Politics Postgraduate Campus
Student Handbook

Session 2016-2017

- MA in Human Rights & Global Ethics
- MA in International Relations & World Order
- MA in International Security Studies
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Welcome

Whether you are new to Politics and International Relations or returning to study, I hope that you will have a happy and productive year with us. As always, our great strength is our academic staff, who are all experts in their field as well as being committed and approachable people. Our aim is to provide cutting-edge and challenging modules for our degree programmes, in an intellectually vibrant, as well as friendly, environment.

This Handbook is designed to answer some of the main questions you will have about what is in store for you in the coming year(s). It tells you who's who in Politics & International Relations and to whom you can turn for support in your time here. It explains how your degree is organised and how we teach you. It also provides information on a range of other issues, from the work of the Student-Staff Committee to the importance of the Careers Service.

Please read the Handbook fully. Make a note of any new information that comes your way and let us know if there is anything we should add to the next edition. We want to help you to fulfil your potential, to increase your knowledge of politics & international relations, and also to provide you with a range of transferable skills, such as writing, making oral presentations and using IT. However much we try to help you, always remember, that to a large extent what you get out of your degree depends on the work you put into it!

I hope you enjoy your time with us.

Dr George Lewis
Head of School

Introduction

This Handbook has been produced for taught postgraduate students and is designed for use during the academic year 2016-17; revised versions will be issued in subsequent years.

The Handbook is intended to help you find your way round Politics & International Relations and to provide you with some of the information you need to know about the coming year. It aims to:

(a) explain the structure and organisation of Politics;
(b) explain how teaching is organised;
(c) tell you how your work is assessed; and
(d) provide other information about being a postgraduate student.

Although the Handbook contains a great deal of information, not everything can be included. Detailed information about each individual module will be provided in the reading lists you will receive for those modules.

There is also a separate Presentation and Style Guide which you should read carefully as it includes details on the style you must adopt in all of the work that you submit, referencing conventions and details on how to avoid plagiarism and poor academic practice.

You will also receive a Dissertation Handbook in January which will contain a wealth of information about the requirements and assessment of the dissertation.

Induction

An induction programme will run in the first week of the first semester. The induction programme will include an introduction to Politics, a luncheon reception; an introduction to facilities in the main University Library and a basic computer skills session. All students are expected to attend these sessions. Full details of the programme will be available from Monday 26th September 2016 and given to you at Politics registration. Students who arrive after 26th September should report to the Postgraduate Administrator.
School Details

The School of History, Politics & International Relations is located on the 6th, 7th, 8th, 9th and 10th floors of the Attenborough Tower and at Salisbury Road. A campus map is available at http://www2.le.ac.uk/maps

Staff profiles can be viewed on the Politics website at http://www2.le.ac.uk/departments/politics/people/staff-list

School Communications

Notice Boards

The Notice Board for Politics MA degrees can be found opposite room 1005 on the 10th floor of the Attenborough Building.

There is a notice board with CAREERS INFORMATION outside room 1013.

Pigeonholes and Emails

Staff pigeonholes are located on the 10th floor in the corridor outside room 1010. Make sure any communications are placed in sealed envelopes; otherwise they may be lost.

You must register with the University and get a University email account. Students can register online and full instructions for registering may be found at www.le.ac.uk/cc/registration/students.html. You must then supply us with your email address at the beginning of the academic year. This is the way that Politics will send most of its communications to you.

All academic staff are available to see students for at least two hours per week during term-time without a prior appointment, and these times are posted on their office doors, as well as on the “Politics Postgraduates” Blackboard site under the “Timetables” tab. Outside term-time, please contact staff by email to arrange a convenient appointment.

School Office

This is to be found in Room 707 on the 7th floor of the Attenborough Tower.
Staff List and Key Contacts

The full list of academic and support staff in Politics can be found at http://www2.le.ac.uk/departments/politics/people

Key contacts within the School are listed below.

