Politics and International Relations

Undergraduate Student Handbook

Session 2016-17

• BA Politics
• BA International Relations
• BA Politics and International Relations
• BA International Relations and History
• BA Politics and Economics
• BA Politics and Sociology
• BA History and Politics
• BA Contemporary History
• BA Management Studies with Politics
• LLB Law with Politics
• BA European Studies
• BA American Studies
• BA Study Abroad and Erasmus Exchange
• Major in Politics
• Minor in Politics
• Major in International Relations
• Minor in International Relations
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<th></th>
</tr>
</thead>
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<tr>
<td><strong>SEPTEMBER</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 26th WEEK 1</td>
<td>Autumn term &amp; first semester begin</td>
</tr>
<tr>
<td>induce WEEK for FIRST YEAR STUDENTS</td>
<td></td>
</tr>
<tr>
<td><strong>OCTOBER</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 3rd WEEK 2</td>
<td>1st and 2nd year lectures and final year seminars begin</td>
</tr>
<tr>
<td>Monday 10th WEEK 3</td>
<td>1st and 2nd year tutorials begin</td>
</tr>
<tr>
<td><strong>DECEMBER</strong></td>
<td></td>
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<tr>
<td>Monday 5th WEEK 11</td>
<td>Assessed work &amp; dissertation plan deadline 4pm, Monday 5th December*</td>
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<tr>
<td>Autumn term ends Friday 9th December</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CHRISTMAS VACATION</th>
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<tbody>
<tr>
<td><strong>JANUARY</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 9th WEEK 12</td>
<td>FIRST SEMESTER EXAMS BEGIN ALL YEARS</td>
</tr>
<tr>
<td>Spring term begins</td>
<td></td>
</tr>
<tr>
<td>Monday 16th WEEK 13</td>
<td>EXAMINATIONS END Friday 20th January</td>
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</table>

<table>
<thead>
<tr>
<th>Academic Year 2016-17 - Semester 2</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>JANUARY</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 23rd WEEK 14</td>
<td>Second semester begins 1st and 2nd year lectures and final year seminars begin</td>
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<tr>
<td>Monday 30th WEEK 15</td>
<td>1st and 2nd year tutorials begin</td>
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<tr>
<td><strong>MARCH</strong></td>
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<tr>
<td>Monday 20th WEEK 22</td>
<td>Spring term ends Friday 24th March</td>
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<table>
<thead>
<tr>
<th>EASTER VACATION</th>
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</thead>
<tbody>
<tr>
<td><strong>MAY</strong></td>
<td></td>
</tr>
<tr>
<td>Monday 1st WEEK 23</td>
<td>Summer term begins**</td>
</tr>
<tr>
<td>Tuesday 2nd WEEK 23</td>
<td>Assessed work and dissertation deadline 4pm, Tuesday 2nd May*</td>
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<tr>
<td>Monday 15th WEEK 25</td>
<td>MIDSUMMER EXAMINATIONS BEGIN</td>
</tr>
<tr>
<td>Monday 29th WEEK 27</td>
<td>(Bank Holiday)</td>
</tr>
<tr>
<td>Tuesday 30th WEEK 27</td>
<td>EXAMINATIONS END Friday 2nd June</td>
</tr>
<tr>
<td>Summer term &amp; second semester ends Friday, 23rd June</td>
<td></td>
</tr>
</tbody>
</table>

* Students taking the following modules, which have different assessment regimes, should check the module guides for details of deadlines for assessed work: AM1003, PL1019; PL1020; PL2000/2200; PL2011/2211; PL2025/2225; PL3098/3398; PL3106/3306; PL3116, PL3118; PL3136/3336, PL3139/3339; PL3140/3340; PL3142/3342.

** Summer Term officially starts on Bank Holiday Monday, teaching starts on the Tuesday 2nd May following the Bank Holiday

<table>
<thead>
<tr>
<th><strong>SEPTEMBER</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4th</td>
<td>SEPTEMBER RESIT EXAMINATIONS BEGIN</td>
</tr>
<tr>
<td>Saturday 9th</td>
<td>SEPTEMBER RESIT EXAMINATIONS ENDS</td>
</tr>
</tbody>
</table>

Please note that examination dates may be subject to change. **Note:** The information in this handbook applies to the 2016-2017 session only. We have tried to ensure that the information was correct when the handbook went to press in September 2016.
Welcome/Introduction

Welcome from the Head of School

Welcome, and welcome back, to Politics and International Relations. This is a fascinating time in which to be studying Politics and IR - whether in terms of the politics of the new Conservative government in the UK, the question of Britain’s future role in the EU, spreading instability and conflict in the Middle East and North Africa, the politics of migration, the performance of the Obama Administration in the US, the debate generated by the Edward Snowden leaks concerning US and UK state surveillance, or developments in environmental politics at both the national and international levels.

Across the three years of its undergraduate programmes Politics and IR offers modules that allow you to engage in debates on all of these topics and more. In taking these modules you will be taught by members of staff who are acknowledged experts in their fields – a fact underlined by our performance in the recent Research Excellence Framework. Through this, 50% of our academic staff’s research output was judged to be world-leading or internationally excellent, with some 90% recognised internationally for its originality, significance and rigour. Academic staff continue to conduct research in fields as diverse as British, European, US and African politics, animal rights, security, human rights, and migration, and all of this research feeds into the curriculum to provide a dynamic and informed environment in which to study Politics and IR.

Our first priority is to ensure that you have a positive and productive experience, and academic and administrative staff work very closely together to help ensure that you enjoy and benefit from your time in Politics and IR. So, as you begin (or return to) your studies with us, don’t forget that all staff here are very friendly and approachable and committed to providing a stimulating environment in which to read, think about, discuss and write about Politics and International Relations.

This Handbook is designed to answer key questions you will have about what is in store for you in the coming year. It tells you who’s who in Politics and IR, explains how your degree is organised and how we teach you, and provides information on a range of other issues, from the work of the Student-Staff Committee to the importance of the Career Development Service. Please read it fully. Make a note of any new information that comes your way and let us know if there is anything you think we should add to the next edition.

I hope you have an enjoyable year with us.

Dr George Lewis
Introduction

This Handbook has been produced for all undergraduate students taking single subject or joint degrees in the discipline of Politics and International Relations. It therefore includes information about: BA Politics, BA International Relations, BA Politics and International Relations, BA History and Politics, BA International Relations and History, BA Politics and Economics, BA Politics and Sociology, BA Management Studies with Politics, BA European Studies, BA Contemporary History, LLB Law with Politics, Major in Politics, Minor in Politics, Major in International Relations, and Minor in International Relations. Many sections will also be relevant for Erasmus and Study Abroad students from other countries. The Handbook 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 the School 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 the School
b) explain how Politics and International Relations teaching is organised in the School
c) provide other information about being a Politics and International Relations student in the School

Although this Handbook contains a great deal of information, not everything can be covered. You will find further important information about Politics and International Relations in the following places:

a) University website. This Handbook includes a number of hyperlinks that direct students to the webpages that officially host detailed information on a range of important matters (e.g. the Student and Academic Services website for University Regulations). Please read carefully the information provided on these webpages
b) A companion volume, Assessment & Style Guide, provides detailed information about assessment and advice about the presentation of written work, including some of the pitfalls to avoid in that area. All students taking at least one module in Politics and International Relations receive this
c) Module guides and Blackboard sites provide detailed information about each module that you take in Politics and International Relations.
d) Dissertation Handbook, provided to all final year students doing a dissertation in Politics and International Relations, contains a wealth of information about the requirements and assessment of the dissertation

Induction

We’ve organised an induction for Politics and International Relations First Year Students in the first week of Semester 1. This programme will run from Monday 26th September to Friday 30th September 2016. Details of the Induction Programme will have been sent to all first year students just before their arrival at the University.

For International Students

All international students will follow the same induction process as home/EU students. Should you arrive late or have any queries please contact either the School Office on the 7th Floor of the Attenborough Tower, or email Politics@le.ac.uk.
School Details

The School is located on the 5th, 6th, 7th, 8th, 9th and 10th floors of the Attenborough Tower, and locations on Salisbury Road. The School Office is room 707 on the 7th floor of the Attenborough Tower (http://www.le.ac.uk/maps).

