Postgraduate

MA in Creative Writing

2016/17
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Welcome

MA IN CREATIVE WRITING

Welcome to the MA in Creative Writing at the University of Leicester. This course aims to help you develop your writing skills in a supportive and stimulating environment, taught by experienced and professional writers. The course aims to encompass both the academic and vocational aspects of this fascinating subject. During your studies, you will cover a broad mixture of forms and genres including poetry, fiction, creative non-fiction and script-writing and you will be encouraged to experiment beyond your usual experience. You should expect to be challenged both academically (because it is a university programme) and creatively. Leicester has a uniquely vibrant literary scene and you will have opportunities to get involved in Literary Leicester Festival, the Centre for New Writing and Leicester Shindig as well as numerous other events and organisations across the city. Teaching methods are varied and range from seminars to workshops, individual tutorials, guest master classes and readings. You will also have the opportunity to blog about your experiences on our dedicated course blog. You will be assessed through a range of methods including Creative Writing portfolios, reflective commentaries, a research project, an oral presentation, and a final dissertation in which you will specialise in your chosen genre through a sustained piece of work. We hope you enjoy the course. Since this is the first year that the course as a whole has run, please let us know if you have any queries, suggestions or comments. We want to know how things are going!

This handbook contains important information about the course and University: the course structure, module outlines, reading lists, marking criteria, staff details, personal tutors, facts about the library and computing facilities, and more. Please read the handbook carefully and keep it safe – you’ll need to refer to it throughout the course.

On behalf of all the tutors on the MA, may we wish you an enjoyable and successful year.

Dr Jonathan Taylor
Course Director
September 2016

Induction

An induction session will be held 11.00am to 1.00pm on Wednesday 28 September: this session will include students in the School of English, the School of Modern Languages and the Department of the History of Art and Film. At 2.00pm Dr Julian North will lead an introduction to taught postgraduate study in the School, and Dr Jonathan Taylor will meet with MA Creative Writing students separately at 3.00pm.

For International Students

International students are encouraged to attend the University’s International Student Welcome Programme (http://www2.le.ac.uk/offices/welfare/international-student-support) prior to the beginning of term. International Student Support also provide ongoing support and advice for International students (http://www2.le.ac.uk/offices/welfare/international-student-support).

Students who are non-native English speakers and/or who are not familiar with UK Higher Education are strongly advised to attend the English Language Teaching Unit’s in-sessional programme Academic English for
Postgraduates and Staff (http://www2.le.ac.uk/offices/eltu/insessional/academic-english-language-support-courses/el7000). These classes are provided free of charge for postgraduates and are designed to develop students' English-language and study skills.

If you will be arriving late and will miss the induction sessions, please contact the School Office at EnglishMA@le.ac.uk at the earliest convenience.

Department Details

A brief history of the School may be found here: www2.le.ac.uk/departments/english/about

The School is located in the Attenborough Tower, primarily on floors 13, 14, and 15. The School Office is Attenborough 1514. Campus maps are available at: http://www.le.ac.uk/maps/documents/uol.pdf and http://www.le.ac.uk/maps/.

Information on School research interests can be found via the staff list at: www2.le.ac.uk/departments/english/people

Departmental Communications

Pigeonholes for postgraduate students are located on the sixteenth floor. Noticeboards containing information relevant to postgraduates are also located on the sixteenth floor. Staff pigeonholes are located on the fifteenth floor, in Attenborough 1514.

Dr Jonathan Taylor, Director of the MA in Creative Writing, is available for consultation about matters academic and pastoral at the times advertised on the doors of his room. In emergencies, he can be contacted at other times. His office is Attenborough 1513. His email address is jt265@le.ac.uk.

In addition, all students are allocated a personal tutor, whom they are invited to consult about personal and academic difficulties met during the course. Your personal tutor will offer confidential advice and support on a range of matters, from official dealings with the University, College or School (this includes advice on issues relating to modules on which your personal tutor also teaches; as personal tutor their role is to provide you with support, not discipline) to guidance on how to proceed in the event of a failure. It is in your interests to ensure that your personal tutor is kept informed about anything that might affect your ability to fulfil your assignment and attendance obligations. Your personal tutor will be able to put you in touch with a range of specialist advisers within the university, qualified to give financial, medical and welfare advice.

For administrative matters, the Programme Administration team are available in Attenborough 1514 from 9.00am to 5.00pm, Monday to Friday.

Staff List and Key Contacts

The School’s complete staff list may be found online at: www2.le.ac.uk/departments/english/people

The following table provides key contact information:

<table>
<thead>
<tr>
<th>Member of Staff</th>
<th>Location</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Dr Philip Shaw</td>
<td>ATT 1615; +44 (0)116 252 5365; <a href="mailto:hodarts@le.ac.uk">hodarts@le.ac.uk</a></td>
</tr>
<tr>
<td>Programme Contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Convenor</td>
<td>Dr Jonathan Taylor</td>
<td>ATT 1513; +44 (0)116 252 2778; <a href="mailto:jt265@le.ac.uk">jt265@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Mr Nick Everett</td>
<td>ATT 1301; +44 (0)116 252 2644; <a href="mailto:ngre1@le.ac.uk">ngre1@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Dr Corinne Fowler</td>
<td>ATT 1409; +44 (0)116 223 1435; <a href="mailto:csf11@le.ac.uk">csf11@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

Research Seminar Series

The School hosts a number of research seminar series during the year; postgraduate students are very welcome to attend these seminars.

