Postgraduate Taught Student Handbook

2016 / 2017

- MA History
- MRes History
- MA English Local History and Family History
- MA Urban History
- MA Urban Conservation
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Welcome/Introduction

Welcome to History at Leicester.

We are delighted that you have chosen to study for a postgraduate degree at the University of Leicester and we very much hope that you will enjoy your time with us. You have joined an academic unit in which the staff are internationally renowned scholars and their support of your research project will be informed by their own cutting-edge research. We are also one of the largest history departments in the country offering you a wide range and breadth of expertise. Wherever your research interests lie, we are confident that your time with us will stimulate and inspire you.

Whatever your motivations for undertaking a postgraduate research degree we trust that the knowledge and skills you acquire during your time at Leicester will help you go as far as you can in your learning and your life. But we also hope that you will maintain your links with the University, and the School in particular, after you have gone.

The School prides itself upon its friendly atmosphere and approachable staff and we hope that you will soon feel at home with us and we look forward to getting to know you.

Dr George Lewis
Head of School of History, Politics & International Relations

Induction

You will already have received details of our induction programme taking place Monday 26 September – Friday 30 September 2016. It is important that you attend all the induction events, where we will be giving you essential information about the course, the School's procedures, and the resources that are available for you. Please attend these sessions and also read the rest of this handbook carefully, as we will assume that you are familiar with all the information that it contains.

For International Students

There will be an induction session for International Students only with Dr Toby Lincoln on Tuesday 27 September 2016 at 9.30 am in the seminar room at no 1 Salisbury Road. International Students who are unable to attend this session must contact the School Office. For advice and information for International Students please see http://www2.le.ac.uk/offices/international.

School Details

The School of History, Politics & International Relations is one of the leading schools in the country; for more information about our history see www2.le.ac.uk/departments/history/about.

The School is located on the 5th to 7th floors of the Attenborough Tower on the main campus and at numbers 1, 3-5 and 6 Salisbury Road, which is about ten minutes' walk from the main campus. For more information on staff members and their research interests see www2.le.ac.uk/departments/history/people.
School Communications

Where to Find Advice and Information

There is a wide array of help available at both School and University level, and you will find more information about student support services in this handbook. This help is there to be used, and it is better if it is used when a problem is beginning than when it has become serious. One of the most important things to learn, and also one of the most difficult, is when to ask for help. All of the people mentioned in this section are willing to help or give advice so please do not hesitate to contact them during their office hours or via email. Anything you say will be treated in absolute confidence; nothing, including the fact that you have asked for help, will be passed on to anyone else without your express permission. All students are given a University email address, and are encouraged to correspond with their tutors in this way.

Your Academic Tutor/Module Coordinator

In each module you will be allocated to a member of staff or a University tutor who will be your academic tutor for that module. She or he will take the tutorials and classes and will mark your assignments. You should turn to your academic tutor in the first instance if you are having difficulties with the individual module(s) they teach, whether you do not understand the requirements of the module, are not sure what you should be doing or aiming for, are having problems with writing your essay, or need further explanation of the comments and mark on your assignment.

Your Personal Tutor

At your initial registration you will have been allocated to a Personal Tutor by the School. Your Personal Tutor is available throughout your time at Leicester to discuss any academic, personal or financial problems that might arise, and you should feel free to consult them at any time. Virtually no problem which arises at University is strictly outside your Personal Tutor’s remit, so do not be reluctant to consult him or her. If your Personal Tutor is on research/study leave during your time at University then you will be allocated to another academic member of staff for this period. In exceptional circumstances you may be allowed to change your Personal Tutor and in the first instance you should call in to the School Office to enquire about this procedure. On rare occasions you may prefer to talk specifically to either a male or female member of staff and to arrange this you will need to call in to the School Office.

Your Personal Tutor has other important functions; they will have access to your assignment marks and will be able to discuss your progress with you. You are provided with written feedback for all forms of assessment. However, if you need further feedback on assignment then you should consult the appropriate module coordinator. Your Personal Tutor is also the person to whom the School and the University will turn first should you have problems – such as failing assignments. It is in your interests to keep your Personal Tutor up to date with how things are going.

The Head of School

The Head of School has, subject to the power of the higher University authorities, the final say on what is done in the School. You may consult the Head of School about any problem you have.