<table>
<thead>
<tr>
<th>Duties</th>
<th>Member of Staff</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Dr George Lewis</td>
<td><a href="mailto:gdgl1@le.ac.uk">gdgl1@le.ac.uk</a></td>
</tr>
<tr>
<td>Director of Postgraduate Studies</td>
<td>Dr Kelly Staples</td>
<td><a href="mailto:kls25@le.ac.uk">kls25@le.ac.uk</a></td>
</tr>
<tr>
<td>Postgraduate Administrator</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Timetable issues, seminar class lists and dissertations</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>AccessAbility Tutors</td>
<td>Dr Tara McCormack</td>
<td><a href="mailto:tm155@le.ac.uk">tm155@le.ac.uk</a></td>
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<tr>
<td></td>
<td>Dr Zakia Shiraz</td>
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<tr>
<td>Careers Tutor</td>
<td>Dr Simona Guerra</td>
<td><a href="mailto:gs219@le.ac.uk">gs219@le.ac.uk</a></td>
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<tr>
<td>Research Ethics Officer</td>
<td>Dr Laura Brace</td>
<td><a href="mailto:lb21@le.ac.uk">lb21@le.ac.uk</a></td>
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<tr>
<td>Equal Opportunities Officers</td>
<td>Dr Tara McCormack</td>
<td><a href="mailto:tm155@le.ac.uk">tm155@le.ac.uk</a></td>
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<tr>
<td></td>
<td>Dr Zakia Shiraz</td>
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<tr>
<td>Health and Safety Officer</td>
<td>Dr Andrew Tams</td>
<td><a href="mailto:at387@le.ac.uk">at387@le.ac.uk</a></td>
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<tr>
<td>Data Protection Officer</td>
<td>Dr Andrew Tams</td>
<td><a href="mailto:at387@le.ac.uk">at387@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 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.

You must also let the Postgraduate Administrator know if you change any of your contact details.

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/politics?uol_r=f3737d27

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 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)
+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)

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

English Language Teaching Unit

The English Language Teaching Unit offers a wide range of English Language and Study Skills courses to students who are studying at the University of Leicester. Please visit the website at http://www2.le.ac.uk/offices/eltu

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being a 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) 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

**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). 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.

**Politics Attendance and Engagement Information**

Attendance at seminars and workshops is compulsory. Unexplained absence causes inconvenience to tutors and fellow students. Please let the tutor know in advance if you are unable to attend. Please read the section on Notification of Ill Health and other Mitigating Circumstances.

A generally poor attendance record by the student will be reported to the Director of Postgraduate Studies. This may result in further action being taken.

However, your obligations in classes and seminars extend beyond merely turning up. Oral contributions by students are an integral part of the work of these groups. They also represent an important skill to develop for life after University. Your contribution to class discussions is a major element in any references for jobs that are written for you by members of staff. Most employers are at least as interested in your personal skills of this sort as they are in your degree results.

**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**

The normal period of registration for a campus-based masters’ degree programme is 12 months full-time or 27 months part-time and the maximum period is 24 months full-time and 48 months part-time.

The maximum period of registration is inclusive of all periods of study, any additional periods of time permitted for reassessment or delayed assessment, and any periods of agreed suspension of study. This includes any
periods of suspension due to accepted mitigating circumstances agreed before the maximum period of registration is reached.

**MA Programmes**

In semester one, students will take their designated core module plus one option module. Students on the MA in Human Rights & Global Ethics will take their designated core module plus either one politics option module or two law option modules.

In semester two, students will take two politics option modules. Students on the MA in Human Rights & Global Ethics will take either two politics option modules or one Politics option module and two law option modules.

**MA Core Modules**

| MA in Human Rights & Global Ethics | PL7089 The Politics of Human Rights |
| MA in International Relations & World Order | PL7161 Post Cold War World Order |
| MA in International Security Studies | PL7168 International Security |

**MA Option Modules**

**Semester One**

| PL7089 The Politics of Human Rights |
| PL7161 Post Cold War World Order |
| PL7168 International Security |
| PL7096 Public Opinion & Foreign Policy |
| LW7250 The State, The Law and Religious Freedoms* |
| LW7090 Legal Responses to Global Injustice* |

* Available to students on the MA in Human Rights & Global Ethics only. One Politics option module or two Law option modules to be selected.

**Semester Two**

| PL7076 American Interventionism after the Cold War |
| PL7077 America & the World: The Making of US Foreign Policy |
| PL7090 The British Way of Warfare: Counter Insurgency since 1945 |
| PL7093 Governance & Corruption |
| PL7095 Human Rights, Ethics and Intervention in Action |
| LW7067 Feminist Perspectives on International Law* |
| LW7078 Freedom of Expression* |

* Available to students on the MA in Human Rights & Global Ethics only. One Politics option module or two Law option modules to be selected.