Leicester Linguistics Seminar

The Leicester Linguistics Seminars are held 4 or 5 times during the academic year, at dates and times that will be announced at the beginning of each semester. The talks, many given by scholars from outside the University of Leicester, cover a diverse range of topics in language and linguistics. ELL MA students on campus are expected to attend these sessions.

Victorian Studies Spring Seminar Series

The Victorian Studies Spring Seminar series takes place on Wednesday evenings in Attenborough 1315, the Phillip Collins Seminar Room. The dates for 2016 are to be confirmed.

Early Modern Research Seminar

This seminar covers the period 1500-1800. Dates for 2016/7 are to be confirmed. Please e-mail earlymodern@le.ac.uk to be added to the seminar email list and receive further information.

Centre for New Writing

As students in Creative Writing, you should expect to attend as many of the events hosted by the Centre for New Writing and Literary Leicester Festival during the course. These will include readings, interviews, workshops and panels by guest writers and other professionals, and give you the opportunity to learn from and meet well-
known and experienced authors from beyond the university. Details of the programmes for these events will be provided at the beginning of the academic year; news for other events around Leicester (including Leicester Shindig and other open-mic evenings) will be provided via email, Blackboard and the Creative Writing at Leicester University Facebook group (which, if you are on Facebook, you should join). Please also sign up for the Centre for New Writing email list: you can do this on the Centre’s webpages here: http://www2.le.ac.uk/departments/english/creativewriting/centre.

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

For information about your subject, please visit http://www2.le.ac.uk/library/find/subjects/english.

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- Student email: access your email and calendar anywhere; on your laptop or mobile device
- Printing: print from any device to a University printer
- Microsoft Office: available at no cost whilst you study at the University
• IT Help: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
• IT Training: attend our workshops in Word, PowerPoint and Excel
• Wifi: free access to eduroamwifi on campus, in student accommodation or at other universities
• PCs on campus: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
• OneDrive: the online storage location for all your files
• Blackboard Virtual Learning Environment: support and information for all your courses
• Leicester Digital Library: access to journals, databases and electronic books online

Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies.

Students’ Union Education Unit (ED)

Text for campus-based students (delete if not applicable)
Education help and advice is provided by the Students’ Union for all students.
If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.
You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

Contact: Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132 | educationunit@le.ac.uk | http://leicesterunion.com/support/education

Online chat facilities are also available for appointments and drop in sessions.
Facebook – https://www.facebook.com/talktoED (Drop in on Wednesdays, 3:30pm-4:30pm)
Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

Text for distance-learning students (delete if not applicable)
Education help and advice is provided by the Students’ Union for all students.
If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.
Opening hours are 10.00 am to 4.00 pm, and you can book an appointment by contacting us on the following details:

Contact: Students’ Union Education Unit (ED), Students’ Union
+44 (0)116 223 1132 | educationunit@le.ac.uk | http://leicesterunion.com/support/education
Online chat facilities are also available for appointments and drop ins.
Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)
Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

**Learn a New Language with Languages at Leicester**

There are many benefits to learning a new language. Not only could you **enhance your career prospects** and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked **3rd in the country in the University League Tables, The Guardian University Guide 2016.**

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal).

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: [www.le.ac.uk/hear](http://www.le.ac.uk/hear).

**Contact:** Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)

**Other University Facilities**

**English Language Teaching Unit (ELTU)**

The English Language Teaching Unit provides the following in-sessional courses for postgraduate students who wish to improve their English language skills:

- EL7000 Academic English for Postgraduates and Staff
- EL7040 Academic Grammar
- EL7050 Academic Listening
- EL7060 Academic Speaking

If you are new to Higher Education in the UK, we would recommend EL7030 Academic Writing Lectures, a series of four one-hour lectures in which the essentials of academic writing in a UK university are discussed.

Find out more at: [www2.le.ac.uk/offices/eltu/insessional](http://www2.le.ac.uk/offices/eltu/insessional)

**University Bookshop**

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.
The opening hours are:

- Monday to Friday: 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday: 10.00 a.m. - 2.00 p.m.

**Contact:** University Bookshop, David Wilson Library

+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

**Brookfield House**

Brookfield is the University of Leicester’s new Postgraduate Teaching Centre and is a modern academic and social hub for all our Masters degree and taught postgraduate students and research students. Please visit: [http://www2.le.ac.uk/departments/gradschool/brookfield](http://www2.le.ac.uk/departments/gradschool/brookfield).

**University Regulations**

**Senate Regulations** ([www.le.ac.uk/sas/regulations](http://www.le.ac.uk/sas/regulations)) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The **Quick Guide to Student Responsibilities** ([www.le.ac.uk/sas/regulations/responsibilities](http://www.le.ac.uk/sas/regulations/responsibilities)) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

**Student Responsibilities**

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at [www.le.ac.uk/senate-regulations](http://www.le.ac.uk/senate-regulations)

**Attendance and Engagement Requirements**

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations...
Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see [http://www.le.ac.uk/senate-regulation4 'Neglect of academic obligations']). In the most serious of cases of neglect the University has the right to terminate a student’s course.