Contacting Members of Staff

The best method of contacting staff is to use email, either to arrange an appointment or to ask a question which can then be replied to by email.

When emailing a member of staff please be aware that you cannot assume an immediate response. During term time we normally try to respond to all student emails within 2 working days of receipt. During the vacations a response may be slower, given that colleagues may be on holiday themselves or on research trips/conferences where they do not have access to emails. In such cases they will generally turn on their out-of-office message which will let you know when they expect to be able to deal with your email.

All members of staff who are involved in teaching have office hours listed on their staff webpage on the School website (www2.le.ac.uk/departments/history/people), during which they will be available to callers in their rooms.
without prior appointment. You can try to see them at other times, but there is no guarantee that they will be available.

Most members of staff have a designated research day each week during term time and, if they are working in their room, they may well ask that you do not disturb them; please respect such requests unless the reason for which you wish to see them is genuinely so urgent that tomorrow will not do.

**How the School Contacts you**

There are several ways in which the School or members of staff may contact you or provide important information. They all depend upon you taking responsibility - to check your email and Blackboard, and to respond promptly when requested. Please inform the School Office immediately if any contact details change.

**The Notice Board**

Notices for students will be displayed on the notice boards, located in the Attenborough Tower and in buildings on Salisbury Road. Any information published on the notice boards will also be available on Blackboard.

**Your University Email Account**

Important messages and information from the School and your course tutors will be sent to your University email address (including any warnings about attendance, disciplinary procedures and notifications regarding assessments). It is essential that you check your University email account on a daily basis in term-time and at regular intervals in vacations.

Remember that your University mailbox is limited in size and can become full if you do not delete items regularly. Please be aware that members of the School will expect normal levels of grammar and spelling to apply to any email correspondence: there may be a delay in responding to emails that are inappropriate or difficult to understand.

**The School Website and Blackboard**

You can find further information on the School’s website, which can be accessed from both inside and outside the University.

One of the best means for finding further information is the Blackboard virtual learning environment system, where you will find a site for every module that you are studying. There is also a ‘Postgraduate Taught Information and Resources’ site which contains vital information relating to your courses and degree. You can log on to Blackboard using your University of Leicester username and password on the University’s home page. Please note that ‘Blackboard’ is also used for the submission of assignments.

**Twitter**

You can follow History at Leicester on twitter for updates and announcements:

@historyleic

**Staff List and Key Contacts**

**The School Office**

The School Office is one of your most important points of contact and enquiry, and its staff will be able to answer your questions or advise you whom to consult. All enquiries should be directed to the reception desk, with email enquiries being sent to hypir@le.ac.uk.

location:  
7th Floor (Attenborough Tower)  
School of History, Politics and International Relations  
University of Leicester  
University Road  
Leicester  
LE1 7RH
Staff in the School

On the School’s website you can find the names, rooms and photographs of staff within the School ([www2.le.ac.uk/departments/history/people](http://www2.le.ac.uk/departments/history/people)). A number of members of staff will be on research leave for one or both of the semesters during the year. The names and rooms of new or replacement members of staff are not always available when the hard copy of this handbook has to gone to press, and so there may be some staff in addition to the list shown below.

**KEY:**

Office locations:  
ATT = Attenborough Tower  
MFH = Marc Fitch House, 3-5 Salisbury Road  
1SR = 1 Salisbury Road  
6SR = 6 Salisbury Road

Telephone numbers:  
to call from outside the University add 0116 252 before the number given below  
(or 0116 229 before numbers marked with a *)

