



English Literature Honours Handbook

2020-21

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 English Literature Teaching Office.

The outbreak of Covid-19 has been an uncertain and challenging time for everyone. The University of Edinburgh has shown incredible commitment to adapting to the ongoing situation, changing ways of working to address new issues and collaborating across teams to support each other and students. This Handbook provides an overview of your programme with the caveat that changes may need to be made should this be necessary during these times. Please be assured that we will communicate any changes to you at the earliest possible opportunity.

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WELCOME!

Welcome to Honours study in English Literature. This handbook, and the Honours pages for Current Students on our website (see: <https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/honours>), provide the information you'll need to navigate your way successfully through the later years of your studies with us, so do take the time to familiarise yourself with what's here. We will be updating this information where appropriate, and we will let you know promptly about any amendments that may be important for your studies.

The vast majority of Honours students in this department have been very successful at coming to terms with the challenges of third and fourth years, and we are confident that you will too. The academic year 2020-21 will be a little different: the last few months have placed unprecedented obstacles in all of our paths, staff and students alike. Since April we have been working hard to adapt and revise our teaching practices in response to the pandemic. We are confident that we have managed to do so and that the courses that you take will be wholly engaging and fulfilling. In many instances, we believe we have improved our existing provision.

But we will also need your help, your patience and your good-will. We are implementing large-scale changes. Over the summer, we have adapted our honours courses so that they can be taught either substantially or wholly online, but there are bound to be some glitches and some mistakes. Although we hope to provide you with some in-person teaching across the academic year, we will be relying substantially on online provision owing to the impact of physical distancing constraints. You can help us with this both by engaging as enthusiastically as possible with the teaching process, but also by letting us know if we need to do things differently or better.

In short, making a success of your time with us means that you are going to have to play your part. You'll need to prepare for your courses fully and in good time. You'll also be expected to participate fully in the collaborative work you'll be undertaking in your Autonomous Learning Groups, as well as contributing to discussions -- whether in class, or online. There will be a lot of independent reading for you to do as well so we ask that you tackle the coursework required of you with due attention. For our part, we will make sure that the teaching we offer is energetic and imaginative and we will deal with any questions or problems that may arise as promptly and as fully as possible.

Our aim remains the same: to help you become confident, capable independent learners, and to aid you in developing and honing your critical and intellectual skills. As you go on, you'll find more and greater opportunities to set the agenda for yourself, culminating in the Dissertation work you may well be undertaking with us in your fourth year. By the time you leave Edinburgh, we hope you'll be an acute critic and an alert thinker undaunted by the practical, professional, or academic challenges still in front of you.

Dr Alex Thomson, Head of English Literature

KEY CONTACTS

Fourth Year administrator: Kara McCormack

Kara.McCormack@ed.ac.uk

Third Year administrator: Sheila Strathdee

S.Strathdee@ed.ac.uk

Director of Undergraduate Study: Dr Dermot Cavanagh

Dermot.Cavanagh@ed.ac.uk

Chair of the Board of Examiners: Dr Simon Cooke

Simon.Cooke@ed.ac.uk

Please direct all technical questions to do with use of LEARN, Group Tools, Blackboard Collaborate and other digital issues to the Information Services helpline (IS.Helpline@ed.ac.uk).

HONOURS DEGREE PROGRAMMES

- SINGLE HONOURS ENGLISH LITERATURE
- SINGLE HONOURS SCOTTISH LITERATURE
- COMBINED HONOURS ENGLISH AND SCOTTISH LITERATURE

Course	Credits
3rd Year Semester 1	
Core Period Course (Medieval to Renaissance)	20
Option course	20
Critical Practice: Poetry	10
Critical Practice: Performance	10
3rd Year Semester 2	
Core Period Course (Renaissance to Romanticism)	20
Option course	20
Critical Practice: Prose	10
Critical Practice : Criticism	10
3rd YEAR TOTAL	120
4th Year Semester 1	
Core Period Course (Romanticism to Modernism)	20
Option course	20
4th Year Semester 2	
Core Period Course (Modernism to Contemporary)	20
Option course	20
4th Year Semesters 1 and 2	
The English Literature Dissertation	40
HONOURS TOTAL	240

Note:

All units are examined in the year in which they are taken.

Note for Single Honours Scottish Literature students:

In selecting courses in 3rd and 4th Years, Single Hons Scottish Literature students must include at least 6 courses (core or option) with Scottish content. Courses with a Scottish content are indicated with an asterisk (*). One of these choices must, however, be the Dissertation in 4th Year, which counts as being equivalent to 2 of these 6 courses and must therefore be on a Scottish topic

Note for Combined Honours English and Scottish Literature students:

In selecting courses in 3rd and 4th Years, Combined Hons English and Scottish Literature students must include at least 4 courses with Scottish content. Courses with a Scottish content are indicated with an asterisk (*). Students are encouraged to undertake Dissertation work in Scottish Literature, in which case the Dissertation will count as two of the required courses with Scottish content.

OTHER COMBINED HONOURS DEGREE PROGRAMMES

- **COMBINED HONOURS ENGLISH LITERATURE AND ANOTHER SUBJECT (EXCLUDING MODERN EUROPEAN LANGUAGES or HISTORY or CLASSICS)**
- **COMBINED HONOURS SCOTTISH LITERATURE AND ANOTHER SUBJECT (EXCLUDING MODERN EUROPEAN LANGUAGES or HISTORY or CLASSICS)**

Course	Credits
3rd Year	
One Literature Option course in Semester 1	20
One Literature Option course in Semester 2	20
Course(s) in other subject	40
EITHER All 4 Critical Practice courses (10-credits each)	40
OR 2 Critical Practice courses (10-credits each) plus course in other subject (20-credits)	
OR Course(s) in other subject (amounting to 40 credits)	
3rd YEAR TOTAL	120
4th Year	
One Literature Option course in Semester 1	20
One Literature Option course in Semester 2	20
Course(s) in other subject	40
English Literature or other subject Dissertation	40
HONOURS TOTAL	240

Note:

All units are examined in the year in which they are taken.