**Course details**

**Programme and Module Specifications**

View the programme and module specifications for your course via [www.le.ac.uk/sas/courses](http://www.le.ac.uk/sas/courses)

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

**Course Structure**

**Full-time structure**

**Semester 1**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN7040</td>
<td>Research Methods in Creative Writing</td>
<td>30 credits</td>
</tr>
<tr>
<td>EN7041</td>
<td>Styles: Advanced Creative Writing Workshop 1</td>
<td>30 credits</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN7042</td>
<td>Applications: Publishing, Teaching and Other Stories</td>
<td>30 credits</td>
</tr>
<tr>
<td>EN7043</td>
<td>Substances: Advanced Creative Writing Workshop 2</td>
<td>30 credits</td>
</tr>
<tr>
<td>EN7044</td>
<td>Dissertation in Creative Writing</td>
<td>60 credits</td>
</tr>
</tbody>
</table>

**Part-time structure**

**Year 1**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>Research Methods in Creative Writing 30 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Styles: Advanced Creative Writing Workshop 1 30 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>Applications: Publishing, Teaching and Other Stories 30 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Semester 1</strong></td>
<td>Substances: Advanced Creative Writing Workshop 2 30 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Dissertation 60 credits</td>
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</tr>
</tbody>
</table>

Students on this programme of study also have the option of being awarded either a Postgraduate Diploma in Creative Writing, or a Postgraduate Certificate in Creative Writing (worth 120 credits and 60 credits respectively). These are only available as exit awards.

**Modules**

**EN7040: Research Methods in Creative Writing**

See readinglists@Leicester for reading list

**EN7041: Styles: Advanced Creative Writing Workshop 1**

See readinglists@Leicester for reading list

**EN7042: Applications: Publishing, Teaching and Other Stories**

See readinglists@Leicester for reading list

**EN7043: Substances: Advanced Creative Writing Workshop 2**

See readinglists@Leicester for reading list

**Dissertation Preparation (EN7044)**

**Proposals**

On the last Wednesday of the summer term students are required to submit a brief proposal (500 words) outlining their dissertation topic, together with a bibliography.

**The Written Proposal**

Students submit a written proposal for the Dissertation which should be no more than 500 words excluding a bibliography. Please email your proposal to englishMA@le.ac.uk.

The key questions a proposal should address are what, why and how?

- What is the form? What is the genre? What is the subject matter (e.g. plot, context, setting, theme, imagery)?
- Why am I writing it; that is, why is the subject matter and form interesting and significant?
• What is the research element of the project? What will I be researching and exploring through creative and reflective practice?

• How am I going to do it? How will it be structured? What aspects of the subject the reflective commentary address?

A short bibliography should be attached to the proposal featuring key sources.

**Supervision**

Supervisors will be allocated after the submission of written proposals, and candidates are then invited to plan a course of research and supervision with the designated member of staff. This is an independent project but at every stage, from conception through composition and revision to final submission, staff are available to offer support and feedback. With the help of the supervisor’s advice and guidance, students plan, develop, revise and improve their work through a series of drafts. They are provided with up to five hours of one-to-one supervision and must meet with their supervisor on a formal basis on at least three occasions during the process of writing the dissertation (between May and September). Students who do not attend supervisions will be reported for academic neglect. (In exceptional cases, students may make alternative arrangements for supervision (e.g. via email), but must then keep a record of all communications with their supervisor.)

In addition, students are expected to spend 445 hours on private study. Supervisors may read and offer feedback on all of a dissertation in draft but must not be asked to look at multiple drafts of the same section/chapter. The final date for the submission of draft work to supervisors is 1 September (except by special arrangement). After supervisions, students are required to submit a short summary of the meeting (of no more than one page of A4) to their supervisor as an aid to self-reflection and a record of progress.

By the end of July, students are required to complete and submit to a report on progress of their dissertation.

**Coursework Submission**

Please see the [Referencing and Academic Integrity](#) section for details of coursework submission. Please note the following coursework submission deadlines, as well as the dates on which you should receive your marks and feedback:

<table>
<thead>
<tr>
<th>Module Code and Title</th>
<th>Assignment</th>
<th>Submission Deadline (all 12 noon)</th>
<th>Mitigating Circumstances Deadline</th>
<th>Return Date of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN7040: Research Methods in Creative Writing</td>
<td>2,500-word piece of Creative Writing</td>
<td>11-Jan-2017</td>
<td>18-Jan-2017</td>
<td>01-Feb-2017</td>
</tr>
<tr>
<td>EN7040: Research Methods in Creative Writing</td>
<td>2,500-word research essay</td>
<td>11-Jan-2017</td>
<td>18-Jan-2017</td>
<td>01-Feb-2017</td>
</tr>
<tr>
<td>EN7041: Styles: Advanced Creative Writing Workshop 1</td>
<td>3,500-word portfolio of creative writing</td>
<td>18-Jan-2017</td>
<td>25-Feb-2017</td>
<td>08-Feb-2017</td>
</tr>
<tr>
<td>EN7041: Styles: Advanced Creative Writing Workshop 1</td>
<td>1,500-word reflective commentary</td>
<td>18-Jan-2017</td>
<td>25-Feb-2017</td>
<td>08-Feb-2017</td>
</tr>
<tr>
<td>EN7042: Applications: Publishing, Teaching and Other Stories</td>
<td>Oral presentation</td>
<td>TBC</td>
<td>TBC</td>
<td>TBC</td>
</tr>
</tbody>
</table>
Teaching and Other Stories