Email addresses:  
all end in @le.ac.uk

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aston, DR N.</td>
<td>1SR 202</td>
<td>5064</td>
<td>na47</td>
</tr>
<tr>
<td>Attard, Dr B.P.</td>
<td>ATT 607</td>
<td>5064</td>
<td>bpa1</td>
</tr>
<tr>
<td>Bethke, Dr S.</td>
<td>tbc</td>
<td>tbc</td>
<td>tbc</td>
</tr>
<tr>
<td>Butler, Dr R.</td>
<td>MFH 223</td>
<td>2810</td>
<td>rjb86</td>
</tr>
<tr>
<td>Clapp, Dr E.J.</td>
<td>ATT 614</td>
<td>2815</td>
<td>ejc12</td>
</tr>
<tr>
<td>Gentilcore, Prof D.C.</td>
<td>ATT 510</td>
<td>2834</td>
<td>dcg2</td>
</tr>
<tr>
<td>Gunn, Prof S.</td>
<td>MFH 026</td>
<td>5291</td>
<td>sg201</td>
</tr>
<tr>
<td>Harris, Dr I.C.</td>
<td>6SR 005</td>
<td>*7532</td>
<td>ich1</td>
</tr>
<tr>
<td>Hopper, Dr A.J.</td>
<td>MFH 21</td>
<td>3979</td>
<td>ajh69</td>
</tr>
<tr>
<td>Hyde, Mr C.</td>
<td>1SR 001</td>
<td>5065</td>
<td>ch38</td>
</tr>
<tr>
<td>Johnstone, Dr A.E.</td>
<td>ATT 615</td>
<td>2861</td>
<td>aej7</td>
</tr>
<tr>
<td>Jones, Dr R.L.C.</td>
<td>MFH 015</td>
<td>2764</td>
<td>rlcj1</td>
</tr>
<tr>
<td>Kidambi, Dr P.</td>
<td>MFH 019</td>
<td>2766</td>
<td>pk64</td>
</tr>
<tr>
<td>Korb, Dr A.</td>
<td>ATT 711</td>
<td>2784</td>
<td>ak368</td>
</tr>
<tr>
<td>Lincoln, Dr T.</td>
<td>MFH 23</td>
<td>5907</td>
<td>tl99</td>
</tr>
<tr>
<td>Prestel, Dr C.</td>
<td>6SR 204</td>
<td>5795</td>
<td>cp59</td>
</tr>
<tr>
<td>Story, Prof J.E.</td>
<td>ATT 610</td>
<td>2761</td>
<td>js73</td>
</tr>
<tr>
<td>Toner, Dr D.F.</td>
<td>ATT 514</td>
<td>*7392</td>
<td>dt151</td>
</tr>
</tbody>
</table>

**Head of School**

Lewis, Dr G.  
ATT 616  
5370  
gdgl1
Members of staff whose names appear below are away from the University for semester one during the academic year 2016-17

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bothwell, Dr J.</td>
<td>ATT 608</td>
<td>2814</td>
<td>jsb16</td>
</tr>
<tr>
<td>Knox, Dr Z.</td>
<td>ATT 508</td>
<td>2711</td>
<td>zk15</td>
</tr>
<tr>
<td>Reidi, Dr E.</td>
<td>ATT 605</td>
<td>2817</td>
<td>er48</td>
</tr>
<tr>
<td>Snell, Prof K.D.M.</td>
<td>MFH 20</td>
<td>6763</td>
<td>kdm</td>
</tr>
</tbody>
</table>

Members of staff whose names appear below are away from the University for semester two during the academic year 2016-17

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>Moore, Dr J.</td>
<td>6SR 105</td>
<td>*7531</td>
<td>Jm68</td>
</tr>
<tr>
<td>Moore, Dr P.</td>
<td>ATT 509</td>
<td>2816</td>
<td>pm294</td>
</tr>
<tr>
<td>Sweet Prof R.H.</td>
<td>MFH 14</td>
<td>2837</td>
<td>rhs4</td>
</tr>
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</table>

Members of staff whose names appear below are away from the University for both semesters during the academic year 2016-17

<table>
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<tr>
<th>Name</th>
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<th>Email</th>
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<tbody>
<tr>
<td>Anderson, Prof C.</td>
<td>6SR 101</td>
<td>*7528</td>
<td>ca26</td>
</tr>
<tr>
<td>Campbell, Dr J.</td>
<td>ATT 613</td>
<td>2583</td>
<td>Jmc62</td>
</tr>
<tr>
<td>Coffey, Prof J.R.D.</td>
<td>ATT710</td>
<td>3941</td>
<td>jrdc1</td>
</tr>
<tr>
<td>Foxhall, Dr K.</td>
<td>6SR 203</td>
<td>7794</td>
<td>kf107</td>
</tr>
<tr>
<td>Horrocks, Dr S.M.</td>
<td>ATT507</td>
<td>5070</td>
<td>smh4</td>
</tr>
<tr>
<td>Hurren, Dr E.T.</td>
<td>1SR 003</td>
<td>5968</td>
<td>eh140</td>
</tr>
<tr>
<td>King, Prof S.</td>
<td>7SR</td>
<td>2760</td>
<td>sak28</td>
</tr>
<tr>
<td>Marin, Dr I.</td>
<td>ATT 702</td>
<td>2736</td>
<td>im146</td>
</tr>
<tr>
<td>Schürer, Prof K.</td>
<td>MFH 224</td>
<td>2320</td>
<td>ks291</td>
</tr>
</tbody>
</table>