Note for Students whose degree includes Scottish Literature:

In selecting courses in 3rd and 4th Years, Combined Hons Scottish Literature [and another subject] students must select a total of 4 Literature option courses with Scottish content. Courses with a Scottish content are indicated with an asterisk (*). If students undertake Dissertation work in Scottish Literature, the Dissertation will count as two of the required courses with Scottish content.

- **COMBINED HONOURS ENGLISH LITERATURE AND HISTORY**
 - **COMBINED HONOURS SCOTTISH LITERATURE AND HISTORY**
 - **COMBINED HONOURS SCOTTISH LITERATURE AND SCOTTISH HISTORY**
- OR**
- **COMBINED HONOURS ENGLISH LITERATURE AND CLASSICS**
 - **COMBINED HONOURS SCOTTISH LITERATURE AND CLASSICS**

The rules regarding the weighting between the two sides of the degree and the number of Critical Practice courses which English Literature and History students OR English Literature and Classics students can take are slightly more definite than for some of the other combined honours programmes.

So, the pattern over the two Honours years is:

Course	Credits
3rd Year	
One Literature Option course in Semester 1	20
One Literature Option course in Semester 2	20
History / Classics courses	40

EITHER	
All 4 Critical Practice courses (10 credits each) [This is recommended if you wish to do your Dissertation in Fourth Year on English or Scottish Literature]	
OR	
Any 2 Critical Practice courses (10 credits each) PLUS another course in History / Classics (amounting to 20 credits)	40
OR	
Further courses in History / Classics (amounting to 40 credits)	
3 rd YEAR TOTAL	120
4th Year	
One Literature Option course in Semester 1	20
One Literature Option course in Semester 2	20
History / Classics course(s)	40
English Literature Dissertation OR History / Classics Dissertation	40
HONOURS TOTAL	240

Note:

All units are examined in the year in which they are taken.

Note for Students whose degree includes Scottish Literature:

In selecting courses in 3rd and 4th Years, Combined Hons Scottish Literature [and another subject] students must select a total of 4 Literature option courses with Scottish content. Courses with a Scottish content are indicated with an asterisk (*). If students undertake Dissertation work in Scottish Literature, the Dissertation will count as two of the required courses with Scottish content.

- **COMBINED HONOURS ENGLISH LITERATURE AND A MODERN EUROPEAN LANGUAGE**
- **COMBINED HONOURS SCOTTISH LITERATURE AND A MODERN EUROPEAN LANGUAGE**

Third Year

During their third year, joint honours students with a MEL will be required to work on an independent English Literature Long Essay; there will be separate guidance available as to how it will be supervised and supported. This assessment is designed to be completed

regardless of whether students undertake their year abroad in whole or in part in 2020-21, or whether they remain in Edinburgh for the academic year. The Long Essay will be submitted and assessed when students return to the fourth year of their degree in September. This Long Essay will count for 40 credits of third year work, the remaining 80 credits being assigned to the language; the mark will appear on the final degree transcript.

Fourth Year

During fourth year, students will take courses amounting to 60 credits in English Literature and 60 credits in their language subject.

The English or Scottish Literature courses will consist of:

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

Notes for Students whose degree includes Scottish Literature:

During their 3rd Year, Combined Hons Scottish Literature and a Modern European Language students should write their Long Essay on an appropriate topic.

In selecting courses to take on their return for their 4th Year, Combined Hons Scottish Literature and a Modern European Language students must select Literature option courses with Scottish content, a list of which will be made available when courses are being selected towards the end of Semester 2 of their 3rd Year. Courses with a Scottish content will be indicated with an asterisk (*).

HONOURS CORE PERIOD AND OPTION COURSES

CORE PERIOD COURSES

A core period course in each semester of your third and fourth year is compulsory for Single Honours students. In exceptional circumstances, Combined Honours students may also be allowed to take a Core Period course if there are particularly strong reasons for doing so.

Core Period courses are grouped by literary historical period, to ensure that you get to study a range of literature from the medieval era to the present day. The period groupings work as follows:

Semester 1, 3rd year: Medieval to Renaissance

Semester 2, 3rd year: Renaissance to Romanticism

Semester 1, 4th year: Romanticism to Modernism

Semester 2, 4th year: Modernism to Contemporary

Within each period, the courses on offer will focus on genres or kinds of literature, particular topics or issues, or specific literary and cultural practices. Not all of them will ask you to engage in primarily historicist accounts of the literature studied.

OPTION COURSES

As well as Core Period Courses, Single Honours students will take an Option Course each semester. Combined Honours students will be required to choose a course for each semester of their Honours years from the list of available Option Courses.

Option courses offer you the chance to study groups of texts from the varying perspectives of genre, period, theme or topic, theoretical approach or methodology.

Links to handbooks with course descriptions of all Core Period and Option courses running each year (including seminar schedule and required reading) and also a list of days, times and locations of classes are available on our website at <https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/honours>

For fuller details, consult LEARN for the individual courses.