Further information about Politics and International Relations can be found via our website: http://www2.le.ac.uk/departments/politics

For information on staff members and their research areas see the ‘Staff Lists, Key Contact and Staff Responsibilities’ section of this handbook or visit: http://www2.le.ac.uk/departments/politics/research

School Communications

How we will Contact you

Most communications regarding your course in Politics and International Relations will be sent by email and through Blackboard. Check your University email account and Blackboard frequently to ensure that you do not miss any important communication from us or the University. Please remember that your University mailbox is limited in size and can become full. Please remember to regularly delete items. It is important for you to check your University email account regularly.

Contacting Members of Staff

The best method of contacting staff is to use e-mail, either to arrange an appointment or to ask a question which can then be replied to by e-mail. Before emailing with a query, please consider whether:

a) it might be better to see your lecturer or personal tutor in person during office hours;
b) the information is already available on Blackboard or the University website

All Politics and International Relations academic staff, except those on research leave, 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 and on the ‘Politics Undergraduates’ section on Blackboard.

The School Office

The School Office is one of your most important points of contact and is located on the 7th floor of the Attenborough Tower (Att.707). Emma Butler, our Undergraduate Administrator in the office, will be able to answer your questions or advise you on whom you need to consult. The office is normally open to enquiries from students at the following times:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9.00-12.30 1.30-5.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9.00-12.30 1.30-5.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9.00-12.30 1.30-5.00</td>
</tr>
<tr>
<td>Thursday</td>
<td>9.00-12.30 1.30-5.00</td>
</tr>
<tr>
<td>Friday</td>
<td>9.00-12.30 1.30-5.00</td>
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Your Personal Tutor

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. Lists of personal tutors are posted on Blackboard, ‘Politics Undergraduates’.
If you need immediate assistance and your personal tutor is unavailable, you should contact the Senior Tutor or the School Office (Att. 707 / Politics@le.ac.uk). For further information relating to this please refer to the 'Personal Support for Students’ section.

The Senior Tutor

The job of the Senior Tutor in Politics and International Relations is to ensure that undergraduate studies progress smoothly. He or she is also responsible for dealing with students who fail to meet their academic obligations. The Senior Tutor is also there to help whenever possible and should be made aware of any on-going problems. The Senior Tutor for 2016-17 is Mr James Hamill.

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.

Blackboard

All course materials – including module guides, lecture notes, seminar material, and essay questions -- will be posted on Blackboard through the individual module links. Blackboard is a Virtual Learning Environment (VLE) that supports online learning and teaching within the university. Blackboard is accessed via the university’s home-page, and can be accessed on and off-campus by all university registered users. Once you have logged on to Blackboard with your university computer username and password, you will see the list of modules the School believes you are registered for. If this list is wrong in any way you must inform Politics@le.ac.uk. Failure to do so will mean that you will not have access to the materials and information you need. New students will be shown how to access this area during Induction Week. All students taking undergraduate modules in Politics and International Relations should be registered on Politics Undergraduates and Politics PDP on Blackboard. Please let Emma Butler know if you are not registered.

Blackboard is a source of valuable information that is regularly updated and added to.

The ‘Politics Undergraduates’ section includes:

- handbooks
- timetables
- staff office hours
- personal tutor lists
- minutes of the Student-Staff Committee
- study skills resources
- information on careers
- assessed essay and coursework cover sheets
- ill-health self-certificate forms
- information on registration for modules
- POLAIR Society information

The sites for individual modules in Politics and International Relations normally include:

- module guide
- electronic reading list
- class list
- contact details for tutors
- module materials (e.g. lecture slides, additional reading)
- assessed essay and coursework questions
Notice Boards

There are two MAIN notice boards for Politics and International Relations:

- The First Year Notice Board is on the 10th floor landing; and
- The Second & Final Year Notice Board is on the 9th floor landing.

Here is some of the information you will find on the MAIN notice boards:

- At the start of each semester, lecture timetables and personal tutor lists will be posted.
- Timetables for the January and Midsummer examinations will be displayed, among other places, on the 10th floor notice board. Please read these timetables with great care.

Staff Pigeonholes

Staff pigeonholes are located in the corridor on the 10th Floor outside room 1010.

Make sure any communications to staff are placed in envelopes, otherwise they may be lost.

Twitter

The Twitter account: @PoliticsLeicsU is used to disseminate information on Politics and International Relations developments in the School (e.g. new staff, publications, research seminars, open days).

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.

School Facilities

We are sorry that fax and photocopying facilities for students are not available in the School. These facilities are available in David Wilson Library.
## Staff List, Key Contacts, Staff Responsibilities

Further Information about staff can be viewed at: [http://www2.le.ac.uk/departments/politics/people](http://www2.le.ac.uk/departments/politics/people)

### Full-Time Academic Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Room (Att.)</th>
<th>Phone Number</th>
<th>E-mail address (@le.ac.uk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Laura Brace</td>
<td>1007</td>
<td>252-2799</td>
<td>LB21</td>
</tr>
<tr>
<td>Dr Ben Clements</td>
<td>904</td>
<td>252-2701</td>
<td>BC101</td>
</tr>
<tr>
<td>Dr Stephen Cooke</td>
<td>806</td>
<td>252-3746</td>
<td>SMC77</td>
</tr>
<tr>
<td>Dr Helen Dexter</td>
<td>1008</td>
<td>252-2417</td>
<td>HDD99</td>
</tr>
<tr>
<td>Dr Robert Dover</td>
<td>915</td>
<td>252-2713</td>
<td>RMD27</td>
</tr>
<tr>
<td>Dr Andrew Futter</td>
<td>1009</td>
<td>252-2703</td>
<td>AFJ57</td>
</tr>
<tr>
<td>Professor Robert Garner</td>
<td>1012</td>
<td>252-5346</td>
<td>RWG2</td>
</tr>
<tr>
<td>Dr Simona Guerra</td>
<td>903</td>
<td>252 5771</td>
<td>GS219</td>
</tr>
<tr>
<td>Mr James Hamill</td>
<td>1005</td>
<td>252-2710</td>
<td>JTH5</td>
</tr>
<tr>
<td>Dr Stephen Hopkins</td>
<td>901</td>
<td>252-2709</td>
<td>SH15</td>
</tr>
<tr>
<td>Dr Mark Langan</td>
<td>906</td>
<td>252-2657</td>
<td>MCEL1</td>
</tr>
<tr>
<td>Dr Philip Lynch</td>
<td>1002</td>
<td>252-2712</td>
<td>PLL3</td>
</tr>
<tr>
<td>Dr Tara McCormack</td>
<td>918</td>
<td>252-2795</td>
<td>TM155</td>
</tr>
<tr>
<td>Professor Laura Morales</td>
<td>910</td>
<td>252-2727</td>
<td>LM254</td>
</tr>
<tr>
<td>Dr Jon Moran</td>
<td>902</td>
<td>252-2303</td>
<td>JM457</td>
</tr>
<tr>
<td>Professor Mark Phythian</td>
<td>1011</td>
<td>252-2704</td>
<td>MP249</td>
</tr>
<tr>
<td>Dr Luis Ramiro</td>
<td>807</td>
<td>252-1152</td>
<td>LR144</td>
</tr>
<tr>
<td>Dr Elke Schwarz</td>
<td>905</td>
<td>252-2708</td>
<td>ES304</td>
</tr>
<tr>
<td>Dr Zakia Shiraz</td>
<td>902</td>
<td>252-5782</td>
<td>ZS108</td>
</tr>
<tr>
<td>Dr Kelly Staples</td>
<td>914</td>
<td>252-3003</td>
<td>KLS25</td>
</tr>
<tr>
<td>Dr David Strachan-Morris</td>
<td>817</td>
<td>229-7595</td>
<td>DRSM1</td>
</tr>
<tr>
<td>Dr Alex Waddan</td>
<td>1006</td>
<td>252-2700</td>
<td>AW148</td>
</tr>
<tr>
<td>Dr Richard Whitaker</td>
<td>1013</td>
<td>252-2756</td>
<td>RCW11</td>
</tr>
</tbody>
</table>

### Associate Tutors

Some tutorial classes in the first and second years are taught by part-time Associate Tutors. A list of all Associate Tutors will be posted on the 9th and 10th floor notice boards and on the ‘Politics Undergraduates’ section on Blackboard. Each Associate Tutor is available for one hour per week for consultation with students. Their consultation times and rooms will be posted on the notice boards, as well as on Blackboard. Telephone messages for Associate Tutors may be left with Emma Butler on 0116 252 2702.
### School Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Room (Att.)</th>
<th>Phone Number</th>
<th>E-mail address (@le.ac.uk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Politics and International Relations School Office</td>
<td>707</td>
<td>252-2707</td>
<td>POLITICS</td>
</tr>
</tbody>
</table>