**Teaching Aims**

In accordance with the University’s mission statement, Politics and International Relations aims to ‘offer an education of the highest quality, encouraging and stimulating critical intellectual development through guided learning in a research environment’. As part of this mission we aim to:
• provide an intellectually challenging and stimulating curriculum, where teaching is informed by the research interests of members of staff;
• arm students with a number of key or transferable skills and, in particular, create articulate and literate graduates;
• create a supportive environment where the academic and personal development of students is enhanced; this includes pastoral care and constructive feedback on all assignments
• assist students in enhancing their employment prospects and preparing them for further study;
• enable students to develop personally in a way which will enrich their lives, and facilitate their contribution to society in the future.

Teaching Strategy

Seminar Discussions

All Politics modules are taught by seminar discussions, lasting up to two hours. All students are expected to contribute to seminar discussions and should read as much of the core and essential readings for each week’s topic as possible.

NB, there are no ‘right’ or ‘wrong’ answers in seminar discussions. There are, however, better and worse ways of making an argument. Respectful disagreement about controversial issues in Politics and International Relations is an entirely productive and in fact essential component of seminar discussions at this level of study. Therefore, be prepared to contribute voluntarily to discussions from an informed knowledge base. Also, be aware that some tutors will ask for your opinion without warning.

All of this means that seminar preparation to a high level is an absolute MUST!

Essay plans and seminar papers

In order to help you with the transition to postgraduate study and assessment, modules incorporate formative assessments (where there is no final mark contributing to the module outcome), and shorter written assessments. By submitting a written seminar paper and essay plan before beginning work on your essays, you will have two opportunities to receive feedback on your work.

The seminar paper is an assessed piece of work worth 20% of the module mark. It comprises a critical review of a journal article, based on your own critical reading, and on your discussions with your peers and seminar tutor in class. Full guidance on what is required, and tips on how to read and write critically are available on Blackboard.

The essay plan is not formally assessed, but is a compulsory part of the module activity. Preparing a one-page plan with indicative bibliography will get you thinking about your essays in good time, and will provide you with feedback on your proposed structure and content. Guidance and advice are available on Blackboard.

Essay Writing

Preparing for and writing your 5,000 word module essays can be daunting, especially for students whose first language is not English or who are not used to essay work as a form of assessment. To help you through some of these difficulties, we hold an Essay Writing Workshop early in the first semester. Details concerning date, time and venue will be circulated by the Postgraduate Administrator nearer the time.

You will also be asked to submit a one page essay plan for each assessed essay you are required to write. This must be submitted via Blackboard by the specified deadline, for feedback within two weeks. The essay plan is designed to help you to think in advance about your essay and to give you the chance to plan your reading and essay structure with advice from your tutor.

Students are not permitted to write an assessed essay on the same topic as their seminar paper.
Weekly Papers

(PL7093 Governance & Corruption only)

Students prepare their allocated reading in advance. One reading is allocated week by week by the lecturer. Students need to prepare a one-page comment (weekly paper) on the allocated reading. Students must complete at least five out of the ten weekly papers. Ideally students should complete all the weekly assignments. The weekly papers must be no longer than one page (font 12, double line spacing). The weekly paper will enable you to (a) to promote the discipline of writing in short form about big ideas, while (b) minimise the time you spend on it. The papers need not be ‘polished’ documents and may present questions/answers/issues that theories have ignored, but they must correctly use references and citations as in any other academic writing. All students must submit an electronic copy to the module Blackboard site before the class, details will be available at the first seminar. The lecturer will read and mark your paper in advance, so that you will receive your paper before the seminar. The weekly paper can be either a brief one-page note on the main reading every week or a one-page note on how you can apply the reading to a case study you know.

Dissertations

Dissertation Seminars are held for students starting the first week of the Spring Term (January). A Dissertation Handbook will also be given to you at this time. Details concerning the Dissertation Seminars will be circulated by the Postgraduate Administrator nearer the time.

Programme and Module Specifications

View the programme and module specifications for your course via 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

The teaching timetable for semester one will be given to you at Politics Registration on Monday 26th September. Any student who has any queries concerning the timetable should see the Postgraduate Administrator.

Any alterations to the timetable will be posted on Blackboard and the students concerned will be notified by email.

Details of the teaching timetable for semester two will be circulated to all students towards the end of November.