AUTONOMOUS LEARNING GROUPS

All Option and Core Period courses will involve membership of an autonomous learning group as well as attending the weekly class meeting which will be held either in-person or online. These groups will be especially important in the context of online teaching in 2020-21 and will be central to your learning. Students will be divided into small groups of four or

five which will meet weekly, again either in-person or online but in accordance with current policy on social distancing. The aim of these meetings will be to discuss questions or a topic set by the tutor, to discuss allocated reading, write up reports to specific questions, and respond to the comments and reports of other ALGs. The results of these meetings will form the agenda for the weekly class meeting as students report back to the broader group, respond to each other's comments and ask further questions.

Autonomous Learning Groups are absolutely integral, therefore, to the structure of Honours teaching in this department. You might regard your ALG as a great opportunity to discuss with other students those parts of a text which you did not really understand and to set the agenda for discussion. In this way, you are not alone in a class, and this should contribute directly to your confidence in speaking.

LEARN

Your Honours courses use LEARN, the University's supported virtual learning environment, in order to give you the essential and background information you will need to participate in seminars and undertake written assignments. Each course has a LEARN section, which appears as a clickable link when you log on to MyEd. You will find Course Information here, ALG questions, a Resource List for further reading, Discussion Boards and further resources; you will be required to submit an electronic copy of your coursework via this interface. Learn is also integrated with Blackboard Collaborate, the principal medium for online meetings and you will be automatically enrolled in this as well.

ATTENDANCE

Students should attend all classes as specified in their course programme, and undertake all preparation and reading required for them. If you are unable to attend, advance notice of absence should be given to the course tutor, the course administrator (for third years, Sheila Strathdee; fourth years, Kara McCormack) and your Personal Tutor. If you are affected by ill health and will be unable to attend for more than one week, do please inform your Personal Tutor as a matter of urgency.

SPECIAL NOTE ON ATTENDANCE FOR STUDENTS ON A TIER 4 VISA

As a Tier 4 student, the University of Edinburgh is the sponsor of your UK visa. The University has a number of legal responsibilities, including monitoring your attendance on your programme and reporting to the Home Office where:

- you suspend your studies, transfer or withdraw from a course, or complete your studies significantly early;
- you fail to register/enrol at the start of your course or at the two additional registration sessions each year and there is no explanation;
- you are repeatedly absent or are absent for an extended period and are excluded from the programme due to non-attendance. This includes missing Tier 4 census points without due reason. The University must maintain a record of your attendance and the Home Office can ask to see this or request information about it at any time;

As a student with a Tier 4 visa sponsored by the University of Edinburgh, the terms of your visa require you to, (amongst others):

- Ensure you have a correct and valid visa for studying at the University of Edinburgh, which, if a Tier 4 visa, requires that it is a visa sponsored by the University of Edinburgh;
- Attend all of your University classes, lectures, tutorials, etc where required. This includes participating in the requirements of your course including submitting assignments, attending meetings with tutors and attending examinations. If you cannot attend due to illness, for example, you must inform your School. This includes attending Tier 4 Census sessions when required throughout the academic session.
- Make sure that your contact details, including your address and contact numbers are up to date in your student record.
- Make satisfactory progress on your chosen programme of studies.
- Observe the general conditions of a Tier 4 General student visa in the UK, including studying on the programme for which your visa was issued, not overstaying the validity of your visa and complying with the work restrictions of the visa.

Please note that any email relating to your Tier 4 sponsorship, including census dates and times will be sent to your University email address - you should therefore check this regularly.

Further details on the terms and conditions of your Tier 4 visa can be found in the “Downloads” section at www.ed.ac.uk/immigration

Information or advice about your Tier 4 immigration status can be obtained by contacting the International Student Advisory Service, located at the International Office, 33 Buccleuch Place, Edinburgh EH8 9JS

Email: immigration@ed.ac.uk

HONOURS CORE PERIOD AND OPTION COURSE STATEMENT OF ASSESSMENT

BASIS FOR ASSESSMENT

Core Period course (20 credits):

- coursework - 40% of final mark
- final assessment - 60% of final mark

Option course (20 credits):

- coursework - 40% of final mark
- final assessment - 60% of final mark

COURSEWORK

Coursework for Core Period and Option courses will take a variety of forms. The most common form of assessment will be an **essay**: coursework essay titles are distributed to the class by the end of week 3, and essays are due in on the Monday of week 9 of Semester 1 and week 10 of Semester 2.

This year some courses will also use alternative forms of coursework in accordance with their specific needs and aims and in accordance with the adoption of online teaching. These assessments include learning/reading journals, portfolios, close readings, podcasts, presentations. These alternative assessments have all been scrutinised and approved by the department's exams team and their specific requirements will be explained by the relevant course organiser. In some cases, the deadlines for submission of these assessments will vary as well; if this is the case, it will again be made clear by the relevant course organisers.

Where a **rubric** is provided, ten marks may be deducted for rubric violations.

Please pay careful attention to the **word limit** set for your coursework and final essay by the course organiser. For a coursework essay, the limit will usually be set at 2,500 words, but different assessments may vary in length and format according to their needs. For a final essay, the limit will usually be set at 3,000 words. In both cases, the word-limit will include quotations and footnotes, but not the list of Works Cited. If your essay falls substantially short of the word length required, it is unlikely to be of the required standard, which will be reflected in the mark. Your essay cannot receive a pass mark if it is less than half the required length. Excessively long essays will not be marked beyond the above-stated word limit.

Word-limits are challenging, since they force compression and clarity. The discipline of editing to this length encourages concision and precision, and results in better writing. The challenge is well worth-while since it teaches a skill valuable long after finals are over. Please note there is no 10% leeway applied to word-limits.