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
<th>Submission Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN7043: Substances: Advanced Creative Writing Workshop 2</td>
<td>1,500-word reflective commentary</td>
<td>03-May-2017</td>
<td>10-May-2017</td>
</tr>
<tr>
<td>EN7044: Dissertation in Creative Writing</td>
<td>12,000-word creative writing dissertation</td>
<td>03-Oct-2017</td>
<td>10-Oct-2017</td>
</tr>
<tr>
<td>EN7044: Dissertation in Creative Writing</td>
<td>3,000-word reflective commentary</td>
<td>03-Oct-2017</td>
<td>10-Oct-2017</td>
</tr>
</tbody>
</table>

You should make sure that you submit your assignments by their due dates to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation or www.le.ac.uk/sas/assessments/late-submission).

Teaching Timetable

You can access your teaching timetable via My Student Record. While we aim to notify students directly of any late changes, we would advise you to check your timetable on a regular basis.

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:

www.le.ac.uk/sas/assessments/external/current-postgraduate-external-examiners
Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Examinations

*see guidance notes about additional content

The Department complies with the University’s policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (www.le.ac.uk/senate-regulation6). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

Any specific progression requirements for your course are stated in its programme specification (see http://www.le.ac.uk/sas/courses/documentation)

Should you fail to achieve a pass mark (50%) in a module, you will be entitled to re-sit or re-submit any of the failed components of assessment associated with that module, on one occasion only. Please note, however, that the number of credits of taught modules that you are entitled to re-sit or re-submit is half of the credit value of the taught component of the programme (i.e. up to 60 taught credits if you are undertaking a short dissertation or up to 45 taught credits if you are undertaking a long dissertation). One resubmission of the dissertation will normally be allowed. For further details, please refer to Senate Regulation 6: Regulations governing taught postgraduate programmes of study.

Please also see your Study Skills Guide.

Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This
The process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

Your coursework must meet each of the following conditions:

- You should agree the theme, form and structure of your coursework with the module tutor before commencing to write.
- Reflective commentaries and other essay-based coursework should be referenced, laid out and include a bibliography in the same way as other academic writing. All quotations used in reflective and creative coursework should be referenced.
- The School of English recommends the MHRA referencing system (www.style.mhra.org.uk), but if you are familiar with an alternative system, such as MLA or Harvard, you may use this instead. (Please note on your work the name of the alternative referencing system.) Please consult an appropriate style guide to ensure you are using your chosen system correctly.
- Your coursework should be within the stated word limit. Word limits include footnotes and appendices but exclude bibliographies. If in doubt about word limits (e.g. for poetry or scripts), please consult with one of the tutors. There are suggested equivalents for poetry.
- Your coursework must be word-processed (or typed).
- Make sure that you put your student number and module title in the header of your essay. Do not put your name your coursework.
- Your coursework should be on one side of the paper only and in double-line spacing. There must be a wide margin on the left-hand side of the page.
- The pages must be numbered.
- Students are required to submit an electronic copy of their assignments by the relevant deadline. Each assignment should be submitted via the Turnitin link of the relevant Blackboard site.
- Please note that if your assignment is submitted after the deadline, lateness penalties will be applicable, unless you can provide evidence of mitigating circumstances which explain your late or non-submission. Under current University Regulations, 10 marks are deducted for the first day of non-submission; each subsequent day will see a deduction of 5 further marks until your work reaches the level of a bare pass.
- Once you have submitted the electronic copy of your assignment via Turnitin, you will receive a TurnitinUK Digital Receipt to confirm that your assignment has been successfully uploaded. This receipt will also be sent as an email to your University of Leicester I.T. account. It will confirm the date and time of submission, and will provide you with a submission ID. Please ensure that you have received your TurnitinUK Digital Receipt prior to the submission deadline, as lateness penalties cannot be waived if the electronic copy of your assignment has not been submitted on time.
- It is ESSENTIAL for you to keep a copy of your work.
- If your piece of work does not meet all the School’s requirements, it will not be accepted as examinable material.
- Work submitted for assessment which does not meet the requirements of the examiners in respect of presentation (including grammar, spelling and punctuation) will be referred back for amendment.
- Candidates who have not passed their coursework will not be permitted to proceed to the dissertation, or, in the case of part-time students, will not be permitted to enter the second year of the course.

Essays and exercises are double marked. Work is usually marked within 21 days of submission. Work which is submitted late, for any reason, falls outside of this schedule.