Coursework Submission

Please read carefully the following guidelines relating to the submission of coursework. Failure to comply with these guidelines will result in delays with your work being processed, marked and returned, and possibly in the loss of marks due to penalties. Procedures for the handing in of assessed work for Law option modules will be advised by the School of Law.

Students must submit an electronic copy of all written assessments.

The seminar papers and essay plans should have the electronic cover sheets attached. The cover sheets, available on Blackboard, must specify the exact length of the assessment. In submitting the cover sheet, you are confirming that the essay you are handing in is your own work and that you have acknowledged all your sources. (Please read carefully the section on ‘PLAGIARISM’ in the Presentation and Style Guide.)
Deadlines

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Please note that penalties only apply to the formal assessments (seminar papers and essays). 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).

All assessed work should be submitted by midnight on the deadline day. Deadlines are stipulated in the module guide for each module, and on Blackboard.

If the electronic copy is not submitted by the stipulated deadline, your work will be marked as late and the appropriate penalties will apply. Only exceptional and unexpected problems will be taken into account and only on the presentation of convincing documentary evidence and submission of a Mitigating Circumstances form. Please refer to the section entitled ‘Notification of Ill Health and other Mitigating Circumstances’.

You should take into account that malfunctioning technology – computers, disks, printers, etc. is not regarded as an exceptional circumstance, nor is difficulty in gaining access to a computer terminal. No exception will be made to this rule.

Word lengths

The essay must indicate the exact length in words. Those exceeding the maximum permitted length will be penalised by half the excess length, e.g. a 6,000 word essay is 20% over the maximum length of 5,000 and therefore 10% of marks awarded will be deducted.

For seminar papers and assessed essays, endnotes and footnotes SHOULD BE INCLUDED in the word count. (The Bibliography is NOT INCLUDED in the word count.).

Please be aware that Politics is VERY strict in imposing this penalty. It is therefore essential that you do not exceed the assessed essay word limit.

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff, 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
Grading

Please talk to your module tutor or the Director of Postgraduate Studies if you have any questions about grading.

Inevitably in subjects like Politics and International Relations, there is scope for disagreement on how we measure the ‘quality’ of an essay. It is not possible to give ticks for points correctly made and then total up the ticks. Moreover, some students find it frustrating that there are very few ‘right’ answers to the complex questions raised in the study of Politics. What your tutors and examiners are looking for is primarily the ability to argue a case. This does not, however, mean arguing in the sense of asserting certain things in a forceful, crude, repetitive way, with little regard to any opposing views, but rather showing the ability to blend relevant evidence and reasoned argument in as skilful and persuasive a way as possible. At postgraduate level, particular emphasis is placed upon the production of a reasoned argument, coherent analysis, a deep engagement with the relevant secondary literature, theoretical awareness (where relevant), conceptual understanding, logical reasoning, and the use, where appropriate, of primary source material.

What follows is an attempt to summarise the kind of things that will place your work in a particular mark band.

Assessed Essay Grade Boundaries

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>70+</td>
<td>MA Distinction</td>
</tr>
<tr>
<td>60-69</td>
<td>MA Merit</td>
</tr>
<tr>
<td>50-59</td>
<td>MA Pass</td>
</tr>
<tr>
<td>Under 50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

MA DISTINCTION

Work that is well presented, relevant and argued with sophistication. It will demonstrate a wide-ranging familiarity with the subject matter, including primary sources, and an appreciation of debates in the academic literature. Distinction class answers will contain coherent analysis, demonstrate a grasp of key concepts and have a sharp focus. They will display sound judgement and/or originality. The writer demonstrates that they are in command of the material and not the other way round.

MA MERIT

Work in this category will show evidence of familiarity with, and understanding of, the most important academic literature on the topic. In general, the answer will be factually correct and comprehensive in character, although there may be minor omissions. Work will be clearly presented and organised, addressing the question directly and relevantly. Some primary sources will have been consulted and the work will show some evidence of originality. The sources consulted will tend not be as wide ranging as those used in a Distinction class nor will the handling of those sources be as sophisticated. The work should contain a reasoned, persuasive argument, be written with both economy and flair, demonstrate a solid grasp of key concepts and good analytical ability although not to the extent shown by Distinction class answer.

MA PASS

Work in this category will demonstrate some understanding of the subject matter, but lack the level of sophisticated argument or knowledge found in higher graded answers. Work may tend to be narrative rather than analytical in structure, may lack a sharp focus on the question and may be relatively weak in defining and successfully applying key concepts. Arguments may be fairly simplistic and/or not effectively supported. There
may be some inaccuracies, omissions and irrelevant material. Although the main issues may be understood, the analysis will tend to be superficial and the writer may rely on a small number of sources.