Full details on the presentation and layout of essays are included in the **English Literature Writing Guide**, which can be downloaded from the website. See link from: <https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks>

DEADLINES FOR COURSEWORK SUBMISSION

In Semester 1 **Week 8** is set aside as 'Coursework Completion Week'. In Semester 2, 'Coursework Completion Week' is **Week 9**.

SEMESTER 1

The **final deadline** for coursework submission for both Core Period and Option courses in **Semester 1** is

before 2 p.m. on Monday 16th November 2020 (Week 9)

However, in the interests of good time-management, Single Honours students are strongly advised to submit the essay for one of their courses **before 2 p.m. on Thursday of Week 8**.

SEMESTER 2

The **final deadline** for coursework submission for both Core Period and Option courses in **Semester 2** is

before 2 p.m. on the Monday 15 March 2021 (Week 10)

However, in the interests of good time-management, Single Honours students are strongly advised to submit the essay for one of their courses **before 2 p.m. on Thursday of Week 9**.

HOW TO SUBMIT COURSEWORK

All assessed work should be completed using **MS Word** and a clearly readable type face like the standard Times New Roman font size 12.

- Your work should be double-spaced.
- The coursework, including title page with name of course and topic, the main body of the coursework and the list of Works Cited, must be saved as a single document, with a page break inserted between each element.
- Pages should be numbered.
- A **word count**, including the main body of the coursework, all notes and quotations but excluding your Works Cited list, should be added to the title page.
- Please ensure that the file contains only the coursework you are submitting, and that it is clearly identified during upload according to the format given below. A filename such as <YourExamNumber>-<AbbreviatedCourseName>-Essay.doc would be appropriate.

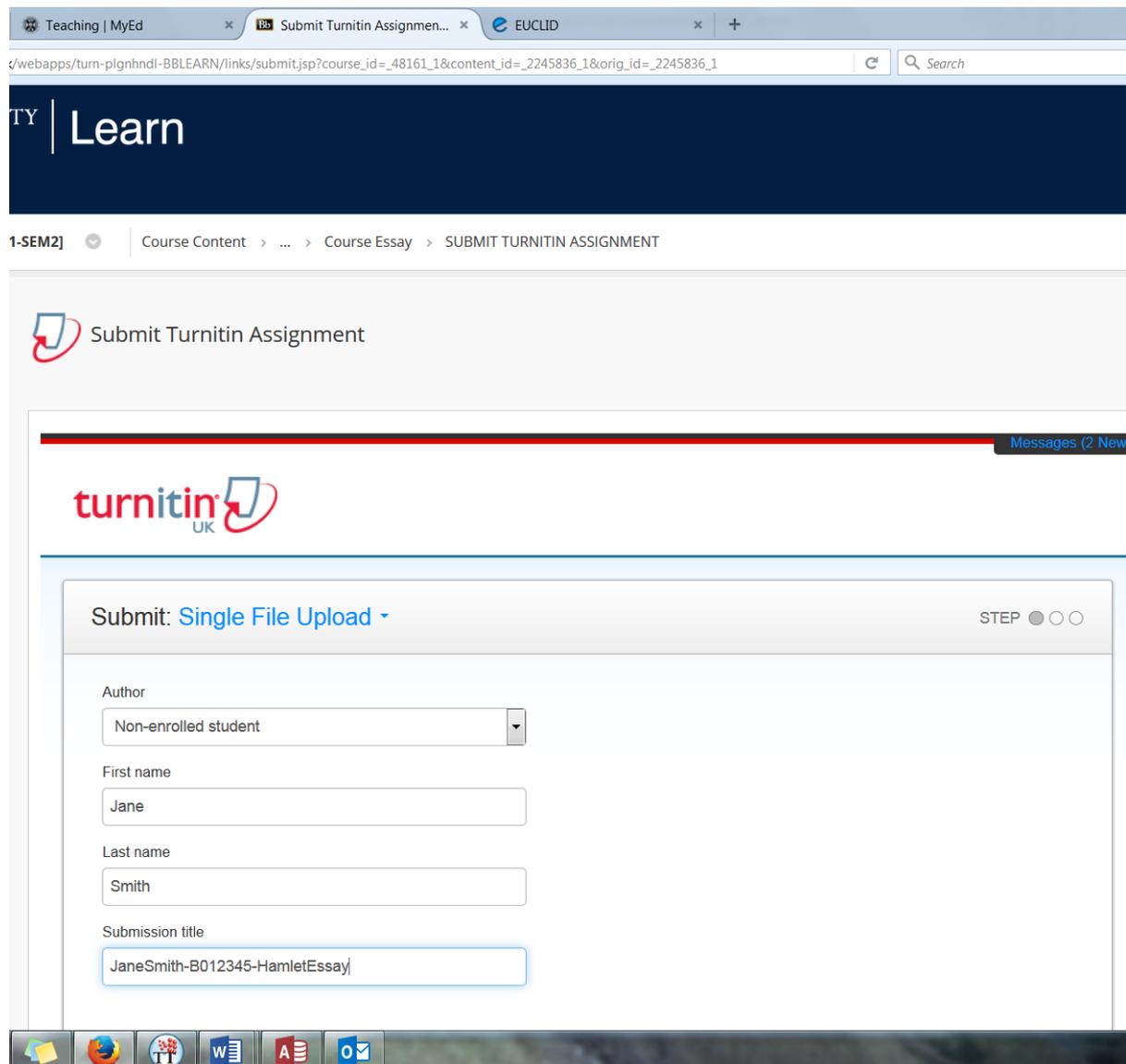
Coursework should be submitted **electronically** by the deadline. For this purpose, a Turnitin drop-box will set up on LEARN for the course, to which you should upload your essay. See below for further instructions.