### Key Contacts

**Who should I speak to in Politics & International Relations?**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
<th>Contact details</th>
<th>Email address (@le.ac.uk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Timetable clash</td>
<td>School Office</td>
<td>Att.707</td>
<td>POLITICS</td>
</tr>
<tr>
<td>- Change your degree</td>
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<tr>
<td>- Withdrawal from the University (temporary or permanent)</td>
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<td>- Change a module</td>
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<tr>
<td>- Absence from a class or seminar</td>
<td>Your class tutor &amp; The School Office</td>
<td>Att.707</td>
<td>POLITICS</td>
</tr>
<tr>
<td>- Advice on a topic or an essay on a module</td>
<td>Course tutor OR the Module leader</td>
<td>See the module guide, and Blackboard</td>
<td></td>
</tr>
<tr>
<td>- Feedback on an assessed essay, coursework and/or an exam</td>
<td>Your Personal Tutor</td>
<td>See list of Personal Tutors on Blackboard – Politics Undergraduates</td>
<td></td>
</tr>
<tr>
<td>- Mitigating circumstances concerning assessed work and/or an exam</td>
<td>The School Office OR the Exams Officer: Laura Brace</td>
<td>Att. 707</td>
<td>POLITICS</td>
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<td>Att. 1007</td>
<td>LB21</td>
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<tr>
<td>- Issues about your course, teaching, assessment etc.</td>
<td>Academic Director: Philip Lynch</td>
<td>Att.1002</td>
<td>PLL3</td>
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<td>Student-Staff Committee course representatives</td>
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<td></td>
<td></td>
<td>See list of Personal Tutors on Blackboard – Politics Undergraduates</td>
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</tbody>
</table>

**Issue**                                                                 | **Contact**                                      | **Contact details** | **Email address (@le.ac.uk)** |
| - Concerns about your degree                                          | Head of School: George Lewis                   | Att. 616          | GDGL1                       |
| - Confidential questions about an academic and/or personal problem     | Your Personal Tutor and/or the Senior Tutor: James Hamill | Att. 1005        | JTH5                        |

The University offers excellent support services for students. Please see the sections in this Handbook on LEARN AT LEICESTER, PERSONAL SUPPORT FOR STUDENTS, and CAREERS AND EMPLOYABILITY.
## Staff Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Member of Staff</th>
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<tbody>
<tr>
<td>Head of School</td>
<td>Dr George Lewis</td>
</tr>
<tr>
<td>Deputy Head of School</td>
<td>Dr Philip Lynch</td>
</tr>
<tr>
<td>Academic Director, Politics &amp; International Relations</td>
<td>Dr Philip Lynch</td>
</tr>
<tr>
<td>Majors, Minors, and Joint Degree Coordinator</td>
<td>Dr Ben Clements (Semester 1)</td>
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<td>Dr Richard Whitaker (Semester 2)</td>
</tr>
<tr>
<td>Campus Taught Postgraduate Director</td>
<td>Dr Kelly Staples</td>
</tr>
<tr>
<td>Examinations and assessment</td>
<td>Dr Laura Brace</td>
</tr>
<tr>
<td>Senior Tutor, Politics &amp; International Relations</td>
<td>Mr James Hamill</td>
</tr>
<tr>
<td>Dissertations</td>
<td>Dr Stephen Cooke</td>
</tr>
<tr>
<td>Research Ethics</td>
<td>Please contact the School Office</td>
</tr>
<tr>
<td>Erasmus and Study Abroad Programmes</td>
<td>Dr Luis Ramiro (Semester 1)</td>
</tr>
<tr>
<td></td>
<td>Dr Tara McCormack (Semester 2)</td>
</tr>
<tr>
<td>AccessAbility Tutor</td>
<td>Dr Tara McCormack &amp;</td>
</tr>
<tr>
<td></td>
<td>Dr Zakia Shiraz</td>
</tr>
<tr>
<td>Employability/Careers/Placements</td>
<td>Dr Simona Guerra</td>
</tr>
<tr>
<td>Equal Opportunities/Women’s Tutor</td>
<td>Dr Tara McCormack &amp;</td>
</tr>
<tr>
<td></td>
<td>Dr Zakia Shiraz</td>
</tr>
<tr>
<td>Health and Safety Officer</td>
<td>Dr Andy Tams</td>
</tr>
</tbody>
</table>
**Academic Staff Profiles**

**Laura Brace, BA, PhD (Manchester)**
Associate Professor. Exams Officer. Teaches political thought, the politics of slavery and feminism. Research interests: the idea of property from the 17th century to the present and its connections with freedom, gender, race, the social contract and self-ownership. Publications include the books *The Politics of Property* and *The Idea of Property in 17th-century England*, journal articles about Mary Wollstonecraft, Rousseau, Hegel, property, slavery, migration and citizenship and book chapters about the social contract, community and slave morality. She is currently writing a book about the politics of slavery, and working on the connections between ‘old’ and ‘new’ slavery.

**Ben Clements, BSc (Plymouth), MA, PhD (Essex)**
(On study leave in Semester 2) Lecturer. Major / Minors and Joint Degree Coordinator (semester 1). Teaches modules on political participation in Britain; the politics of contemporary British foreign policy; and public opinion and foreign policy. Research interests include: public opinion in Britain towards foreign policy issues; and the role of religion in British politics and society. Has published articles in various journals in political science and the sociology of religion. Books: *Religion and Public Opinion in Britain: Continuity and Change* (Palgrave, 2015); *Surveying Christian Beliefs and Religious Debates in Post-War Britain* (Palgrave, 2016). Currently working on a book focusing on public opinion on foreign policy issues in the post-war era in Britain. Co-convenor of the Political Studies Association’s Politics and Religion Specialist Group, and a member of the project board for the British Religion in Numbers website.

**Steve Cooke, BA, MA, PhD (Manchester)**
Lecturer in Political theory. Teaches political philosophy. Research interests: animal and environmental ethics; political protest, direct action, intervention, and political violence; justice; liberalism; and cosmopolitanism. He has articles published on animal rights and duties towards animals in: *Journal of Terrorism Research, Political Studies, Journal of Global Ethics, and Res Publica*.

**Helen Dexter, BA, MA, PhD (Manchester)**
Lecturer in International Politics. Director of Distance Learning. Research interests: pacifism, political violence, the nature and logic of violence, categories of war and conflict, ethics and law in the context of war and narrative approaches to international politics, gender in international politics. Teaches modules on security studies, violence and gender. She has published articles on ‘new war’, cosmopolitanism, Just War and terrorism in *Government and Opposition, Development and Change, Critical Studies on Terrorism and International Studies Perspectives*.

**Robert Dover (FHEA) BA and MA (Nottingham), PhD (Bristol), PGCAP (KCL)**
Associate Professor. Teaches international relations and international security. Research interests: intelligence, national security, foreign policy and trade as a tool of foreign policy. He is the author or editor/co-editor of numerous books including: *Spinning Intelligence: Why Intelligence Needs the Media, Why the Media Needs Intelligence* (Columbia University Press, 2009), *Learning From the Secret Past: Cases in British Intelligence History* (Georgetown University Press, 2011), and *The Routledge Companion to Intelligence Studies* [edited with Michael S. Goodman and Claudia Hillebrand] (Routledge, 2013), as well as numerous journal articles and book chapters. He is co-editor of the Hurst Intelligence Studies series. Rob has contributed evidence and analysis to the European Parliament and UK Parliament on a range of security and trade related topics.

**Andrew Futter, BA (Birmingham), MA (King’s College, London), MREs (Birmingham), PhD (Birmingham)**
Robert Garner, BA (Salford), MA, PhD (Manchester)

Professor. Teaches environmental politics and political theory. Research interests: environmental politics and the politics and philosophy of animal rights. Publications include the books: *A Theory of Justice for Animals; The Animal Rights Debate: Abolition or Regulation?; The Political Theory of Animal Rights, Animal Ethics; Animals, Politics and Morality; Political Animals; Environmental Politics and Introduction to Politics.*

Simona Guerra, BA (Pisa), MA (Siena, Cracow, Strasbourg), MSc, PhD (Sussex)


James Hamill, BA (Leicester), MA (York)


Stephen Hopkins, BA (Oxford), PhD (Leicester)

Lecturer. Admissions Officer. Teaches comparative government and the politics of the Northern Ireland conflict. Research interests: legacies of the Northern Ireland conflict; the politics of memory and life-writing. Author of *The Politics of Memoir and the Conflict in Northern Ireland.* He is also the author of several recent articles and book chapters, including ‘The Chronicles of Long Kesh: Irish Republican Memoirs and the Contested Memory of the Hunger Strikes’, in *Memory Studies (Vol. 7, No. 4; 2014),* and “‘Our Whole History has been Ruined!’ The 1981 Hunger Strike and the Politics of Republican Commemoration and Memory’, in *Irish Political Studies (Vol.31, No.1; 2016).* He is co-editor and contributor to *The Northern Ireland Troubles in Britain: Impacts, Engagements, Legacies and Memories* (Manchester University Press, 2017).