FAIL

Work in this category are very weak, showing little understanding of the subject area and having serious weaknesses of structure, relevance and style. Some work end up as a fail because they are simply too short to constitute anything like an adequate coverage of the question.

All assessed essays are marked by two internal examiners.

**Feedback and the Return of Work from Staff**

**Coursework**

Politics 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](http://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.

**School Feedback**

You will be provided with written feedback on your assessed seminar papers and essay plans via Blackboard. Feedback on your assessed essays will be provided under the following headings:
- Structure
- Content and Analysis
- Areas for Improvement
- Referencing
- Overall

You should make arrangements to discuss your assessed essay marks and feedback with your Personal Tutor.

**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](http://www.le.ac.uk/senate-regulations). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: [www.le.ac.uk/sas/assessments/pgt-progressionaward](http://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](http://www.le.ac.uk/sas/courses/documentation)).

The resubmission period is in May for first semester essays and in July for second semester essays.

**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.

Further advice can be found in the Postgraduate Presentation and Style Guide.

**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.

Notification of illness and/or Mitigating Circumstances forms and evidence must be submitted to the Postgraduate Administrator. The Postgraduate Administrator will email students to notify them of the decision of the Mitigating Circumstances Panel if applicable.

**Ethical Approval of Student Projects**

In some cases, dissertation projects may require ethical approval. More information on this will be given in the Dissertation Workshop and Dissertation Handbook and instructions for completing the online form are available through the Research Ethics section of the Politics website at [http://www2.le.ac.uk/departments/politics/research/research-ethics](http://www2.le.ac.uk/departments/politics/research/research-ethics). It is important that you discuss the ethics of your dissertation with your advisor. The Politics Research Ethics Officer is Dr Laura Brace.

The University Protocol for Ethical Approval of Student Work is available at [www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects](http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects).

**Personal Support for Students**

**Politics 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 Politics 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).

You will be allocated a Personal Tutor at the start of your course who has the responsibility of helping you with any difficulties you may encounter. If you do have problems, then at the very least you should make the personal tutor aware of them, in case the problems have an impact on your studies. Sometimes you may prefer
to talk to someone other than the personal tutor. The Director of Postgraduate Studies is available to see any
student.

We try to create an environment in which those who experience difficulties, whether academic or personal, can
raise them and receive a sympathetic hearing. If you do run into difficulties, it is very helpful if we know about
them. If you have questions about specific modules you should direct these in the first instance to the lecturers
or academic tutors on those modules. If you run into more general problems then you should see the Director of
Postgraduate Studies.

All information relating to personal difficulties is kept in a confidential file in case it is relevant to a student’s
performance in assessed work.

Under normal circumstances, tutors and supervisors will be happy to provide you with references for
employment or further study. While this is an important part of their role, it is also time-consuming. Please
make sure that you get their permission before putting them down as your referee, and try to keep the number
of references you request to a reasonable minimum. Bear in mind that confidential references directly
requested by the employer or the academic institution are much more valuable than open testimonials attached
to unsolicited CVs. Tutors are under no obligation to supply open references.

You should be aware of the important part that references play in obtaining employment. If you regularly miss
classes, turn up late for them or fail to deliver presentations or essays, you cannot expect to have these facts
overlooked when a reference is written about you. It is the University’s policy that references are given in strict
confidence but also that referees will not make judgements in areas that they are not expert in. You should also
be assured that information given to any member of staff in confidence will not be divulged in a reference.

**Equal Opportunities**

Dr Tara McCormack (room 918) and Dr Zakia Shiraz (room 902) are the Politics Equal Opportunities Officers.
They are available for students who want to bring forward any issues or concerns related to equal opportunities
(ethnicity, gender, disability, etc).

Politics and International Relations endorses the University’s Equal Opportunity Policies, and seeks to implement
measures that ensure students and staff, from whatever background, are treated fairly and encouraged to fulfil
their potential. It also aims to accord fair and equitable treatment to applicants for courses and posts, and to the
general public in their dealings with Politics.

**University Student Support Arrangements**

**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)
The Politics AccessAbility Tutors are Dr Tara McCormack and Dr Zakia Shiraz, please refer to contact details on page 6.