Please note: once submitted, your coursework will be scanned by software which generates an 'originality report', to help you and your tutors ensure that you have referenced your sources correctly.

When you submit your assignment you MUST:

- Include your name and Exam Number in the 'Submission title' field, which you are asked to complete as you upload your coursework to Turnitin. The preferred format is <YourName>-<YourExamNumber>-EssayTitle e.g. JaneSmith-B012345-HamletEssay (It is fine to abbreviate a long essay title.)

See illustration below for example:



The screenshot shows a web browser window with the following elements:

- Browser tabs: Teaching | MyEd, Submit Turnitin Assignmen..., EUCLID.
- Address bar: </webapps/turn-plgnhndl-BBLEARN/links/submit.jsp?course_id=_48161_1&content_id=_2245836_1&orig_id=_2245836_1
- Search bar: Search
- Header: TY | Learn
- Breadcrumbs: 1-SEM2] > Course Content > ... > Course Essay > SUBMIT TURNITIN ASSIGNMENT
- Page Title: Submit Turnitin Assignment
- Turnitin UK logo
- Submit: Single File Upload (STEP 1 of 3)
- Form fields:
 - Author: Non-enrolled student (dropdown menu)
 - First name: Jane
 - Last name: Smith
 - Submission title: JaneSmith-B012345-HamletEssay
- Taskbar: Windows taskbar with icons for File Explorer, Firefox, Turnitin, Word, PowerPoint, and Outlook.

Without your name and exam number, your work might not be passed on quickly to your course organiser and feedback may be delayed.

In order to ensure that your coursework is submitted correctly, you must CONFIRM your upload to Turnitin and wait to make sure that you receive a Digital Receipt. You should see the following appear on the screen: "*Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer*". You should also receive an email from TurnitinUK with the subject "This is your TurnitinUK Digital Receipt". If you do not, log back in to View/Complete on the Turnitin dropbox right away and check your essay is there. If it is not, you will be able to upload it. If you have any problems, please contact the course administrator.

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 and final confirmation at the Exam Board.

EXTENSIONS ON COURSEWORK

It is a requirement that all students submit coursework on time and in accordance with the published deadlines. Tutors are under no obligation to mark or to provide feedback on written work that is submitted after the deadline without explanation. It's important to manage your time, therefore, and to ensure that all written work is submitted on schedule.

If you are seriously unwell or suffering serious personal difficulties and unable to finish your coursework essay by the deadline, you must apply for an extension in advance of the deadline. You should complete an extension request form on this link:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/extensions-explained>

Please note that there is an **additional process for students who wish to request an extension in line with their Learning Adjustment** (for additional time and/or time for a proof-reader). We would advise students with Learning Adjustments to request this extra time as well as, and at the same time as, completing the normal online extension request on the link above. Please see the information and the separate learning adjustment online form here:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/learning-adjustments-explained>

If you are unable to submit work within the extended deadline, it is vital you contact your Personal Tutor or Student Support Officers immediately with a view to completing a Special Circumstance form. For guidance, please see also:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/special-circumstances-explained>

Computer problems are in **no circumstances** an acceptable reason for delayed or incomplete submission.

PENALTIES FOR LATE SUBMISSION OF COURSEWORK ESSAYS

It is University policy to penalise late work. 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, who 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.

You must submit your work in advance of the deadline. Penalties are exacted for late submission using the following scale:

after 2 pm on Monday of Submission Week but before 2 pm on Tuesday	- 5
after 2 pm on Tuesday of Submission Week but before 2 pm on the following day (Wednesday)	- 10
after 2 pm on Wednesday of Submission Week but before 2 pm on the following day (Thursday)	- 15
after 2 pm on Thursday of Submission Week but before 2 pm on the following day (Friday)	- 20
after 2 pm on Friday of Submission Week but before 2 pm on the following day (Saturday)	- 25
after 2 pm on Saturday but before 2 pm on the following day (Sunday)	- 30
after 2 pm on Sunday but before 2 pm on the following working day (Monday)	- 35
after 2 pm on the Monday following Submission Week	zero

FINAL ASSESSMENT – FINAL ESSAYS

THIRD YEAR

Semester 1 Option course final essay questions will be released at 9am on Friday 20 November 2020, and the final essay will be due by **2pm on Friday 11 December 2020**.

Semester 1 Core course final essay questions will be released at 9am on Friday 20 November 2020, and the final essay will be due by **2pm on Wednesday 16 December 2020**.

Semester 2 Option course final essay questions will be released at 9am on Friday 19 March 2021, and the final essay will be due by **2pm on Friday 23 April 2021**.

Semester 2 Core course final essay questions will be released at 9am on Friday 19 March 2021, and the final essay will be due by **2pm on Friday 30 April 2021**.

FOURTH YEAR

Semester 1 Option course final essay questions will be released at 9am on Friday 20 November 2020, and the final essay will be due by **2pm on Friday 11 December 2020**.

Semester 1 Core course final essay questions will be released at 9am on Friday 20 November 2020, and the final essay will be due by **2pm on Wednesday 16 December 2020**.

Semester 2 Option course final essay questions will be released at 9am on Friday 19 March 2021, and the final essay will be due by **2pm on Friday 23 April 2021**.

Semester 2 Core course final essay questions will be released at 9am on Friday 19 March, and the final essay will be due by **2pm on Friday 30 April 2021**.