**MA Course Directors**

MA History:
Professor David Gentilcore [d cg2@le.ac.uk](mailto:d cg2@le.ac.uk)

MRes History:
Professor David Gentilcore [d cg2@le.ac.uk](mailto:d cg2@le.ac.uk)

MA English Local History:
Professor Keith Snell [k dm@le.ac.uk](mailto:k dm@le.ac.uk)

MA Urban Conservation:
Professor Simon Gunn [s g201@le.ac.uk](mailto:s g201@le.ac.uk)

MA Urban History:
Semester 1: Professor Roey Sweet [r hs4@le.ac.uk](mailto:r hs4@le.ac.uk)  
Semester 2: Professor Simon Gunn [s g201@le.ac.uk](mailto:s g201@le.ac.uk)
Administrative Responsibilities

The Head of School (Dr George Lewis – gdg1@le.ac.uk) has overall responsibility for all aspects of the School’s activities; any student who wishes to see the Head of School should do so during his office hours, which are posted on his door, or email him for an appointment.

The School’s Equal Opportunities Officer and AccessAbility Tutor is Dr Richard Butler (rjb86@le.ac.uk). The School’s Health and Safety Officer is Dr Andy Tams (at387@le.ac.uk).

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 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 http://mystudentrecord.le.ac.uk 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.

School Facilities

The main School office and the three multidisciplinary centres attached to the School are located in the Attenborough Tower on the main campus. The Centres for English Local History, Urban History and the Centre for Medical Humanities are housed in Salisbury Road.

In addition to the facilities in Salisbury Road, the School is also home to the Medieval Research Centre which is located in Attenborough 701, and the Stanley Burton Centre for Holocaust and Genocide Studies located in Attenborough 601. Both have excellent resource libraries which you are encouraged to use.

The Stanley Burton Centre contains primary sources, books, journals, DVDs and CD-ROMs as well as offering its own computing facilities for the Centre’s students. The room is run by a team of student volunteers who supervise the use of the collection, catalogue resources, compile a newspaper collection on topics relevant to the Centre and are involved in other related activities. www.le.ac.uk/hl/centre/burton

Our Salisbury Road campus contains dedicated postgraduate facilities within the Marc Fitch Historical Institute, ten minutes’ walk from the main campus. The institute is housed in three attractive Victorian villas, which contain workspaces and essential resources for advanced research including:

- audio equipment attached to the East Midlands Oral History Archive;
- a map room which contains a complete coverage of England and Wales Ordnance Surveys and a large collection of historical maps and prints;
- Marc Fitch Library, covering all aspects of local history and areas of England;
- a specialist urban history library
- photocopying and scanning facilities.

Special Equipment

An AO scanner and a high quality slide scanner are available in the map room at no 5 Salisbury Road. Please contact Dr Richard Jones (rlcj1@le.ac.uk) if you would like to use them.

The Marc Fitch library (also at no 5 Salisbury Road) contains a microfiche reader and a light box.
Access to 1, 3-5 and 6 Salisbury Road

All users of the History buildings on Salisbury Road will be eligible to have automatic admission by using a swipe card. Every other person will have the status of ‘visitor’.

The times of access are closely related to the hours when the intruder alarms have been cancelled by the porter. Those entering the buildings outside these will set off the intruder alarms which they will not be able to cancel.

Hours of access are as follows:

- Students: 8.00-20.00, Monday to Friday
- Visitors: 9.00-17.00, Monday to Friday

Car Parking

All spaces in the two yards behind 5 Salisbury Road are reserved for permit holders and disabled parking.

Visitors requiring special treatment because of, for example, the timing or long-distance journeys, delivery of heavy loads, or physical disability, may ring the School Office, at least a day in advance to ask for a space to be reserved. Extensive public car parking facilities are available nearby in the corner of Victoria Park, by the junction of Regent Road and Granville Road.