**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, Percy Gee Building (First Floor).

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

+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
Health Care and Registering with a Doctor

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

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+44 (0)116 2231780 | counselling@le.ac.uk

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

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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

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 Students’ Union, 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 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

All modules are reviewed annually by staff. Student feedback is also obtained each year. Your feedback is incredibly helpful in developing our modules. Each tutor is asked to prepare a written response to the questionnaire feedback, and the data and responses are all reviewed by the Director of MA programmes. Feedback is also available to the Postgraduate Student-Staff Committee (see below), and to the Graduate and Distance Learning Committee.

Student Staff Committees

There is a Politics Postgraduate Student-Staff Committee. It deals with the whole range of issues relating to teaching, learning and assessment. Student members of the Committee have an important role to play in its
work by representing opinions and providing feedback to their constituents. The Committee consists of at least three members of staff, one student representative from each Masters’ degree, campus and distance learning, plus two representatives from the Research students.

Elections to the Committee take place within the first four weeks of Semester 1; the Committee normally meets once in each semester. Items for discussion in the Committee may be channelled through members of the Committee or handed in to the Postgraduate Administrator. The Committee’s minutes are then posted on Blackboard and are considered by the staff at the first Graduate Committee meeting after they are available.

We are committed to fostering a healthy staff/student relationship and the Committee provides a valuable opportunity to advance this. Student contributions and input in the past really have helped in the shaping of some decisions. If you would like to serve on the Committee and be truly involved in those aspects of Politics business with which the Committee is concerned, please contact the Postgraduate Administrator as soon as possible after the start of term. Students may nominate themselves. The Committee needs you so you can have your say and be heard!

There is a postgraduate (and an undergraduate) student representative at each Politics Meeting (usually 4-5 per year) and each Graduate and Distance Learning Committee meeting (usually 3 per year). More information about becoming a student representative on either or both of these committees will be available at the first meeting of the Student-Staff Committee.

There is also a College Postgraduate Student-Staff Committee, and a College Graduate Committee. Information on these will be circulated to all students in semester 1.

**Politics Prizes**

Politics award two prizes from each year’s cohort of students taking all of the campus MA and MSc programmes:-

- **Best Campus-based Masters Dissertation Prize**
  Awarded to the student achieving the highest dissertation mark.

- **Best Campus-based Masters Student Performance Prize**
  Awarded to the student achieving the highest overall average mark.

**Societies**

The student Politics Society has an active programme of talks and debates. Its success depends on the willingness of current students to organise it. You are encouraged to play a full part in its activities.

You may communicate with the Politics Society by email (polsoc@le.ac.uk) They also have a pigeonhole in the Students’ Union Building.

**Safety and Security**

**ATTENBOROUGH BUILDING EMERGENCY PROCEDURES**

**EMERGENCY EVACUATION**

The procedure for evacuation from the Attenborough Tower is as follows:

- The signal for emergency evacuation is a very loud continuous high-pitched siren;
- When the siren sounds you must follow the instructions of the person in charge of your class or proceed to the nearest exit;
• If instructed to do so, proceed to a designated assembly area;
• The lift must NOT be used;
• You must WALK carefully down the stairs. There is likely to be a large number of people on the staircase – take care;
• When you exit from the building, move well away from the doors, so you do not impede people behind you;
• Do not re-enter the building until you are told that it is safe to do so.

**FIRE**

• If you discover a fire and no member of staff is immediately available, you
  must warn anyone in the area and sound the fire alarm without delay;
• There are fire alarms on all floors of the building. The location of fire alarms is clearly marked;
• The Fire Brigade has to be summoned by calling 888 on the internal phone or 999 on a payphone or mobile;
• **DO NOT PUT YOURSELF AT RISK IN ATTEMPTING TO EXTINGUISH THE FIRE.** Simply shut all doors and go to the assembly area.

**EMERGENCY CONTACTS: FIRE BRIGADE/POLICE/AMBULANCE**

Main site from any BT ISDX telephone 888
**IF NO REPLY from any BT ISCX telephone 9-999**
or call direct from any BT callbox 999
or from a mobile phone 999 or 112

**FIRST AID**
A list of first aid contacts is available in the School Office, room 707.

**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](http://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](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s [Regulations governing student appeals](http://www.le.ac.uk/senate-regulation10) and [Regulations governing student complaints](http://www.le.ac.uk/senate-regulation12).