ALL HONOURS STUDENTS

A **final essay** of 3,000 words is designed to allow you to demonstrate your knowledge of particular texts and issues from your course as well as of the broad range of texts and topics covered. As you will be writing this essay with access to your notes, books and online resources, it is expected that it will be properly presented and referenced in line with the requirements set out in the **English Literature Writing Guide** (available on link from: <https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks>).

The expectation is that a final essay is at most a **five-day task**, and is not expected to take up all the time you may have available in the allotted period.

Final essay questions are released inside the Assessment section of LEARN for the course. It is your responsibility to ensure that you can access LEARN on the days when questions are released.

A **rubric** and full instructions will accompany the questions. Please read these carefully, as rubric violations may be subject to a penalty of ten marks. Also note that a final essay may not receive a pass mark if it is less than half the required length.

Students are strongly urged not to leave final completion of their essays until the last minute.

One **electronic** copy should be submitted to Turnitin via LEARN for the course by the deadline set. This will work in the same way as with the coursework essays except that the final essay should be anonymous.

When you submit your final essay you MUST:

- Identify your final essay on the title page, which should mention the name of the course and the essay topic you have chosen, only by your Exam Number (to be found on your student card) NOT by your Name.
- Include your Exam Number (but NOT your Name) in the 'Submission title' field, which you are asked to complete as you upload your essay to Turnitin. The preferred format is <YourExamNumber>-EssayTitle e.g. B012345-HamletEssay (It is fine to abbreviate a long essay title.)
- Please make sure that your name does NOT appear anywhere on the final essay itself, so that the electronic copy can be marked anonymously.

For further information on the font, spacing, word count and format in which to submit your essay please refer to the advice on how to submit coursework essays earlier in this handbook.

EXTENSIONS ON FINAL ESSAYS

As with coursework essays, it is a requirement that all students submit coursework on time and in accordance with the published deadlines. Tutors are under no obligation to mark or to provide feedback on written work that is submitted after the deadline without explanation. It's important to manage your time, therefore, and to ensure that all written work is submitted on schedule.

If you are seriously unwell or suffering serious personal difficulties and unable to finish your final essay by the deadline, you must apply for an extension in advance of the deadline. You should complete an extension request form on this link:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/extensions-explained>

Please note that there is an **additional process for students who wish to request an extension in line with their Learning Adjustment** (for additional time and/or time for a

proof-reader). We would advise students with Learning Adjustments to request this extra time as well as, and at the same time as, completing the normal online extension request on the link above. Please see the information and the separate learning adjustment online form here:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/learning-adjustments-explained>

If you are unable to submit work within the extended deadline, it is vital you contact your Personal Tutor or the Student Support Officers immediately with a view to completing a Special Circumstances form. For guidance, please see also:

<https://www.ed.ac.uk/student-administration/extensions-special-circumstances/continuing-students/special-circumstances-explained>

Computer problems are in **no circumstances** an acceptable reason for delayed or incomplete submission.

End of year exams

The end of year exam period for 3rd and 4th Year second semester courses will be Monday 26 April to Friday 21 May 2021). There will be no sit-down, timed exam papers; all examinations will be replaced by final essays or portfolios of coursework.

RESITS

In accordance with the Taught Assessment Regulations, Honours students are entitled to one assessment attempt for courses at SCQF level 9 to 12 (non-attendance or non-submission is considered an assessment attempt). This means no resits are permitted unless Special Circumstances are upheld.

MODERATION

In accordance with QAA expectations, as specified in Chapter B6 of the UK Quality Code for Higher Education, the primary purpose of moderation is to ensure that assessment criteria are being applied fairly and consistently and that there is a shared understanding of the academic standards that students are expected to achieve. Moderation also provides an opportunity to assure the quality of feedback provided to students on their assessed work, in terms of its sufficiency, clarity, helpfulness and timeliness, and to comment on aspects related to the design and implementation of the assessment that may feed into future enhancements of the assessment.

At Honours level, all forms of assessment are moderated in one or more ways.

1. All fourth-year dissertations are double-marked; if the two markers cannot reach agreement, the dissertation goes to a third marker who can assign a final mark within the boundaries set by the first two markers.

Core Period and Option final essays, and Critical Practice assessments are sample second marked.

The course organisers of team-taught Core Period courses have responsibility for the oversight of exam marking for the entire course to ensure consistency of marking and feedback.

Moderators/second markers review every piece of feedback produced by the first marker and the overall mark distribution for their batch to ensure that assessments have been marked in line with the marking scale, that the range of available marks is used appropriately, that the feedback properly explains the grade awarded, and that all problematic scripts (including fail marks, rubric infringements, etc.) have been carefully considered.

2. Critical Practice Course Organisers have overall responsibility for moderation of CP courses, the Dissertation Organiser has overall responsibility for moderation of the Dissertation, while third and fourth-year Exam Clerks have overall responsibility for

moderation of Core Period and Option courses. This means moderators/second markers can refer individual problematic scripts or script runs to the relevant Course Organiser/Exam Clerk. These higher-level moderators also have oversight of overall mark distributions for all forms of assessment in the courses they are responsible for (this includes coursework essays and class participation for Core Period/Option courses).

Moderators at all levels have the power either to confirm or to adjust marks and feedback in consultation with the original markers before final confirmation at the Exam Board.

NB Only moderators can determine the existence of grounds for mark adjustment, and all decisions confirmed by the Exam Board are final.

3. Exam Boards and External Examiners oversee the entire marking and moderation process.

PROGRESSION

For information on requirements for progression into the final year of your degree please refer to the Degree Programme Table for your specific degree: see, for example, links to degrees within the School of Literatures, Languages and Cultures at: <http://www.drps.ed.ac.uk/>

If you are unable to meet all of the requirements for progression in your degree programme, you should contact the Student Support Office.