Booking of Seminar Rooms and Meeting Rooms

If students wish to book either of the seminar rooms (1SR and 5SR) or the meeting room (6SR) for seminars or meetings, they should do so through the School Office.

Common Rooms

There are basic facilities for making tea/coffee and preparing other items in the kitchens of each building. These facilities are available to staff, students and visitors, at a small cost, and you are welcome to make use of them.

No food or drink may be taken into the Marc Fitch Library, the W.G. Hoskins Map Room, or the two seminar rooms. Food and drink should be consumed in the Common Rooms. The kitchens must be kept clean and tidy at all times. Crockery should be washed after use and put back into cupboards. All work surfaces and table tops should be left clean.

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 [insert hyperlink to relevant Library subject page - see guidance notes for how to find it]

**IT Services**

Text for campus-based students

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 eduroam wifi 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)**

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)
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)

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.

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.

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

Other University Facilities

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

University Regulations

Senate Regulations (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 ([see www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4)). 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.

You should always be punctual for classes, and inform your tutor at the beginning if, for any reason, you have to leave early. You should always turn up at a class having done some work and be willing and able to join in discussion – even if it is only to say that you do not understand the point under consideration. Tutors have the right to ask students who clearly have not done sufficient work, or who are disruptive, to leave classes, and to send away whole groups who have not made a reasonable effort to prepare.

If you miss a class you must complete the ‘Notification of Absence’ form found on the School Website as soon as possible [www2.le.ac.uk/departments/history/current/absences](http://www2.le.ac.uk/departments/history/current/absences) and email the tutor to inform them that you will not be in attendance.

If your absence is for more than 5 days you must, as well as completing a ‘Notification of Absence Form’, complete a Mitigating Circumstances form and submit this to the School Office along with supporting evidence.

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.
The School will be monitoring all seminars and lectures and therefore it is essential that you attend all of your classes. If your absence is deemed to be an issue the School will contact you via your University email address. If absences go unexplained for a prolonged period the School will be forced to make a recommendation that your studies are terminated.

**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’](http://www.le.ac.uk/senate-regulation4)). In the most serious of cases of neglect the University has the right to terminate a student’s course.

**Employment**

Part-time employment is not accepted as an excuse for absence from classes, late submission of work, or examination failure.

The University Regulations state that full-time students should not work for more than 15 hours per week. This applies whether you are a home or an international student. There are no employment constraints on part-time students.

If you are an international student you should note that the University's Regulations about term-time employment may be different to those enforced by the Home Office. You must make sure that you comply with both the University and the Home Office’s rules.

**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.

**Teaching Timetable**

For details of the timetabling of History modules, you can go to the Student Homepage on ‘MyStudentRecord’ and view your lectures, tutorials, seminars etc.

Click on [https://srs.le.ac.uk](https://srs.le.ac.uk)

Log in with your university IT account name and password (please note that you must have completed registration to have access to these pages).

Please note that the timetable displays on a week by week basis. You are strongly advised to log in regularly as timetables may change and the group you are allocated to may change, particularly in the first few weeks of term. If any alterations are made to the timetable then they will automatically show up on your personalised timetable. An announcement will also be posted on Blackboard.

**Coursework Submission**

You should make sure that you submit your assignments by their due date 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-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Submission dates for coursework for each module can be found in the module information provided on Blackboard.

The University Style Guide, which details how you should present coursework, can be found on the Postgraduate Taught Information and Resources site on Blackboard. Specific information relating to presentation of Dissertations can also be found on Blackboard.

Guidelines on how to submit your coursework can be found on the Postgraduate Taught Information and Resources site on Blackboard and on the For Current Students section on the School website.

**University Statement on Coursework Submission**

You should make sure that you submit your assignments by their due date 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-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

**Late Submission of Coursework: Waiving of Penalties**

University Policy states that departments may waive late submission penalties where mitigating circumstances were a contributory factor in failure to meet the course deadline. If you have mitigating circumstances that explain your failure to meet a deadline you must complete a Mitigating Circumstances form, located on the Postgraduate Taught Information and Resources Blackboard site, and hand it to the School Office as soon as possible.