In addition, for dissertations:

- Supervisors may read and offer feedback on all of a dissertation in draft but must not be asked to look at multiple drafts of the same section/chapter.
• Dissertations should not be more than 15,000 words in length (25,000 words for the MAES 90-credit version) including notes, but excluding the bibliography. This limit may only be exceeded by prior permission of the supervisor.
• Put your student number, not your name, on the dissertation.
• Front cover (cardboard) of dissertation should bear same details as title page, i.e.

  DISSERTATION TITLE
  MA in Creative Writing
  University of Leicester
  2016

  CANDIDATE NUMBER (NOT NAME)

• Students are required to submit three copies of their dissertation, word-processed and soft bound (also called 'perfect bound'), by Tuesday 3 October 2017 with a completed Postgraduate Assessment Feedback: Written Work cover sheet placed in (but not bound into) each copy.
  • We recommend that dissertations be bound by the University’s Print Services (website http://www2.le.ac.uk/offices/printservices; drop-off and collection service via the Bookshop), who require one day for binding or three days for printing/copying and binding. Enquiries to 0116 252 2851 or printservices@le.ac.uk. You are free to select your own choice of colour for the cover.
• Dissertations should be handed in at the School Office (Att.1514) and also submitted electronically on Turnitin.
  • It may not be possible for dissertations submitted after Tuesday 3 October 2017 to be considered by the next Board of Examiners. Thus, failure to submit by the deadline may mean the award of the degree, and the opportunity to graduate, will be delayed.

Turnitin plagiarism software is used in the School of English. In addition to two paper copies, you are also required to submit each piece of coursework electronically via the Turnitin plagiarism-detection database on Blackboard:

  • Log on to the relevant Blackboard module site
  • Click on 'Assignments'
  • Click on 'View/Complete' for the relevant assignment
  • Fill in your name and the title of the piece. The title of your piece should be your nine-digit student number.
  • Click on 'Browse' and select the document as you would an attachment to an email (the software accepts the following file types: Word, Text, Postscript, PDF, HTML, and RTF)
  • Click 'Open' (this will return you to the Turnitin page)
  • Click 'Submit'

You will be sent an email to confirm that you have submitted your work successfully. You will not be able to see the originality report.

If you have any concerns about plagiarism you should talk to your supervisor, seminar tutor or personal tutor about it.

The University views academic integrity as one of the foundations of academic development. A key part of this is the acknowledgement of the work of others. You must always be sure that you credit ideas, data, information, quotations and illustrations to their original author. Not to do so is plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

The University expects students to conduct their studies with exemplary standards of academic honesty and will penalise students who submit work, or parts of work, that have been:

  • plagiarised;
  • completed with others for individual assessment (collusion);
What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also:

www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.
Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

**Mitigating Circumstances**

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

**You must keep your department(s) informed at all times** of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances **at the time they occur.** You need to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://www.le.ac.uk/sas/regulations/mitigation) for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

A student may submit a mitigating circumstances claim if they feel that the submission of one or more pieces of work has been or will be affected by a serious or significant event. You will be automatically enrolled on a Blackboard site titled **Mitigating Circumstances** through which you should submit your form and evidence.

If a student has submitted a mitigating circumstances form along with supporting evidence, their case will be considered by the Mitigating Circumstances Panel. Our Mitigating Circumstances Panel meets weekly during term-time. Its membership comprises colleagues from the School of Arts, which allows us to schedule regular Mitigating Circumstances Panel meetings so as to present timely responses to our students. Please note that student confidentiality is of utmost importance to the Mitigating Circumstances Panel, and specific information will never be disclosed outside of the Mitigating Circumstances Panel.

The Mitigating Circumstances Panel has the power to make one of the following recommendations:

- a. To waive a lateness penalty automatically applied to a piece of coursework will be or has been submitted after the submission deadline;
- b. To be provided with an opportunity to take a piece/pieces of assessment again, as if the first time, with the full marks available (i.e. not capped at 50) rather than imposing a cap;
- c. Determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived;
- d. The mitigating circumstances will be noted against a module so that the Board of Examiners can take this into account when making a decision about the degree classification being awarded

Students should submit evidence of mitigating circumstances within five working days of the relevant assessment deadline. You can expect to receive a decision (via email) in relation to your form and evidence within ten working days of this having been submitted.

**Ethical Approval of Student Projects**

Ethical approval is needed for all research and consultancy undertaken by University staff and students (both undergraduate and postgraduate) wherever research and related activities involves human participants or raises ethical issues. All research and related activities within the University which involves human participants, or
which raise ethical issues, require approval through the University's ethical review system: http://www2.le.ac.uk/institution/ethics/approval.

### Personal Support for Students

#### Departmental Student Support Arrangements

From discussion of academic progress, to friendly advice on personal matters, personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: [www.le.ac.uk/sas/quality/personaltutor](http://www.le.ac.uk/sas/quality/personaltutor).

Your personal tutor will offer confidential advice and support on a range of matters, from official dealings with the University, College or School (this includes advice on issues relating to modules on which your personal tutor also teaches; as personal tutor their role is to provide you with support, not discipline) to guidance on how to proceed in the event of a failure. It is in your interests to ensure that your personal tutor is kept informed about anything that might affect your ability to fulfil your assignment and attendance obligations. Your personal tutor will be able to put you in touch with a range of specialist advisers within the university, qualified to give financial, medical and welfare advice.

