 Tradition and Transformation in the Chinese Economy since 1949 (2011/2012)	3	20	67	2.1
HIST10079 Ethnicity, Class and Power in 20th Century Africa (2012/2013)	4	40	68	2.1
HIST10309 History Dissertation (2012/2013)	4	40	70	1st
HIST10338 The French Revolution (2012/2013)	4	20	69	2.1
HIST10281 The Making of Modern Ireland, c.1798-1940: Politics and Society (2012/2013)	4	20	72	1st

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marke	Total	Mean
6	6				240	12	837	69.75

Exam No 0110003

Course		Year	Credits	Mark	Class
HIST10198	Divided City: Berlin since the Third Reich (2011/2012)	3	20	68	2.1
HIST10342	Gender Identities in Britain during the Two World Wars (2011/2012)	3	20	69	2.1
CHCA10001	History in Practice (2011/2012)	3	20	69	2.1
CHCA10003	History in Theory (2011/2012)	3	20	64	2.1
HIST10039	India 1700 - 1947: Raj, Rebellion and Ryot (2011/2012)	3	20	67	2.1
HIST10345	Metropolis and Empire: The Iberian Americas, 1492-1898 (2011/2012)	3	20	68	2.1
HIST10351	British Politics in the Shadow of War, 1939 to 1945 (2012/2013)	4	40	67	2.1
HIST10309	History Dissertation (2012/2013)	4	40	77	1st
HIST10281	The Making of Modern Ireland, c.1798-1940: Politics and Society (2012/2013)	4	20	71	1st
HIST10103	The United States in the 1960s (2012/2013)	4	20	69	2.1

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marked	Total	Mean
3	9				240	12	833	69.42

Exam No 0347947

Course		Year	Credits	Mark	Class
HIST10153	Cuba since 1895: the Pursuit of Independence (2011/2012)	3	20	58	2.2
HIST10344	From New Jerusalem to New Labour: The Labour Party in Contemporary Britain (2011/2012)	3	20	71	1st
CHCA10001	History in Practice (2011/2012)	3	20	66	2.1
CHCA10003	History in Theory (2011/2012)	3	20	66	2.1
HIST10338	The French Revolution (2011/2012)	3	20	66	2.1
HIST10333	The Peculiar Institution: Slavery in the U.S. South, 1789-1860 (2011/2012)	3	20	70	1st
HIST10351	British Politics in the Shadow of War, 1939 to 1945 (2012/2013)	4	40	71	1st
HIST10343	Contemporary British Conservatism (2012/2013)	4	20	69	2.1
HIST10309	History Dissertation (2012/2013)	4	40	77	1st
HIST10208	Immigration and Ethnicity in Modern Britain, 1850-1970 (2012/2013)	4	20	70	1st

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marke	Total	Mean
7	4	1			240	12	832	69.33

Exam No 3328903

Course		Year	Credits	Mark	Class
HIST10058	Britain and the Falklands War (2011/2012)	3	20	59	2.2
HIST10198	Divided City: Berlin since the Third Reich (2011/2012)	3	20	65	2.1
CHCA10001	History in Practice (2011/2012)	3	20	57	2.2
CHCA10003	History in Theory (2011/2012)	3	20	51	2.2
HIST10338	The French Revolution (2011/2012)	3	20	52	2.2
HIST10281	The Making of Modern Ireland, c.1798-1940: Politics and Society (2011/2012)	3	20	62	2.1
HIST10309	History Dissertation (2012/2013)	4	40	62	2.1
HIST10345	Metropolis and Empire: The Iberian Americas, 1492-1898 (2012/2013)	4	20	61	2.1
SCHI10071	Scotland and America 1603-1914 (2012/2013)	4	40	61	2.1
HIST10031	The Frontier in American History, 1763-1890 (2012/2013)	4	20	57	2.2

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marke	Total	Mean
	7	5			240	12	710	59.17

Exam No 0138847

Course		Year	Credits	Mark	Class
XXXX10002	Non compulsory year abroad (full year) - level 10 (2011/2012)	3	120		
HIST10305	Britain in an Age of Revolutions, 1783-1815 (2012/2013)	4	40	56	2.2
ECHS10015	Byzantine Church and Society 451-1672 3/4 (2012/2013)	4	20	68	2.1
HIST10170	Catholic Christendom, 1450-1650 (2012/2013)	4	20	40	3rd
HIST10309	History Dissertation (2012/2013)	4	40	65	2.1

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units Marke	Total	Mean
	3	2	1		240	6	350	58.33

Exam No 3419047

Course		Year	Credits	Mark	Class
HIST10153	Cuba since 1895: the Pursuit of Independence (2011/2012)	3	20	50	2.2
CHCA10001	History in Practice (2011/2012)	3	20	61	2.1
CHCA10003	History in Theory (2011/2012)	3	20	55	2.2
HIST10049	Japan: Politics, Culture and Social Change 1868-1952 (2011/2012)	3	20	62	2.1
HIST10338	The French Revolution (2011/2012)	3	20	30	FAIL
ECSH10088	Tradition and Transformation in the Chinese Economy since 1949 (2011/2012)	3	20	53	2.2
HIST10355	The Origins of the First World War, 1871-1917 (2012/2013)	4	40	38	FAIL
HIST10309	History Dissertation (2012/2013)	4	40	55	2.2
HIST10337	Revolutionary Russia, 1861-1921 (2012/2013)	4	20	43	3rd
HIST10097	The Armenian Genocide (2012/2013)	4	20	24	FAIL

## Course Summary

1st	2.1	2.2	3rd	FAIL	Credit Count	Units	Mark	Total	Mean
	2	5	1	4	240	12	564		<b>47.00</b>

## *Degree classification*

- Appeals: only two possible reasons for an appeal:
  - information not available to Board of Examiners at the time of its meeting;
  - improper conduct of the Exam Board.
- If you think you wish to appeal, speak to:
  - Personal Tutors
  - Academic Advisers at EUSA

Key things to note: ***going into fourth year***

- a reminder to watch for emails about applying for your courses for next year – these will be sent out in spring (remember: we do not use Path but an online form for applications, available via the HCA website);
- those of you on joint degrees should note that different Schools often have different deadlines and you may get information at different times so check email daily;

Key things to note: *going into fourth year*

- of vital importance: you are **NOT** allowed to carry any credits into fourth year: this is a university regulation and we cannot override it;
- if you are short credits at the end of year 3, you will have to do a part-time repeat year;
- there are no resits for courses except in exceptional circumstances that are well supported by an SC application.