

**UCL ENGLISH DEPARTMENT  
HANDBOOK FOR FIRST YEAR AND AFFILIATE STUDENTS  
2013-2014**

*What we expect from you*

- Read this handbook carefully
- Read your UCL emails and check your pigeonhole and the departmental notice boards at least three times each week
- Attend all lectures and seminars
- Set aside at least 40 hours each week for academic work. Do regular reading for each class, and come to seminars prepared to speak
- Hand your essays in on time and attend tutorials at the agreed hour
- Remember to let the Department Office or the relevant teacher know if you are ill and so unable to attend a seminar or tutorial
- If you have a problem, academic or personal, speak to someone about it: your Tutor, seminar leader or the Department Tutor. We cannot promise that we can solve your problem, but we will do our best to help you.
- If you are a Modern Languages Plus student, please remember that the English department is not your home department. Your home department is the department of the language you are studying alongside English.

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## INTRODUCTION

Welcome to the UCL English Department. This booklet is intended to supplement the the information which UCL gives you when you enrol, and the UCL pages for current students ([www.ucl.ac.uk/current-students](http://www.ucl.ac.uk/current-students)) It is also published on the English Department website ([www.ucl.ac.uk/english](http://www.ucl.ac.uk/english)). Keep it safe. It will be useful for the whole of your time at UCL.

### **‘Doing English’**

Claims have been made for the study of literature as a morally uplifting and civilising activity; objections have been made to it as a pointless self-indulgence. You are not required to believe either, and would be well advised to postpone judgment for three years (at least). It may help to remember that the study of literature is one among many forms of study in what are known loosely as ‘the arts’ or ‘the humanities’, a group which includes history, languages, and philosophy.

First, there is a *body of knowledge* to acquire - knowledge of a lot of books, of course (not all of them novels, plays and poems, incidentally), but also knowledge of language and history. Second, there are the *skills* relating to this particular body of knowledge: an understanding of literary forms, periods and movements, an ability to analyse rhetorical and narrative structures, and an attentiveness to details of language and style both in what you read and in what you write yourself. Third, there are the skills which are *transferable* into other activities and professions: skills of comprehension, critical analysis, and comparison, skills of oral and written argument and expression, and skills of research and presentation. From the use of an online library catalogue or computer database to the production of a well-presented, accurately referenced dissertation, the study of literature trains you in ways which you will find of great benefit in your subsequent career.

‘Doing English’, then, has several characteristics in common with other academic disciplines. Its special quality flows from the fact that its subject is literature - that students encounter, in the three years of their course, some of the most complex and interesting works of the human mind and imagination produced over twelve centuries. It is the richness and diversity of this material, and the combination of pleasure and intellectual challenge that it offers, that give ‘doing English’ its unique value.

## **ORGANISATION OF THE DEPARTMENT**

Responsibility for the day-to-day running of the Department lies with the Head of Department (Professor John Mullan), the Department Tutor (Dr Marilyn Corrie), the Department Administrator (Mr Stephen Cadywold), the Deputy Department Administrator (Ms Anita Garfoot) and the Department Administrative Assistant (Ms Carol Bowen). Dr Juliette Atkinson is in overall charge of the courses taught in the first year. The Affiliate Student Tutor is Professor Bas Aarts.

The **Department Tutor** is responsible for such matters as the allocation of personal tutors, student welfare, disciplinary matters relating to non-attendance at classes, applications to leave or interrupt the course, etc.

The **Department Office** is on the second floor of the Foster Court building. The office is open to students daily from 9.45 a.m. until 5.00 p.m. It is closed at lunchtime between 1 p.m. and 2 p.m. **Reading lists and handouts for lectures** and seminars are available from the office wall racks or from the racks outside the office door. Main course reading lists are on the relevant Moodle pages (see page 8 for details), and will also be available from the wall racks for a limited period of time at the beginning of each year. Spare copies of first-year (sessional) **past examination papers** are available from the office. Second/third year examination papers are available in the UCL Main Library and through the UCL Library Services website ([www.ucl.ac.uk/library](http://www.ucl.ac.uk/library)).

**Notice Boards:** Timetables and tutorial and other class lists may be found on the notice boards outside the Student Common Room. Lecturers and seminar leaders also post reading assignments here. Urgent notices are also posted on these boards. Students are asked to check notice boards regularly for information, and should always do so before making enquiries at the office or by contacting teachers.