Further information, including what constitutes mitigating circumstances, can be found at http://www2.le.ac.uk/offices/sas2/regulations/mitigation.

**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 School 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

The School 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)

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 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.

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 for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

Ethical Approval of Student Projects

The University of Leicester requires research projects concerning human subjects to receive ethical approval. Those projects which fall under the NHS Research Governance Framework are referred to the
appropriate NHS Research Ethics Committee. Other projects concerning human subjects must be approved in accordance with the University of Leicester research protocol for non-clinical projects concerning human subjects.

The University Committee for Research Ethics Concerning Human Subjects (Non-NHS) oversees all matters relating to the ethical approval of non-clinical research involving human subjects.

To gain ethical approval for all research projects, including those forming part of a taught course, an online application must be submitted. This is the only way to gain ethical approval for research studies.

Submit an Ethics Application to the Research Ethics Review*

*Please note that your University of Leicester IT account login details are required to access this webpage.

Further information on submitting an application is available as a ‘User Guide’ that can be downloaded from the Research Ethics Review site once you have logged-in.

The School’s Ethics Officer is Dr Stan Neal (sn251@le.ac.uk).

**Personal Support for Students**

**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.
- **Vacation**: 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 | accessible@le.ac.uk |

[www.le.ac.uk/accessability](http://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](http://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](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service, Student Services Centre, Charles Wilson Building
+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)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://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](http://go.le.ac.uk/healthyliving)

**Health Care and Registering with a Doctor**
Text for campus-based students only – delete if not applicable

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](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service
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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

Text for distance-learning only – delete if not applicable
For information see our website: www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Contact: Student Support (mental wellbeing)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk

Student Healthy Living Service
Text for campus-based students only – delete if not applicable
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

Text for distance-learning only – delete if not applicable
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. 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

Health Care and Registering with a Doctor
Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or
consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

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

We aim to be responsive to student opinion. We are keen to know more about how you are being taught and how you learn. This does not necessarily mean that in every case we will change what we do or the way that we
do it, but it does mean that we will consider all comments and suggestions and, if we decide not to respond we will explain why.

The ways in which you can make your feelings known are many, but these are the official ones:

- if you are unhappy about the way a module is being taught, or the way your classes are being taught, you should start by discussing the problems with the module tutor. Most problems can be sorted out quickly and smoothly in this way.
- if the problem cannot be resolved in this way you should discuss it with either Course Director or with the Head of School, or
- raise the matter at the Postgraduate Student Staff Committee, or
- identify matters in questionnaires and other forms of course evaluation

With relatively small numbers it is difficult to apply anonymity and you should approach the Course Director as an intermediary to discuss any matters, personal or academic, about which you have some concern and which you feel reluctant to raise with the course tutor or director. Similarly, the Head of School is willing to listen and, where necessary, act upon matters which you raise. We recognise confidentiality as an important consideration.

At the end of your time as a Leicester student you will be asked to complete a questionnaire about the course as a whole which will help us in long-term planning.

It is nice to get positive as well as negative feedback. If you've enjoyed a class or a module why not tell the tutor?

**Module Feedback**

Students will be asked for feedback on MA modules on a regular basis. Module review questionnaires will be issued for new modules the first time they run. Feedback will be considered by the Course Director and the Postgraduate Committee. Any action taken as a result of this feedback will be reported to the Student Staff Committee which will also be asked to discuss general issues that arise from feedback.

**Student Staff Committees**

This is made up of members of student and staff representatives. If you are interested in serving on this Committee then please contact the school office. The committee usually meets once in the first semester and once in the second semester. The minutes of the meetings are considered at the Postgraduate Committee and at full meetings of staff in the School and responses are submitted to subsequent meetings of the committee. The minutes, and details of the School responses are available on Blackboard. Training for student representatives on departmental committees is provided by the Student’s Union Education Unit. Information about the support the Union provides for representatives can be found on the Student Union website at [http://leicesterunion.com/yourunion/ed_the_education_unit](http://leicesterunion.com/yourunion/ed_the_education_unit)

**Research Seminars and Networks**

During term time there is an extensive programme of research seminars within the School and the University that you are encouraged to attend. Participation in research seminars is an essential part of your intellectual development and you can learn a lot about the process of research and writing even from a seminar on a topic that is far removed from your own specific research interests. You will always be made to feel welcome and often offered some refreshments. Some seminars, often the less formal ones, are held at lunchtimes but the majority are late afternoon or early evening. Details of History research seminars can be found on the School website at [http://www2.le.ac.uk/departments/history/research/events](http://www2.le.ac.uk/departments/history/research/events) This website also has links to seminars in associated centres. Some seminar series have an electronic mailing list and it is a good idea to sign up so that you get the latest information.