The writing of references for potential employers is generally done by your personal tutor. Please do remember to ask your personal tutor, though, before giving his or her name as a referee. It would also help your tutor if you could provide an up-to-date curriculum vitae, and specific details about the position applied for.

### Equal Opportunities

The School Equal Opportunities Officer is TBC.

The School AccessAbility contact is Mr David Revill (dar22@le.ac.uk).

If you have any concerns related to equal opportunities (ethnicity, gender, disability, etc.), these may be raised via your course representative via a Postgraduate Student-Staff Committee meeting.

### University Student Support Arrangements

#### Student Services Centre

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

- **Term time**
  - Monday to Thursday: 9.00 a.m. to 7.00 p.m.
  - Friday: 9.00 a.m. to 5.00 p.m.

Contact: Student Service Centre, Charles Wilson Building
[http://www2.le.ac.uk/offices/ssc](http://www2.le.ac.uk/offices/ssc)

#### AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and
assistance with applications for the Disabled Students’ Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessable@le.ac.uk | www.le.ac.uk/accessability

Student Welfare Centre
The Student Welfare Service offers wide ranging practical support, advice, and information for students. Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing. Services on offer include:

Student Counselling Support
Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support
Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Careers and Skills Development

Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career – what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

• Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
• Booking workshops, such as mock assessment centres and psychometric testing
• Meeting employers who are coming on campus
• Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

Contact the Career Development Service:
0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers
@uolcds | fb.com/uolcds

Feedback from Students
Student Feedback Questionnaires

Students are asked to complete an online course questionnaire at the conclusion of the taught section of their course (at the end of the spring term or beginning of the summer term). The School uses this questionnaire feedback within the process of reviewing individual modules and the course as a whole. The Course Convenor will respond to feedback verbally (where appropriate) at the end-of-course meeting and will communicate actions taken via Blackboard.

Student Staff Committees

The School Postgraduate Student-Staff Committee meets three times each year.

Representatives are drawn from each of the School’s MA programmes and also from the English Research (PhD) programme. Volunteers are sought at the beginning of each academic year; the Students’ Union will circulate details about Course Rep elections.

The Postgraduate Staff-Student Committee will meet on the following dates and times:

[1] TBC
[2] TBC
[3] TBC

If you would like to raise an issue at a PGSSC meeting, please contact your course representative. (Details are listed on Blackboard.)

Minutes of each meeting are posted on Blackboard; they are also forwarded to the School Meeting, the Students’ Union Education Unit and to the College Academic Committee.

The University’s Code of Practice on the Work of Student-Staff Committees may be downloaded here: www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf

Societies

SPELL is the social and academic society for postgraduates in the School of English. We exist to nurture a lively postgraduate community within the department, acting as the social hub for both MA and PhD students. The society aims to support postgraduate students throughout their studies, whether that’s simply by offering a chance to make new friends and catch up with old ones, or through the development of research skills and interests at a workshop or Postgraduate Forum. Throughout the year we coordinate formal and informal events to bring postgraduates together, from casual socialising in the pub and/or afternoon tea to academic workshops. Regular events include an annual welcome reception, the Postgraduate Forum, Café Spell and a theatre trip, in addition to special events such as the Shakespeare workshop, creative writing workshop and the summer picnic held over the past year. We also maintain links with other societies across the College, such as the New History Lab.

The SPELL Committee is focused on reaching out to all postgraduates in the School of English and hope to run activities that everyone can enjoy. Please get in touch with any member of the committee if you have any suggestions/ideas for the future. We look forward to meeting you in October.

The new membership year will begin at our welcome reception at the beginning of term.

If you would like to join the Society, please see the SPELL web pages on the School of English site (http://www2.le.ac.uk/departments/english/studentresources/societiesandcommittees) or join our Facebook Group page: https://www.facebook.com/groups/208586385844425
Safety and Security

The School Safety Officer is Andrea Vear (av128@le.ac.uk, ext. 2662, Attenborough 1514).

Emergency Numbers

To summon the fire brigade, police, or ambulance from an internal phone: dial 888
If there is no reply: dial 9 then 999
From an external phone / payphone: dial 999

Attenborough Building

The Attenborough Building is open from 8.00am to 6.00pm, Monday to Friday.

The fire alarm is tested once a week, usually on Thursday at 9.30am. If the alarm sounds at another time, please exit the building via the stairs. Do not collect personal belongings. Follow any instructions issued by the fire wardens. The assembly point is the area in front of the Mathematics Building.

Paternoster

In order to prevent the Paternoster from malfunctioning, students are asked to observe strictly the safety instructions posted in each car.

Student ID Cards

If you need to order a replacement Student ID Card, please visit https://www2.le.ac.uk/offices/sas2/registration/librarycard.

Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).
# Marking Criteria

## Creative Writing

<table>
<thead>
<tr>
<th></th>
<th>Distinction</th>
<th>Merit</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Style</strong></td>
<td>Full control and excellent, precise and original innovative handling of language; stylistically very strong; excellent use and innovative control of observed detail.</td>
<td>Overall control and very assured handling of language; stylistically strong; and very good use and control of observed detail.</td>
<td>Sound control and for the most part assured handling of language; stylistically sound; for the most part, assured use and control of observed detail.</td>
<td>Poor control and incompetent handling of language; stylistically weak; poor use and control of observed detail.</td>
</tr>
<tr>
<td><strong>Voice/Point of View</strong></td>
<td>Full control of narrative/lyric voice and dialogue; excellent and original handling of tone, register and point of view.</td>
<td>Overall good control of narrative/lyric voice and dialogue; very assured handling of tone, register and point of view.</td>
<td>Sound control of narrative/lyric voice and dialogue; for the most part assured handling of tone, register and point of view.</td>
<td>Limited control of narrative/lyric voice and (where relevant) dialogue; poor handling of tone, register and point of view.</td>
</tr>
<tr>
<td><strong>Structure and Form</strong></td>
<td>Excellent and innovative handling of form; full control of structure; excellent, imaginative organisation.</td>
<td>Very good, and in places original, handling of form; overall good control of structure; very good, coherent organisation of material.</td>
<td>Sound, for the most part assured handling of form; good control of structure; competent, mainly coherent organisation of material.</td>
<td>Poor, incompetent handling of form; limited control of structure; poor, incoherent organisation of material.</td>
</tr>
<tr>
<td><strong>Presentation</strong></td>
<td>Excellent, impeccable presentation; formatting of professional standard.</td>
<td>Very good presentation with very few errors; formatting correct.</td>
<td>Good presentation with not many errors; formatting for the most part correct.</td>
<td>Poor presentation with many and/or major errors; formatting incorrect.</td>
</tr>
</tbody>
</table>
## Reflective Commentaries on Creative Writing

<table>
<thead>
<tr>
<th>Distinction</th>
<th>Merit</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process (including editing, redrafting and response to feedback)</strong></td>
<td>Excellent: editing process fully explained; very perceptive in identifying and responding to issues raised; very detailed, in-depth discussion of choices made; evidence of very intelligent and productive response to, and engagement with, feedback</td>
<td>Very good: editing process mostly explained; perceptive in identifying and responding to issues raised; detailed about the choices made; evidence of intelligent and productive response to feedback</td>
<td>Good: editing process competently, if not fully, explained; competently identifies and responds to some issues; some detail in discussion of choices made; evidence of adequate, if limited, response to feedback</td>
</tr>
<tr>
<td><strong>Research (including reading and contextualisation)</strong></td>
<td>Excellent: Wholly convincing and very perceptive in relating work to a good range of existing literature (and, where appropriate, criticism); excellent and in-depth discussion of the wider research context</td>
<td>Very good: mainly convincing and perceptive in relating work to fair range of existing literature (and, where appropriate, criticism); detailed and extensive discussion of a wider research context</td>
<td>Good: some cogency and perceptiveness in relating work to some existing literature (and, where appropriate, criticism); some evidence of a wider research context</td>
</tr>
<tr>
<td><strong>Relationship Between Process and Research</strong></td>
<td>Excellent, perceptive and wholly discussion of the ways in which process and research informed each other</td>
<td>Very good discussion of the ways in which process and research informed each other</td>
<td>Good, if not thorough, discussion of the ways in which process and research informed each other</td>
</tr>
</tbody>
</table>
## Coursework and Dissertation