Mark Langan, MA Hons (Glasgow), MA and PhD (Manchester)


George Lewis, BA, MA, PhD (Newcastle-upon-Tyne)

Head of School. Research interests include: the US civil rights movement; segregationist strategy and the ideology of white supremacy; US domestic anti-communism; ideas of patriotic dissent, US national identity, Americanism and un-Americanism. Publications include single author monographs *The White South and the Red...*

Philip Lynch, BA (Leeds), MA (York), PhD (Warwick)

Associate Professor. Deputy Head of School; Academic Director for Politics & International Relations. Teaches British politics. Research interests: the centre right in Britain (particularly the Conservative Party and UKIP), British politics and European integration. Publications include: Exploring British Politics (co-author), The Conservatives in Crisis (editor), and The Politics of Nationhood: Sovereignty, Britishness and Conservative Politics. He has published articles in British Journal of Politics and International Relations, Parliamentary Affairs, British Politics, Government and Opposition, Political Quarterly, and Journal of Elections, Public Opinion and Parties. He is a member of the editorial board of Politics Review.

Tara McCormack, BA, MSC (London), PhD (Westminster)


Laura Morales, BA (Complutense of Madrid), MSc (LSE), MA (Juan March Institute), PhD (Autonomous University of Madrid)


Jon Moran, BA (York), MA (Manchester), PhD (Newcastle)

Associate Professor. Teaches power in the world economy, the politics of counter terrorism, and international relations. Research interests: security and intelligence, state power and politics including corruption, democratisation and political violence. Books: From Northern Ireland to Afghanistan. British Military Intelligence; Policing the Peace in Northern Ireland; The Politics of Insecurity: Crime and Corruption in New Democracies; Intelligence, security and policing post 9/11 (edited with Mark Phythian). He has published articles in Intelligence and National Security, Crime, Law and Social Change, Third World Quarterly, Democratization.

Mark Phythian, BA (CNAA), MA, PhD (Liverpool)

(On study leave 2016-17) Professor. Teaches international relations. Research interests: intelligence, national security and foreign policy. He is the author or editor/co-editor of numerous books including: The Politics of British Arms Sales Since 1964; Intelligence in an Insecure World (with Peter Gill); The Labour Party, War and International Relations 1945-2006; Intelligence and National Security Policymaking on Iraq: British and American Perspectives (edited with James Pfiffner); Intelligence Theory: Key Questions and Debates (edited with Peter Gill & Stephen Marrin), and Understanding the Intelligence Cycle (editor) as well as numerous journal articles and book chapters. He is co-editor of Intelligence and National Security, the leading journal in the field.
Luis Ramiro, BA (Madrid, Universidad Complutense), MSc (Surrey), PhD (European University Institute, Florence)

(On study leave in Semester 2) Associate Professor. Erasmus & Study Abroad Co-ordinator (semester 1). Teaches comparative politics and political behaviour. Research interests: political behaviour, organizations and parties. He has published extensively on these topics, including three books on Spanish and European parties. His most recent journal articles have been published in Party Politics, West European Politics, European Political Science Review, and Political Studies. He is currently working on a project on radical left parties vote in Western Europe.

Elke Schwarz BA, MA (King’s College London), PhD (LSE)


Zakia Shiraz, BA (Liverpool), PhD (Warwick)


Kelly Staples, BA (Leeds), MA, PhD (Manchester)

Lecturer. Campus Taught Postgraduate Director. Teaches international relations, international theory and human rights. Research interests: international political theory, the concept of protection, questions of membership and statelessness, forced migration and refugee protection. She is the author of the book Re-theorising Statelessness, and has published articles in Philosophy and Social Criticism, Res Publica and Forced Migration Review. She is the author of forthcoming book chapters on international human rights, the United Nations, statelessness and civilian protection during armed conflict.

David Strachan-Morris, BA (Hons) (Wolverhampton), PGCert (De Montfort), PhD (Wolverhampton)

Lecturer. Teaches intelligence and security. Research interests: intelligence; counterinsurgency; and private security companies. Has published book chapters on all three topics in addition to articles in Intelligence and National Security and the RUSI Journal. His first book, Spreading Ink Blots from Da Nang to the DMZ, about the US Marine Corps counterinsurgency strategy in Vietnam, is due to be published by Helion during 2016.

Alex Waddan, BA (Oxford), MA, PhD (Manchester)

(On study leave in Semester 1) Associate Professor. Teaches American politics and American foreign policy. Research interests: US politics, especially social policy. Publications include the books Obamacare Wars (with Daniel Béland and Phil Rocco), The Politics of Policy Change (with Daniel Béland), and Clinton’s Legacy? A New Democrat in Governance, as well as journal articles and book chapters about US health care and welfare policy and politics.

Richard Whitaker, BA (Salford), MA Econ, PhD (Manchester)

Course Details

Students will be registered to undertake a programme of study and assessment by one of the following modes of study: full-time or part-time either of which may be by distance learning.

Students are required to complete a registration process when they commence their studies with the University and will only be formally admitted to the University as registered students on satisfactory completion of this process.

The normal period of registration for a full-time Bachelors degree is three years and the maximum period is five years.

Students undertaking any programme of study of more than one year’s duration including students who are in a period of suspense will be required to complete an annual re-registration process. Failure to complete the annual re-registration process by the specified deadline will result in students being withdrawn from their programme of study.

Students registered on a full-time programme of study at the University may not be registered on another full-time programme either at the University or another institution.

Except for the purposes of teaching foreign languages, the medium of instruction at the University is English. All forms of University examinations and assessment are conducted in English unless they are designed to test written or spoken aptitude in a foreign language.

Details regarding the mitigating circumstances procedure, late submission of coursework and student discipline can be found in the Assessment & Style Guide.

Undergraduate Degrees

Politics and International Relations is lead discipline on the following degrees:

- BA Politics
- BA International Relations
- BA Politics and International Relations
- BA International Relations and History
- BA Politics and Economics
- BA Politics and Sociology
- Major in Politics
- Major in International Relations

Politics and International Relations also contributes to the following degrees for which another discipline has lead responsibility:

- BA History and Politics
- BA Management Studies with Politics
- LLB Law with Politics
- BA Contemporary History
- BA European Studies
- Minor in Politics
- Minor in International Relations

Information about these Undergraduate degrees can be found at: [http://www2.le.ac.uk/departments/politics/undergraduate](http://www2.le.ac.uk/departments/politics/undergraduate)
Modules Running in 2016-17

Not all of the following modules are available in every year, and not all modules are available to students in all degrees. Option choices will be made after Easter for the following year’s modules. Fuller details of each of these modules, their aims and objectives are provided in the module guide for that module. Module guides are issued at the start of each semester. All module guides are available on Blackboard. Information on assessment on Politics and International Relations modules is to be found in the Assessment & Style Guide.