Depending on your research interests you may find it useful to find out about seminars in other departments, for example English, Archaeology and Ancient History or Politics.

The School and the University also regularly hold public lectures that may be of interest.
From MA to PhD

We hope that you will be inspired to continue your studies by proceeding to a PhD either here at Leicester or elsewhere. If you are considering this please discuss your plans with a relevant member of staff at the earliest possible opportunity. Competition for funding is fierce and you will stand a much better chance with a strong research proposal. These take time to prepare.

Information about research degrees in the School is available at http://www2.le.ac.uk/departments/historical/postgraduate/research

Advice on writing your research proposal is available on the ‘How to apply’ page at http://www2.le.ac.uk/departments/historical/postgraduate/research/apply

Societies

New History Lab

The New History Lab started life because a group of postgraduate students decided to do something about the inevitable isolation of doing research-based history qualifications. To this end the lab was about meeting people, swapping ideas, discussing their work, and celebrating the diverse range of history that was being studied in the School of Historical Studies. Three of the base elements of the lab are tea, homemade cake and pub, we generally fit the history around them.

Three years on from its inception and the New History Lab is thriving. The committee is made up of students and one member of staff. We have a (flexible) programme of 5 labs in the Autumn term and 5 in the Spring term, sometimes including a Peregrination (daytrip). These labs occupy alternate Friday afternoons. The year’s series traditionally starts with a lab presented by students, covering how they’re dealing with life doing a PhD/Masters/Bachelor’s degree, breaks for Christmas with a special guest academic, then finishes at Easter with a celebrity guest. The celebrities that we’ve managed to entice so far include Tristram Hunt MP, Lord Melvyn Bragg, Dr Jonathan Foyle, and ‘News Presenter of the Year’ (and local girl) Julie Etchingham.

The lab also has its own brushes with fame, most notably when the committee were featured on the front cover (of the Postgraduate supplement of) The Independent. We’re also becoming a regular feature on the University of Leicester News and Events Magazine blog, and we’ve been in the Leicester Mercury. We’re constantly being told that we’re “radical”, but really we’re just trying to provide an entertaining, informative and thought-provoking Friday afternoon that involves cake.

Some of our previous labs are: ‘Sex, drugs and Rock’n’Roll: Leicester in the 1960s’; ‘Queer Histories’; ‘Its Only Words: Getting your Research Published in a Cuthroat World’; ‘Speed Researching’ (like Speed Dating); ‘The History of Leicester in 10 Objects’ (in conjunction with our sister-group, The Attic, in Museum Studies). Our previous Peregrinations include Manchester, Sheffield, Peterborough and Birmingham.

The New History Lab isn’t just about the Friday afternoon labs though, we have an increasingly popular blog where our committee introduce and follow up the labs, but also blog about everything from funny urban town planning videos to how to deal with writer’s block. To augment this, we also have a twitter presence, and a facebook group.

Email us at su-history@le.ac.uk
Go to our Students’ Union webpage at www.leicesterunion.com/groups/history—3
Check out our Facebook page https://www.facebook.com/groups/newhistorylab/
Follow us on Twitter @UoLHistory
We hope to see you soon!

Safety and Security

First Aid
For information on who the School’s first aiders are, please contact the School Office.

Fire
In case of fire, sound the alarm, attack the fire with available equipment (only if safe to do so) and evacuate the building – all emergency exists are clearly marked. Please assemble in the car park at the rear of the building where the safety office will take a roll-call to assist the Fire and Rescue Service.

Suspicious Circumstances
Internal telephone numbers:
- Daytime: University Security Officer, Main Site (0116 232) 2011
- OR School of Education, Staff Supervisor and Porters Room: (0116 252) 2698
- Night Security: 888
- Emergency Services: 9 + 999

Health and Safety Officer
The School’s Health and Safety Officer is Dr Andy Tams.

Personal Belongings
Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your own 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).