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** (<https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/handbooks>).

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.
- Some courses provide opportunities to submit non-assessed work, often as a preparation for work that will be assessed later. Feedback on non-assessed work can be just as vital as feedback on assessed work, so you should make the most of these opportunities.
- Particularly at honours level, supervision of dissertations and research projects involves considerable feedback along the way to producing the piece of work that will be assessed. In cases like this, there is feedback both before and after the assessment.

- 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 our courses sometimes attach a mark to tutorial or seminar performance; on the other hand, when tutorial performance is not assessed, this provides an ideal environment to gain feedback without the pressure of formal assessment. Make the most of it.

HOW CAN STUDENTS GET THE MOST OUT OF FEEDBACK?

First off, as suggested above, you should appreciate 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 – Study development for undergraduates:
<https://www.ed.ac.uk/institute-academic-development/undergraduate>.
- 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 conveners 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 have questions about a mark and associated comments on coursework, you are always entitled to seek clarification from the marker. For Core Period and Option essays, you should approach the course organiser. For other pieces of Honours work, you should approach the Undergraduate Director in the first instance.

ENGLISH LITERATURE POLICIES ON ASSESSMENT FEEDBACK

Assessment in English Literature Honours operates according to the following principles:

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

- There is a 'fifteen working day' 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.

Please note: this turn-around time does not apply with terminal assessments for Honours courses. We will endeavour to return feedback as quickly as possible, and certainly before the next round of assessment, but due to the need for double marking, moderating and/or external scrutiny, this is unlikely to occur within fifteen working days.

DEGREE AWARDS AND CLASSIFICATION

Degree classification is calculated from marks obtained for the 240 credits achieved in Years 3 and 4. One unit of assessment is allocated to every 20 credits. The Degree Programme Table for your degree (see <http://www.drps.ed.ac.uk/20-21/> for degrees within the School of LLC) sets out the twelve units of assessment on which the classification of your degree will be based. Papers that acquire a weighting of 40 credits for the purposes of degree classification, such as Year 4 dissertations, will be listed twice.

In awarding degrees, the department strictly adheres to the College's Taught Assessment Regulations. Degrees are classified on the basis of the Extended Common Marking Scheme:

<https://www.ed.ac.uk/timetabling-examinations/exams/regulations/common-marking-scheme>

If the overall degree mark results in a borderline grade, we proceed as follows:

'Borderline marks are defined as marks from two percentage points below the class or grade boundary up to the boundary itself, e.g. 58.00% to 59.99% for an undergraduate 2.1 classification or 38.00% to 39.99% for a pass.'

In these cases, we are required to assess the 'profile' of the student's marks. If the candidate has achieved 50% or more of their course marks in the higher category then they are eligible for the higher award.

Students should also be aware that all of our marking and examining is overseen by four External Examiners who are entirely independent of the University: they sample our marking and assessment throughout the year and during the Exam Boards.

APPEALS / COMPLAINTS

In line with University policy, students are permitted to appeal for a decision made by a Board of Examiners to be reconsidered. Details of how to undertake this process are available here:

<https://www.ed.ac.uk/students/academic-life/curriculum/academic-appeals>

The process for complaining about an aspect of your teaching or assessment is set out here:

<https://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure>

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 final 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.

ASSESSMENT INFORMATION FOR VISITING STUDENTS ON HONOURS CORE PERIOD AND/OR OPTION COURSES

FULL YEAR VISITING STUDENTS and SEMESTER 1 ONLY VISITING STUDENTS

Visiting Students here either for the whole year or for a single semester take their Core Period and/or Option courses under the same arrangements as home students, as outlined above

BASIS OF ASSESSMENT for Core Period or Option course (20 credits):

- **coursework - 40% of final mark**
- **final essay - 60% of final mark**

Please ensure that you do not make irrevocable arrangements to return home until you are completely sure you know when you will be required to submit your final essays.

One electronic copy of each final essay should be submitted via Turnitin on Learn in the same manner as for coursework essays, except that the final essay should be anonymous.

When you submit your assignment you MUST:

- Include only your Exam Number (NOT your Name) in the 'Submission title' field, which you are asked to complete as you upload your essay to Turnitin. The preferred format is <YourExamNumber>-EssayTitle e.g. B012345-HamletEssay (It is fine to abbreviate a long essay title.)
- Please make sure that your name does NOT appear anywhere on the final essay itself, so that the electronic copy can be marked anonymously.

SEMESTER 2 ONLY VISITING STUDENTS (THIRD YEAR ONLY)

Students who are here for Semester 2 only will take their Core Period and/or Option courses under the same arrangements as home students.

LitPALS

LitPALS is the Department's 'peer-assisted learning scheme', aimed at helping you adapt to the demands of studying Honours, in particular, the Critical Practice courses. In small informal groups, trained second-, third- and fourth-year literature students offer support to third-year literature students in fortnightly sessions during Semester 1 and 2.

The sessions are tailored to aid with the challenges faced by Honours students by providing advice on study skills, 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 regularly during Semester 1 and 2 (you will receive more detailed information on specific sessions by email).

If you'd like any more information at any time, please contact LitPALS (litpals@ed.ac.uk or on the LitPALS Facebook page) or Dr Keith Hughes (Keith.Hughes@ed.ac.uk).

What Next after University? – Support from your University Careers Service

Honours years are an excellent time to start researching your future after graduation, if you haven't already done so.