FIRST YEAR MODULES

Semester 1
PL1015 Cold War, Crisis and Confrontation: International Relations, 1945-89
PL1019 Politics, Power and Ethics
PL1020 Classics of International Relations
AM1003 Introduction to American Politics

Semester 2
PL1011 Political Concepts
PL1012 Comparative European Politics
PL1016 Order and Disorder: International Relations from 1989 to the Present
PL1021 Power in the World Economy

SECOND YEAR MODULES

Semester 1
PL2011/2211 Political Ideas
PL2015 International Theory
PL2020/2220 Political Parties in Contemporary Britain
PL2021/2221 Sex and Gender in Global Politics
PL2022 Foreign Policy Analysis
PL2025/2225 Quantitative Data Analysis
PL2028/2228 Latin American Politics

Semester 2
PL2000/2200 Political Analysis
PL2016/2216 European Union Politics
PL2018 International Security Studies
PL2019/2219 The Making of Contemporary US Foreign Policy
PL2023/2223 Politics and Power in Africa
PL2024/2224 Governing Societies in Conflict
PL2027/2227 Contemporary Political Philosophy: Theories of Justice
FINAL YEAR MODULES

Semester One

PL3060/3360 Feminism
PL30603/3363 South African Politics
PL3094/3394 Dissertation 1
PL3106/3306 Parliamentary Studies
PL3116 The Changing Character of War
PL3122/3322 The Political Legacies of Conflict in Northern Ireland
PL3124 The Politics of Counter-Terrorism
PL3127/3327 Political Participation in Britain
PL3131/3331 Political Parties in Western Democracies
PL3138 Politics of the Global South
PL3139/3339 Contentious Politics in Europe
PL3140/3340 Climate Change: Ethics, Issues, Justice

Semester Two

PL3076/3376 Politics and the Environment
PL3095/3395 Dissertation 2
PL3098/3398 The Conservatives: Crisis and Recovery
PL3114/3314 American Political Development
PL3118 Global Justice and Human Rights
PL3121/3321 The Politics of Slavery
PL3129 The Politics of Nuclear Weapons
PL3136/3336 Democratization and EU Enlargement in Post-Communist Europe
PL3141 Technology, Politics and War
PL3142/3342 Politics of the International Drug Trade

Teaching Formats and Timetable

First Year

All first year modules in Politics and International Relations are taught by lectures and small group tutorial classes. Tutorial classes which normally comprise not more than eighteen students. Each module has two one-hour lectures per week, and a total of eight one-hour tutorial classes with the exception of Introduction to American Politics (AM1003). AM1003 consists of 17 one-hour lectures and 9 one-hour seminars in total. All students will be automatically allocated to a tutorial group.

Second Year

Second year modules in Politics and International Relations are taught by lectures and small group tutorials. Each module has two one-hour lectures per week, with the exception of Political Analysis (PL2000/2200), Quantitative Data Analysis (PL2025/2225) and Contemporary Political Philosophy: Theories of Justice (PL2027/2227). There are eight tutorials for each module (except for PL2000/2200 and PL2025/2225), which
normally comprise not more than eighteen students. All students will be automatically allocated to a tutorial group.

**Final Year**

All modules in the final year, except for the Dissertation modules (PL3094/3095; PL3394/3395) are taught entirely by seminars. Some modules may have two groups.

**Teaching Timetable**

For details of the timetabling of Politics and International Relations modules, you can go to the Student Homepage 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.

Timetables for lectures will also be posted ‘Politics Undergraduate’ section of Blackboard and on the 10th floor notice board for first year students and the 9th floor notice board for second and final year students, on the 10th floor of the Attenborough Tower.

**Choosing Final Year Modules**

All students who will be taking Politics or International Relations modules in their final year will make their choices after the Easter break in their second year. Any student on a degree requiring them to spend a year abroad must be sure to leave their postal and email addresses with the Undergraduate Administrator. All option choice information will be emailed to students who are abroad, so it is important that we know how to contact you.

Students in BA Politics, BA International Relations, BA Politics and International Relations, BA History and Politics, BA International Relations and History, BA Contemporary History, BA Politics and Sociology, BA Politics and Economics, Major in Politics, and Major in International Relations write a compulsory Dissertation in their final year; students on some other degrees are able to choose a Dissertation as an option. Students on BA Management Studies with Politics, and LLB Law with Politics do not write a Dissertation.

Students on BA History and Politics, BA International Relations and History, BA Contemporary History, BA Politics and Sociology, and BA Politics and Economics must decide at the end of the FIRST YEAR whether they intend to write their dissertation with Politics and International Relations or with their other discipline. It is not necessary to choose a topic or a supervisor at that stage, but they MUST choose the discipline. A student from one of these joint degrees will not be allowed to move their dissertation from one discipline to the other, once they have made the choice. This is because there are compulsory modules in both disciplines which are pre-requisites for the dissertation in the final year in the relevant department or school.

A student would not normally be prohibited from doing a dissertation topic which overlaps with a taught module, but they must not write on a topic which duplicates material in that module.

**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.
ERASMUS Exchanges, Semesters Abroad

Students are encouraged to take advantage of the opportunities available under the Erasmus/Study Abroad schemes for spending EITHER a semester of their second year OR the first semester of their final year studying in other European countries. Please see Dr Luis Ramiro (Semester 1), or Dr Tara McCormack (Semester 2), for further details of what is available in Germany, Belgium, Slovakia or Hungary as part of the Erasmus programme. They can also advise on studying in the United States and other universities belonging to the Study Abroad programme.

The option to take a year abroad is available on the following programmes in which Politics and International Relations is the lead discipline: BA Politics, BA International Relations, BA Politics and International Relations, BA International Relations and History, BA Politics and Economics, and BA Politics and Sociology. Please see Dr Luis Ramiro (Semester 1), or Dr Tara McCormack (Semester 2), for further details.

In order to take a year abroad you will need to transfer course from a three to a four programme at the end of your first year. Students may progress to the year abroad with no more than 30 credits of failed modules in year 2. For the year abroad year students are required to complete the equivalent of 60 ECTS if studying at a European partner institution. The year abroad will not contribute towards the overall classification, and will therefore be assessed on a pass or fail basis.

Attendance and Engagements 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 the School 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.

Attendance at tutorials and seminars is compulsory. Students are required to give presentations and/or contribute to group work and class discussions in tutorials and seminars.

Students must swipe in at the start of each tutorial or seminar using their student card. Card readers can be found in all teaching rooms. You must notify your tutor and the School Office if you forget your card or are unable to swipe in.

Unexplained absence causes inconvenience to tutors and fellow students. If you miss a class you must complete the ‘Notification of Absence’ form found on the School Website as soon as possible (https://www2.le.ac.uk/departments/politics/for-current-students/notification-of-absense), and email the tutor to inform them that you will not be in attendance. Authorised absences will be granted at the discretion of the School.

Please read the section Communication about illness and absence from classes under ‘Notification of Ill Health and Other Mitigating Circumstances’ section in this handbook. This is particularly important if a presentation or paper that you have been asked to prepare is intended to form the basis of a tutorial or seminar.
Non-attendance at tutorials or seminars will have the following result:

<table>
<thead>
<tr>
<th>Unauthorised Absences</th>
<th>Action</th>
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<tbody>
<tr>
<td>STAGE 1: Absent for 7 consecutive calendar days</td>
<td>Student will be reminded of the need to attend.</td>
</tr>
<tr>
<td>STAGE 2: Absent for 14 consecutive calendar days</td>
<td>Student must report to their personal tutor or the School office.</td>
</tr>
<tr>
<td>STAGE 3: Absent for 21 consecutive calendar days</td>
<td>Student issued with official warning from the School that continued non-attendance is a neglect of their academic obligations and may result in a withdrawal of registration.</td>
</tr>
<tr>
<td>STAGE 4: Absent for 28 consecutive calendar days</td>
<td>Neglect of academic obligations procedures initiated, and students issued with a notification of intent to withdraw registration. Students have five working days to appeal to the School with evidence against their withdrawal.</td>
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</table>

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 examination results. Moreover, even for a temping job, agencies/employers will ask about attendance records.

### Notification of Ill Health and Other Mitigating Circumstances

#### Mitigating Circumstances

One of your obligations to the School is that you inform your tutors BEFOREHAND if you cannot attend a tutorial or class, if at all possible. There are several ways to get the message to a tutor in advance:

- Phone Emma Butler in the School Office on 0116 252 2702 / email Politics@le.ac.uk
- Email your tutor
- Ask a friend to do either of the above
- Ask a friend to bring in a note

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 disciplines(s) informed at all times** of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your disciplines(s) 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.
If you have been ill and have not seen a doctor, there is a *system of self-certification*. You may download a standard form for self-certification from Blackboard (‘Politics Undergraduates’) or obtain one from the Undergraduate Administrator, Emma Butler (Attenborough 707). However, you should still have used one of the above methods to let your tutor know you were ill.

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.

**Change of Module**

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

Assuming that the module is not compulsory, it is usually possible to change, but any such change must be made by the end of the second week of the semester in question. You should be aware also that if you are a final year student, your choice of new modules is likely to be very restricted by that stage of the semester. Students considering changing module should speak to Emma Butler.

See [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

**Change of Degree**

Discuss your options with your personal tutor, or seek advice from the Senior Tutor, James Hamill, if you are considering a change of course. Changes of course require approval by your discipline and will only be allowed in certain circumstances.

See [www.le.ac.uk/sas/courses/transfercourse](http://www.le.ac.uk/sas/courses/transfercourse) for details of the procedures involved and deadlines that apply.