<table>
<thead>
<tr>
<th>Mark</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distinction:</strong></td>
<td></td>
</tr>
<tr>
<td>70+</td>
<td>Comprehensive coverage of relevant issues</td>
</tr>
<tr>
<td></td>
<td>Independent and effective research</td>
</tr>
<tr>
<td></td>
<td>Sophisticated analysis of texts and concepts</td>
</tr>
<tr>
<td></td>
<td>Marked independence of thinking</td>
</tr>
<tr>
<td></td>
<td>Excellent organization and illustration of arguments</td>
</tr>
<tr>
<td></td>
<td>Excellent range of reference to the appropriate primary and secondary sources</td>
</tr>
<tr>
<td></td>
<td>Clear and lucid academic writing in a discriminating register</td>
</tr>
<tr>
<td></td>
<td>Near-faultless presentation in accordance with the appropriate academic conventions.</td>
</tr>
<tr>
<td><strong>Merit:</strong></td>
<td></td>
</tr>
<tr>
<td>60–69</td>
<td>Thorough coverage of relevant issues</td>
</tr>
<tr>
<td></td>
<td>Substantial evidence of effective research</td>
</tr>
<tr>
<td></td>
<td>A very good standard of analysis of texts and concepts</td>
</tr>
<tr>
<td></td>
<td>Substantial evidence of independent thinking</td>
</tr>
<tr>
<td></td>
<td>Very clear and effective organization and illustration of arguments</td>
</tr>
<tr>
<td></td>
<td>Wide range of reference to the appropriate primary and secondary sources</td>
</tr>
<tr>
<td></td>
<td>Clear academic writing in an appropriate register</td>
</tr>
<tr>
<td></td>
<td>Very good presentation in accordance with appropriate academic conventions with evidence of careful proofreading and correction.</td>
</tr>
<tr>
<td><strong>Pass:</strong></td>
<td></td>
</tr>
<tr>
<td>50–59</td>
<td>Fair coverage of relevant issues, but with some gaps</td>
</tr>
<tr>
<td></td>
<td>Evidence of research</td>
</tr>
<tr>
<td></td>
<td>Evidence of critical analysis of texts and concepts</td>
</tr>
<tr>
<td></td>
<td>Some evidence of independent thinking</td>
</tr>
<tr>
<td></td>
<td>Sound organization and illustration of arguments</td>
</tr>
<tr>
<td></td>
<td>A fair range of reference to the appropriate primary and secondary sources</td>
</tr>
<tr>
<td></td>
<td>Writing in an academic register with satisfactory levels of precision and clarity</td>
</tr>
<tr>
<td></td>
<td>Good presentation in accordance with appropriate academic conventions, but evidence of insufficiently thorough proof-reading and of some shortcomings in referencing, bibliography, citation and matters of style.</td>
</tr>
<tr>
<td><strong>Fail:</strong></td>
<td></td>
</tr>
<tr>
<td>below 50</td>
<td>Significant oversights in the coverage of relevant issues</td>
</tr>
<tr>
<td></td>
<td>Very little evidence of research</td>
</tr>
<tr>
<td></td>
<td>Little critical analysis of texts and concepts</td>
</tr>
<tr>
<td></td>
<td>Little evidence of independent thinking</td>
</tr>
<tr>
<td></td>
<td>Weakly conceived, with a lack of clarity and purpose in the organization and illustration of the argument</td>
</tr>
<tr>
<td></td>
<td>A limited range of reference to primary and secondary sources</td>
</tr>
<tr>
<td></td>
<td>Writing in an inappropriate register, with lack of clarity and precision</td>
</tr>
<tr>
<td></td>
<td>Inaccurate presentation, evidence of weak or inconsistent use of academic conventions, poor proof-reading and serious problems with referencing, bibliography, citation, formatting or style.</td>
</tr>
</tbody>
</table>

**N.B.** Work of whatever level with this kind of inaccurate presentation will be referred for correction.
## Oral Presentation Marking Criteria

<table>
<thead>
<tr>
<th></th>
<th>DISTINCTION</th>
<th>MERIT</th>
<th>PASS</th>
<th>FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall structure and coherence</td>
<td>Very meticulous, coherent and clear structure. Skilful and subtle signposting</td>
<td>Orderly, coherent and clear structure. Systematic signposting</td>
<td>Fairly clear and coherent structure. Substantial effort made in signposting</td>
<td>Some evidence of structuring, but frequently muddled and incoherent. Inconsistent signposting.</td>
</tr>
<tr>
<td>Clarity and range of expression</td>
<td>Highly articulate, fluent, wide-ranging expression with strong command of language and voices; very clear and audible throughout</td>
<td>Clear expression, generally fluent, very good command of language and voices; clear and audible throughout</td>
<td>Some minor losses of clarity. Overall control of language and voices. Clear and audible for much of the presentation</td>
<td>Flaws in clarity at times. Limited expression. Problems with control of language and voices. Problems with clarity and audibility</td>
</tr>
<tr>
<td>Pace and timing</td>
<td>Excellent time keeping and excellent delivery pace</td>
<td>Very good time keeping and well-paced delivery</td>
<td>An ability to keep to agreed time and an attempt to keep the delivery paced</td>
<td>Unable to keep to agreed time; issues with delivery pace severe enough to affect audience’s comprehension.</td>
</tr>
<tr>
<td>Engagement/ rapport with audience</td>
<td>Excellent ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience.</td>
<td>Very good ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience.</td>
<td>Good ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
<td>Limited ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
</tr>
<tr>
<td>Choice of material and suitability of performance style</td>
<td>Excellently matched performance style with content; excellent content for oral performance</td>
<td>Very good match between performance style and content; very well-chosen content for oral performance</td>
<td>Overall, good match between performance style and content; well-chosen content for oral performance</td>
<td>Mismatch between performance style and content; poorly chosen content for oral performance</td>
</tr>
<tr>
<td>Use of handout, visual and other aids (where relevant)</td>
<td>Highly confident use of aids, which are fully integrated, thoroughly relevant to the presentation, and entirely clear</td>
<td>Assured use of aids, which are well integrated, directly relevant to the presentation and very clear</td>
<td>Satisfactory use of aids, which are largely well integrated, relevant to the presentation and clear</td>
<td>Limited confidence in use of aids, which are not always well integrated, relevant to the presentation or clear</td>
</tr>
<tr>
<td>Response to Questions (if applicable)</td>
<td>Direct and thoughtful responses, revealing excellent knowledge and/or clear sense of potential challenges</td>
<td>Direct responses, indicating very good knowledge of subject material and/or awareness of potential challenges.</td>
<td>Satisfactory responses, indicating questions and their implications for work were understood</td>
<td>Responses indicate significant gaps in understanding of subject / lack of appreciation of challenges for research.</td>
</tr>
</tbody>
</table>