Whatever your ideas – work, further study, gap year, volunteering, gaining experience ... whatever stage you're at – clued up or clueless, and anything in between ... the Careers Service can support you in your journey from university to your future after graduation. We work with students and graduates from day 1, to 2 years after graduation.

We offer information, advice and guidance on:

- Career direction
- Gaining experience
- Job hunting
- CVs, applications and interviews
- Further study
- ... and more

via our website, careers information centre, individual discussion with a careers adviser, programme of talks and events, and more.

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

And specifically for English lit students - your own careers blog

<https://englitcareersblog.wordpress.com/> - regular postings relevant to English lit students, to inform and inspire.

Also check out your dedicated English Literature careers pages

<https://www.ed.ac.uk/literatures-languages-cultures/english-literature/undergraduate/current/careers-advice> to discover:

- 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 for the current session including regular bookable appointments for English Literature students only, and sessions of particular interest to English lit students.

We look forward to working with you on your plans for your future after graduation.

APPENDIX 1

HONOURS CORE PERIOD AND OPTION COURSE ALLOCATIONS

The allocation of places on our Core Period and Option Honours courses is somewhat complex, and may perhaps be opaque to you. We hope that the following explanation provides more transparency about this process and reassurance about its equity.

CONTEXT

The department of English Literature has the single largest number of undergraduate students in the College of Humanities and Social Sciences (CAHSS). We annually need to find places for 400 honours students, taking either two or four Core Period or Option courses with us, out of a range of around 85 choices: this equates to 1200 course places, to be divided as equally as possible for each year group. This is by far the most flexible range of choice in the College.

The department is also committed to retaining small group teaching: you can be sure that there will not be more than 15 students in our Honours seminars. As we are also required to reserve 3 spaces in each seminar for Visiting Students (in 3rd year) and for Taught Masters Students (in 4th year), this means that, in practice, there are 12 places for our home students. However, from experience we are aware that some courses are more popular than others and where possible we offer a popular course twice in a semester to accommodate student demand.

In order to maintain these kinds of flexibility, the Department relies upon some reciprocal flexibility on the part of its students: for this reason, we operate a system of preferences.

PROCESS

Each year the Head of English Literature and the Director of Undergraduate Studies have to plan which courses will be available in which semester, in order to a) accommodate student needs and b) balance staff workloads (taking into account the fact that some members of staff will be working on research projects rather than teaching for some or all of the semester).

Students will be asked to complete an online course choice form. We ask you to indicate FOUR preferences in each of the Core Period/Option courses which are appropriate to your Degree Programme. These are ranked 1,2,3,4, with the assumption being that 1 = first choice and 4 = fourth.

While not everyone will always get all of their first or second choices, we can guarantee that no-one will be assigned to all their fourth choices.

Arguably, a time-saving alternative would be for us to operate a first-come, first-served policy, but this would actually disadvantage more students more often than our current policy, and would not allow us to respond flexibly to fluctuations in student demand. Other

systems might allow us to please some students all of the time, but only at the cost of displeasing as many to the same extent. Our current approach allows us to please all students some of the time, which we feel is a fairer outcome.

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 as promptly as possible.

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 appropriate course administrator mentioned on page 3 of this Handbook.

POLICIES AND REGULATIONS

The Student Contract

<http://edin.ac/1hvcRas>

Successful study at University stems from a partnership between students and staff, and the University is committed to providing you with a learning environment and student services which enable you to fulfil your potential.

Use of Student E-mails

<http://edin.ac/13z6Lte>

We will communicate with you via your student e-mail account. It is **essential** that you check this **regularly**.

Attendance and Engagement Requirements

<http://edin.ac/1sJ0Ofo>

We monitor the engagement of students on our courses and programmes and this allows us to identify and offer help to those who may be experiencing difficulties. Failure to adequately engage can have a negative impact on your studies, and may ultimately lead to exclusion. There are additional and particular requirements for sponsored Tier 4 students – see <http://edin.ac/2aPixLi> for further information.

Obligations on Tier 4 Students

<http://edin.ac/2aPixLi>

As a Tier 4 student visa holder, it is your responsibility to comply with the conditions of your visa. Failure to follow these conditions will result in the University reporting you to the UKVI, a consequence of which will be the cancellation of your visa and withdrawal from the University of Edinburgh.

Taught Assessment Regulations

<http://edin.ac/1S73Hv7>

Information on the principles of assessment used by the University of Edinburgh.

Marking Scheme

<http://edin.ac/2G1ftL9>

An explanation of the marks and grades applied to coursework and exams.

Plagiarism and Academic Misconduct

<http://edin.ac/2cBDopr>

<http://edin.ac/2bl695P>

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.

Coursework submission

<http://edin.ac/161lzRI>

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.

Extension requests for coursework submission

<https://edin.ac/2NaUJms>

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.

Penalties for late coursework submission

<http://edin.ac/1S73Hv7>

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).

Coursework feedback

<http://edin.ac/1S73Hv7>

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:

- This timescale does not apply to final in-course assessment, including exams.
- The University Christmas closure period is excluded from the 15 working day calculation.

(Taught Assessment Regulation 16)

Accessing marked coursework and feedback

<http://edin.ac/2tmFxco>

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.

Exam Diet Dates

<http://edin.ac/1mtVGn9>

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.

Past Exam Papers

<http://edin.ac/1ogJkgn>

You can look at exam papers from previous years at the link here.

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/2ZIMhXS>

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/2FqHL3R>.

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/15gDcSM>

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/1BGcklz>

General advice and FAQs for students studying in the School of Literatures, Languages and Cultures.

Student Support and Personal Tutors<http://edin.ac/1logOIQv>

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.