**Withdrawal/Temporary Withdrawal**

If you are thinking of leaving your course here either permanently or temporarily you are strongly advised to consult first with one of the following members of staff:

- Personal Tutor
- Senior Tutor
- Head of School

If, after those consultations, you wish to proceed with a temporary or permanent withdrawal, please see the Senior Tutor or contact the School Office. You will need to complete the special form for withdrawal. If you are in Hall or University self-catering accommodation, you must also inform your Hall Warden or the Accommodation Office.
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-undergraduate

Assessment

For details of essay and examination requirements, please see the companion volume Assessment & Style Guide. Students doing a dissertation in Politics and International Relations in their final year should also consult the Dissertation Handbook which contains information about requirements and assessment.

Please read carefully the section on Assessed Essay/Coursework deadlines and penalties for lateness in the Assessment & Style Guide mentioned above.

Coursework Submission

All Non-Assessed (Class) Essays must be word-processed. These are required only in the first semester, on first year modules in the School.

Assessed Essays and Assessed Coursework MUST also be word-processed, and an ELECTRONIC COPY must be submitted through Blackboard. Please refer to the Assessment & Style Guide regarding submission of coursework.

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-regulation or www.le.ac.uk/sas/assessments/late-submission).

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.

Please note that the 21 day period for the return of feedback does not include public holidays and days on which the University is closed (e.g. during the Christmas vacation). See the Assessment & Style Guide for details of the 2015-16 return dates for assessed work.

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.

Students are required to meet with their personal tutors for personalised feedback on their performance in exams and coursework on Politics and International Relations modules. Joint degree students whose personal tutor is not in this discipline are allocated a tutor in Politics and International Relations with whom they can discuss their academic performance in Politics/IR modules. Politics and International Relations also provides generic feedback on examinations.

Further information regarding feedback, the procedure for examination results, and submission dates for all coursework can be found in the companion volume **Assessment & Style Guide**.

### Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in **Senate Regulation 5: Regulations governing undergraduate programmes of study** *(www.le.ac.uk/senate-regulation5)*

Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: *www.le.ac.uk/sas/assessments/progression-ug*

The following grade boundaries apply to coursework, examinations and undergraduate modules:

- **First Class Honours**: 70% and above
- **Upper Second Class Honours**: 60% - 69%
- **Lower Second Class Honours**: 50% - 59%
- **Third Class Honours**: 40% - 49%
- **Pass**: 35% - 39%

Further information is available in the **Assessment & Style Guide**.

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

### Treatment of Failures

Modules failed in the FIRST year (whether in January or Midsummer) will be resat in the following September. Modules failed in the SECOND year will also be resat in the following September. Modules failed in the FINAL year which would result in the failure of the degree may be resat during the following academic year (known as Resit Without Residence, either in January or Midsummer) and students would be assessed for their final degree class at Midsummer alongside the final-year cohort for that year.

**Please note that the resit exam period in 2017 will be Monday 4th September to Saturday 9th September 2017. Students MUST be available during that week to retake any exams they fail. Do not book holidays for that period! Students should also be aware that university examinations take place from Mondays to Saturdays inclusive in ALL exam periods.**
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 discipline 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.

Ethical Approval of Student Projects

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

Where ethical approval may be required please contact the Research Ethics Officer for further information. Final year students taking the Dissertation modules (PL3094/3095 and PL3394/3395) can find further information in the ‘Research Ethics’ section in the Dissertation Handbook. For further information please contact the School.
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;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- services for distance learners.

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.

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](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

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

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

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

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

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

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

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

**Other University Facilities**

**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

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**English Language Training Unit (ELTU)**

The English Language Teaching Unit offers a wide range of English Language and Study Skills courses to students who are studying at, or who want to study at, the University of Leicester. Further information can be found: [http://www2.le.ac.uk/offices/eltu](http://www2.le.ac.uk/offices/eltu)

**University Chaplaincy and Prayer rooms for students**

A team of chaplains are available to offer help and support. Everyone welcome, of any faith or none, for individuals, groups and societies. Further information can be found: [http://www2.le.ac.uk/institution/chaplaincy](http://www2.le.ac.uk/institution/chaplaincy)
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) 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.

Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University’s Examination Regulations (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
- cheating

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/examsguide)

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
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.

Personal Support for Students

Student Support Arrangements

Personal Tutor

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 and International Relations personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor.

Your Personal Tutor should be the member of staff who you approach if you need help or advice. If you need immediate assistance and your personal tutor is unavailable, you should contact the Senior Tutor for Politics & International Relations (Mr James Hamill). Equally, if you cannot contact either of these you must call in to the School Office (Att.707) for assistance.

All students are allocated a personal tutor. Lists of personal tutors are posted on Blackboard. Unless you change your degree course at the end of the first year, you will probably keep the same personal tutor throughout your time at Leicester.

You should make a point of seeing your personal tutor at the start of the academic year and have at least four meetings per academic year, with two in the first term. If you encounter any problems, then your personal tutor is there to be consulted. Please make use of this facility. If you do have problems, then at the very least you should make your personal tutor aware of them, in case the problems have an impact on your studies. She or he is likely to be an important avenue for getting feedback on your academic performance and in discussing progress in your studies.

Joint degree and Minor students whose personal tutor is not in this discipline will be allocated a tutor in Politics and International Relations with whom they can discuss their academic performance in Politics/IR modules and their study choices.

Sometimes you may prefer to talk to someone other than your personal tutor. The Head of School is available to see any student who wishes to talk to him by appointment or during his office hours, which are posted on his door. If for any reason, you feel you need to change your personal tutor you should see the Senior Tutor.

The School tries 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 speak to your personal tutor. If you cannot find him or her, then you should see the Senior Tutor or contact the School Office.

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 or examinations.
Your personal tutor will:

- establish initial contact with personal tutees through group or individual meetings at the beginning of their programme
- publish times when they are available for one-to-one meetings without appointment by posting ‘office hours’ (i.e. feedback and consultation hours) on their doors and on Blackboard
- arrange regular one-to-one meetings or formal points of contact with you
- issue invitations, by email or via Blackboard, to attend such meetings
- advise you on academic matters and your general academic progress, and discuss academic feedback
- refer you to the University’s central support services as necessary
- keep a record of each meeting or significant contact

Your responsibility to your personal tutor is:

- respond to contact from your personal tutor (e.g. invitations to face-to-face meetings, email)
- take the initiative in instigating meetings or contact if the need arises, seeking timely advice when faced with academic course assessment, personal or other issues that require support
- bring examples of work and feedback to meetings, when appropriate, to discuss academic development

Equal Opportunities Officer

Dr Tara McCormack and Dr Zakia Shiraz are the Politics and International Relations 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 the School.

Women’s Tutors

There are Women’s Tutors to whom you can take problems that you do not think you could raise with a male personal tutor. The Women’s Tutors in Politics and International Relations are Dr Tara McCormack and Dr Zakia Shiraz.

AccessAbility Tutor

The Politics and International Relations AccessAbility Tutors are Tara McCormack and Zakia Shiraz. Their roles are to liaise with students and the various welfare services within the University with regard to the following: students with dyslexia, visual and/or hearing impairment, mobility problems, any disabling conditions or illnesses or anyone recovering from mental illness.

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 | accessable@le.ac.uk |
www.le.ac.uk/accessability

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

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

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

Contact: Student Welfare Service, Percy Gee Building (First Floor).
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

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

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

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

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

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

Student Healthy Living Service
The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.
Contact: Student Healthy Living Service  
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

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

**CDS Workshops**

**First Year – CAREERS AND EMPLOYABILITY: YOUR LEICESTER AWARD LEVEL 1**

This workshop forms part of your Career Development Journey and is the first step towards gaining your Leicester Award. It aims to help you discover more about yourself: What drives you? What gives you energy? Using your increased self-awareness, you will be able to identify opportunities to gain experience and make the most of your time at Leicester.

**Learning outcomes**

Identify personal values, strengths, interests and motivations

Recognise the impact that external and internal factors can have on future decision making

Recognise potential opportunities for furthering personal insight

**Second Year – ASSESSMENT AND SELECTIONS WORKSHOP**

This workshop is designed to help you understand what to expect when applying for graduate jobs and further study, and to increase your confidence in preparing for the recruitment process. You will be provided with tips and resources to help you prepare and to reflect on your skills and experiences so far in preparation for making applications

**Final Year – CAREER LOUNGE: TAILORED SUPPORT**

A practical session offering students a safe environment to gain some tailored advice from career advisors, and learn from peers by engaging in discussion and Q&A.

For those students who are still considering their career options, this interactive workshop is designed to help you understand what to expect when applying for graduate jobs and further study, and to increase your confidence in preparing for the recruitment process. You will be provided with tips and resources to help put you in the best position when applying.

**Careers and Placements Support**

The Politics and International Relations Careers and Placements Tutor is Dr Simona Guerra (Attenborough 903). She can offer personalised guidance on developing your employability skills and planning your future career, directing you towards specialist advice and helping you make informed decisions.

Staff from the Career Development Service provide advice on employability and careers in a series of timetabled talks to students in Politics and International Relations. You are strongly advised to attend these sessions.

The ‘Politics Undergraduates’ section on Blackboard includes information and advice on careers. Here you will find a handbook on careers for student in Politics and International Relations produced by the Career Development Service, information on careers events and job opportunities.

It is very important that from the start of your time at Leicester you give some thought to what you will do after graduating. You should be aware of the importance of acquiring the transferable skills that employers are likely to be looking for. You should also aim to build up as full a CV as possible by showing initiative, responsibility and
leadership. It is a good idea to take any chance to obtain work experience while at University. Information on career opportunities is available on the Career Development Service website [http://www2.le.ac.uk/offices/careers-new/information-for-students/jobs-1](http://www2.le.ac.uk/offices/careers-new/information-for-students/jobs-1).

References play an important part 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 important also to ask members of staff whether they are willing to act as a referee for you and not simply use their name without permission. 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.

**Transferable skills**

In addition to subject-specific knowledge, students taking degrees in Politics and International Relations gain a number of valuable transferable skills including:

- Oral communications skills e.g. delivering oral presentations in class using visual aids
- Written communications skills e.g. writing essays, reports and dissertations
- Critical analysis e.g. critically examining different views and developing a coherent argument
- Problem solving e.g. analysing complex evidence and reaching an independent judgement
- Research skills e.g. planning and researching a major project
- Data analysis e.g. interpreting and analysing a range of data
- IT skills e.g. searching for content on the Internet; using computer software
- Teamwork skills e.g. taking charge in a group project (leadership); collaborating in group work (negotiation)
- Working independently e.g. self-organisation, personal initiative
- Critically reflecting on your own skills e.g. using feedback to improve your work

Module guides include a section on employability skills.

‘Employability’ refers to a graduate’s achievements and his/her potential to obtain a ‘graduate job’, and should not be confused with the actual acquisition of a ‘graduate job’ (which is subject to influences in the environment, a major influence being the state of the economy)’. Employability is NOT employment.

‘Employability’ derives from complex learning, and is a concept of wider range than those of ‘core’ and ‘key’ skills. The ‘transferability’ of skills is often too easily assumed. There is some evidence to suggest that references to employability make the implicit assumption that graduates are young people. The risk is of not considering employability in respect of older graduates, who have the potential to bring a more extensive life-experience to bear. Employability is not merely an attribute of the new graduate. It needs to be continuously refreshed throughout a person’s working life.

The relationship between higher education and the economy is longstanding. Employers generally see a graduate’s achievements related to the subject discipline as necessary but not sufficient for them to be recruited. In some employment contexts the actual subject discipline may be relatively unimportant. Achievements outside the boundaries of the discipline (such as the possession of so-called ‘soft skills’) are generally considered to be important in the recruitment of graduates.’

In short, employability is:

‘a set of achievements – skills, understandings and personal attributes – that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy’.

Why is employability important?

In 2013 there was an increase in the number of jobs in the public sector (almost +3,000), consulting (+609 consulting) and the media (+294 media). Overall, + 4.6% graduate vacancies.

Start to look for applications for a placement/internship experience from your 1st year. For every 100 work placements there are 67 full time jobs; 36% of students who worked for that employer will get a full time job with the same employer.

The University of Leicester invites you to apply for a work experience while you are taking your degree: in 2013 placements and summer schemes opportunities increased to 11,387 (+ 5.2%) (University of Leicester CDS data).

In a more competitive job market, graduates can and need to stand out to get the jobs they want. As an applicant, you are required to provide evidence of your employability skills on application forms and then demonstrate their skills at assessment events.

The Career Development Service helps you through the application process, if any of you – particularly finalists - have been invited to attend an assessment centre or interview as part of a job application, please contact the Career Development Service (https://mycareers.le.ac.uk/home.html) and book an appointment. They offer a wide variety of services including mock assessment centres and mock interviews, should you be looking for help and advice.

If you only start thinking about this in your final year, this puts you at a disadvantage compared to other students! So, join the CDS and the School initiatives from your first year!

Placements

In today’s challenging work environment, employers are very demanding in their expectations of applicants for their job vacancies. Graduates are expected to be equipped with relevant skills, abilities and personal qualities in addition to good academic qualifications. Work placements help students gain the skills and competences that graduate employers are looking for. The Career Development Service can help students find internships: http://www2.le.ac.uk/offices/careers-new/jobs.

Students in Politics and International Relations who wish to find placements can also receive support from Dr Simona Guerra. A series of talks will explain how to take advantage of placement opportunities.

Second Year ‘Politics in Action’ module

‘Politics in Action’ is a non-credit bearing module for 2nd year students. It includes sessions that reflect on how political concepts and ideas can help in understanding and succeeding in a work environment, and sessions led by Leicester graduates and others with careers in ‘Politics’. Students produce a placement portfolio, CV and cover letter (prepared with support from the Career Development Service), and deliver a presentation. Those who pass the module will receive a Certificate for Employability.

Leicester Award

The Leicester Award for Employability encompasses a range of employability courses and experiences available to University of Leicester students. All programmes are designed to help you to develop, assess, recognise and record the employability skills you are gaining through extra and co-curricular activities.
Feedback from Students

The Department seeks feedback from students in a number of ways, including Student-Staff Committee meetings, focus group meetings with Course Representatives, consultations with students on curriculum change, module questionnaires and the National Student Survey.

Student Feedback Questionnaires

- **Module questionnaires**: Questionnaires for modules taught in Politics and International Relations will be distributed in tutorials and seminars towards the end of each semester. All modules are reviewed annually. The questionnaires ask students' opinions on various aspects of teaching and learning, including structure of courses, quality of lectures and seminars, and module materials.

- **Results of questionnaires**: Once the questionnaires have been completed, the responses for each module are analysed. The results of the questionnaires are seen by the member of staff teaching the module and by the Head of School and Academic Director, who will discuss any obvious problems and ensure any necessary changes are made to the module for the following year.

- **Course Review**: The results of the questionnaires are also used by the School Academic Committee and its sub-committees. The Committee reviews all the modules taught by Politics and International Relations on a regular basis. Other information taken into account by the Committee includes popularity of the course, results, quality of course material, comments made in Student-Staff committees, comments made by course leaders on module report forms, and any comments raised by external examiners.

- **Feedback**: The results of the questionnaires are reported to the Student-Staff Committee.

Student Staff Committee

There is a School Student-Staff Committee. It deals with the whole range of issues relating to teaching, learning and assessment in undergraduate courses. 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 members of staff and student representatives. Each year of each degree has a representative on the Student-Staff Committee.

Dates for committee meetings will be publicised on Blackboard and through email to students.

Items for discussion in the Committee may be channelled through members of the Committee or handed in to Emma Butler in Attenborough 707. The Committee’s minutes are posted on the ‘Politics Undergraduates’ Blackboard site. These minutes are considered by academic staff at the first School Meeting after they are available.

The School is committed to fostering a healthy staff/student relationship and the Committee provide a valuable opportunity to advance this. Student contributions and input in the past have helped in the shaping of some key decisions. If you would like to serve on the Committee and be involved in those aspects of School business with which the Committee is concerned, please contact the Student’s Union Student Engagement Officer 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 an undergraduate (and postgraduate) student representative at each School Meeting and each Academic Committee meeting. The representative(s) are usually chosen from within the membership of the Student-Staff Committee. 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. Training for student representatives on school committees is provided by the Students’ Union’s Education Unit.
You Said, We Did

Examples of ways in which the Department has acted upon student feedback from 2015-16 (e.g. from module questionnaires) include:

You said: students requested additional material on lecture slides or on Blackboard on particular modules.

We did: extra material has been added to lecture slides and to the Blackboard sites of various modules for 2016-17.

You said: students asked for more of the recommended reading to be made available electronically

We did: all undergraduate modules have an electronic reading list, and additional material that is available only in hard copy has now been digitised

You said: you wanted lectures to be recorded.

We did: we will now use Reflect, the University’s lecture capture system: see http://www2.le.ac.uk/services/reflect/how-do-i-use-reflect

You said: BA Politics and Economics students asked for greater choice of assessed coursework questions.

We did: we have added extra assessed coursework questions on second and final year modules taken by BA Politics and Economics students.

In recent years, we have also responded to student feedback on our curriculum (e.g. from the Student-Staff Committee, focus groups, and module questionnaires) in the following ways:

You said: you wanted a greater choice of modules.

We did: we continue to add new second and optional modules in the 2nd and final year, expanding our coverage of issues in Politics and International Relations: for 2016-17, we have a new second year module on Latin American Politics, and four new final year modules on contentious politics in the EU; climate change; technology, politics and war; and the politics of the international drug trade

You said: you wanted greater diversity of assessment methods.

We did: more modules are assessed by coursework only. We have introduced different types of coursework, such as assessed reports and research briefings.

You said: you wanted more feedback on coursework and exams.

We did: we provide more structured feedback and feedforward on coursework; and feedback on exams in one-to-one meetings with personal tutors and through generic written feedback. We distribute a summary of the grade boundaries to give you a clearer idea of what we are looking for when marking your work.

You said: you wanted deadlines for the submission of coursework to be spread out.

We did: deadlines for submission of coursework on modules that don’t have an exam differ from those for other modules. Deadlines for the submission of work on final year modules that are assessed by coursework only are spread across one or two weeks in the middle of each semester.

In 2016-17, we will be reviewing the assessment methods used in our modules and programmes. We will consult students on this through the Staff-Student Committee and a focus group, and welcome your views on what works well, what could work better and what we might do that we are not currently doing.
What we expect of you – What you can expect of us

This section sets out what we expect of you and what we think you should reasonably expect of the School, and it also serves as a summary of some of the points which appear elsewhere in this handbook. Some of these points are also included in the University’s Student Charter.

What can you expect of us?

• You can expect that you will be provided with an overall course which is well structured and clearly outlined and which takes account of your level of achievement.
• You can expect that modules will be well planned and delivered and will be appropriate to your level of attainment at the stage you take them. You can also expect that they will be both stimulating and demanding; ‘appropriate to your level’ does not mean easy, and indeed a module which is easy is not appropriate to your level.
• You can expect that lectures, tutorials/seminars and classes will be well planned and that they will fit clearly and properly into the overall structure of the module and your course.
• You can expect that seminars and classes will be carried out in a constructive and encouraging atmosphere, as these are the circumstances in which learning is easiest. It is of course up to you to contribute to this atmosphere by preparing the work which you were asked to do and making an effort to contribute to discussion.
• You can expect that lectures, classes and tutorials will begin and end on time. Please remember that conventionally lectures and classes will start on the hour and end 10 minutes to the following hour. This is to allow for both students and staff to move to their next class.
• You can expect to have the appropriate course materials for each module available from the first teaching session of the course, and that this will be helpful and will make your obligations clear.
• If you submit an item of coursework on time you can expect to have it marked, with comments, within the University’s 21-day turnaround time (this does not include public holidays or days when the University is closed). If there will be a delay in the return to you, the School Office will notify you.
• You are entitled to expect that feedback on your coursework will be clear and helpful. Your academic tutor will be willing to discuss and explain both the comments and the mark awarded.
• You are entitled to consult your academic tutors for advice when preparing your coursework (however this must be within a reasonable time frame from the deadline).
• You should expect to be able to see your Personal Tutor at his or her advertised office hours and by appointment; you are entitled to expect that your tutor will keep such appointments.
• You are entitled to expect that any comments, negative or positive, that you make about the course as a whole, individual modules or the way they are taught will be taken seriously.
• You are entitled to be treated courteously and with consideration by all the staff of the School.

What can we expect of you?

• The School expects you to take responsibility for the planning and execution of your own work. In particular, it is up to you to plan your work so that you are ready for each of your classes and that your essays are submitted on time. Your academic and personal tutors can help if you find this difficult, as can the Learning Development Service.
• We expect you to read carefully through this handbook, in conjunction with the Undergraduate Assessment & Style Guide, and any other information which you are given, including module guides. You should be aware of the procedures of the University and School, and of your obligations; if you are in doubt or have questions, you should take the initiative and ask for guidance.
• We expect you to check the timetable and class lists to ensure that you know when and where your lectures and classes are being held.
• We expect you to check your email regularly: every day is best.
• We expect you to attend lectures, seminars and classes and to inform your academic tutor if you are unable to be present. If you fail to attend several of your classes you will be asked to explain your absences,
and may be required to complete a Mitigating Circumstances Form (if applicable). Repeated absence without good reason can lead to your course being terminated.

- We expect you to have done at least the recommended preparation and to be willing to contribute to discussion. If you have been asked to make a presentation, we expect you to attend promptly and to make your best efforts in preparing and presenting the paper. Classes work best when the atmosphere is relaxed and when everyone has something to contribute.
- We expect you to read carefully the instructions for the submission of essays and other work, and to keep to them. In particular we expect you to submit your essays on time and in the proper way.
- We expect that any essay you submit will be your own work.
- We expect you to respond to requests to see your Personal Tutor, and that you will keep your Personal Tutor informed of any problems that you are having.
- We expect that you submit the Notification of Mitigating Circumstances form with appropriate documentation, if you have experienced any problems; this will enable us to take them into consideration at examination time or at other times.
- We expect you to familiarise yourself with and make use of the University’s facilities, such as the Library and the IT network.
- We expect you to keep the University informed of any change in either your home or local address.
- We expect you to provide us with your honest opinion upon the modules which you have taken and the course as a whole, and to bring to our attention any problems you have with the course.
- We expect you to follow the deadlines for submission of coursework. Providing documentation by a specified deadline to support a mitigating circumstances claim is your responsibility.
- Finally, we hope that you will take advantage of the other opportunities which being at University offers you - as well as academic endeavour, to make the most of the social, cultural and sporting sides of student life.

Politics and International Relations Prizes and Travel Scholarship

Prizes

The School awards the following Prizes in Politics and International Relations each year:

- **Maurice Hookham Prize:** This is awarded annually to the best final year student studying Politics and International Relations. It is open to students on single hours and joint degrees.

- **R L Borthwick Prize for the Best Politics or International Relations Dissertation:** This Prize is awarded annually to the student whose Dissertation is selected as the best in that year. It is open to single honours and joint degree students.

- **Prize for the Best Second Year Performance in BA Politics:** This is awarded annually to the best second year student on the BA Politics degree.

- **Prize for the Best Second Year Performance in BA International Relations:** This is awarded annually to the best second year student on the BA International Relations degree.

- **Prize for the Best First Year Performance in BA Politics:** This is awarded annually to the best first year student on the BA Politics degree.

- **Prize for the Best First Year Performance in BA International Relations:** This is awarded annually to the best first year student on the BA International Relations degree.

- **Prize for the Best Second Year Performance in BA Politics and International Relations:** This is awarded annually to the best second year student on the BA Politics degree.

- **Prize for the Best First Year Performance in BA Politics and International Relations:** This is awarded annually to the best first year student on the BA International Relations degree.

Travel Scholarship

Details of travel scholarships will be released to students on the ‘Politics Undergraduates’ blackboard site.
Societies

The University of Leicester POLAIR Society organises a number of activities for members, from socials and sports teams to guest speakers. The society is what you make it so we would encourage you to get involved and sign up! To find out more, visit the newly elected committee at the Freshers’ Fair. Members of the committee will also be attending the Welcome Reception organised by Politics and International Relations during induction week, so feel free to have a chat with us and ask any questions you may have.

You can contact or join the society via their email address (su-politics@le.ac.uk). There is also a link on Blackboard under ‘Politics Undergraduates’ with contact details of all the committee members.

Safety and Security

Safety is everyone’s concern, though overall responsibility for safety lies with the Head of School who delegates to the School’s Safety Officer, Dr Andy Tams. The University’s Security Officers are authorised to ask for proof of identity from anyone who is in a building out of hours, or who is in a restricted area, or who is behaving inappropriately. Academic staff, administrators, and others with responsibility for buildings, property or equipment are authorised to check disorderly or improper conduct wherever it may occur. The first aider for the School is Dr Andy Tams (a.c.tams@le.ac.uk / Att. 707). Information about evacuation procedures from the Attenborough Building is at the end of this booklet, together with emergency telephone numbers.

Personal Belongings

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

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

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

Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your discipline 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).

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