The **Students' Common Room** is also on the second floor. There are notice boards with information about student and departmental activities, and careers. Minutes of the Staff-Student Consultative Committee meetings are also posted here, as are notices about changes in departmental policy.

There are **mail boxes** in the Students' Common Room where you will find mail which comes in to you from outside UCL, and letters from your teachers, the Department, and other UCL offices such as the Registry (examinations,

registration, fees etc.), Accommodation Office, etc. PLEASE CHECK YOUR MAIL BOX REGULARLY, throw away unwanted mail and leave reusable internal envelopes (empty please) in the box provided, or in the Department Office.

**Emails** are sent out regularly both from members of the Department and from other UCL divisions – please see our section on ‘Email and Computer Use’ on pages 6-8. **You must check your UCL email account regularly** – ideally at least three times per week, and ideally one to two times per week during the holidays.

**Department Policy** is determined at Staff Meetings (two a term) and at meetings of the Board of Studies (also two a term), which are attended by a student representative. Student progress and welfare are regularly discussed at the former, and commendatory or disciplinary action taken; questions relating to the syllabus and to examinations belong to the latter.

There are several ways in which students can influence policy, and make known their views concerning the running of the Department:

- **The Staff-Student Consultative Committee (SSCC)** meets twice a term. It has about ten student representatives, at least two from each year, one or two affiliates and three staff members. It is chaired by the Department Tutor, who reports back to the Staff Meeting. Minutes are emailed to all students and posted on a specially designated notice board in the Students’ Common Room. Two or three students from the first year will need to be elected to serve on this committee. Even if you don’t want to serve on it, you should keep your representatives informed of your views. Their email addresses can be found on the SSCC notice board and will be emailed to students each year.
- **Annual Questionnaire:** Forms are distributed during the second half of the spring term (at the end of the autumn term for Oct.-Dec. affiliate students). The results are analysed by the Department Tutor, who reports back to the Staff Meeting and to the SSCC. The analysis is forwarded to the Faculty Teaching Committee. The questionnaires themselves are made available for inspection to all members of staff. At meetings held by course convenors at the end of the year the results of student evaluation of the courses are discussed, and appropriate action is taken.

- **The Options Meeting** is held in the spring term of the first year to help students select their second- and third-year options. It is chaired by the Department Tutor and course convenors may attend. Option choices are registered with the Department and, later in the year, via PORTICO. **It is essential that you attend this meeting.**
- **Tutorials:** A great deal of informal discussion about the syllabus as a whole, and the viability of particular courses, takes place during tutorials. Tutorials themselves are of course covered by the annual questionnaire. Term grades for full-degree students can be consulted in the Department Office.
- **Equal Opportunities:** Every Department has an Equal Opportunities Liaison Officer (DEOLO), responsible for advising on problems of harassment on grounds of gender, race, or disability. The English Department's DEOLO is Anita Garfoot.

## **EMAIL AND COMPUTER USE**

All students have access to central IT facilities, including electronic library services, email, Portico and Moodle. You will have received a UCL user id and a password to access these facilities prior to pre-enrolment. Passwords automatically expire after 150 days and you will be notified by email 30 days before your password is set to expire. You can change your password by going to <https://myaccount.ucl.ac.uk>.

If you fail to change your password online on time, or forget your current one, you will have to go to the ISD Service Desk (see below) in person to get a new one. However, if you sign up for the User Authentication Service (UAS) on <https://myaccount.ucl.ac.uk/uas-register/> you will be able to reset and obtain a new password online without having to go to the ISD Service Desk. **You are strongly advised to register.**

### **Email (IMPORTANT!!)**

Important information from the Department (and the College) is relayed via your UCL email account. It will not be sent or forwarded to any private email accounts. **PLEASE CHECK YOUR UCL ACCOUNT REGULARLY** (ideally 3-4 times per week, and 1-2 times per week during the holidays if possible). **Before you email your tutor/administrative staff, please check**

**that the information you require is not already available elsewhere, i.e. on the UCL/Department website, Moodle, departmental noticeboards.**

You can read your UCL email on the web using Live@UCL, a web-based email and calendaring service for students, at [www.outlook.com](http://www.outlook.com). Full instructions are available at [www.ucl.ac.uk/isd/students/mail/live](http://www.ucl.ac.uk/isd/students/mail/live).

Students are asked **not** to set up the automatic transfer of email from a UCL account to a private account, as there have been many instances of this not working well and students having missed important messages as a result.

## **UCL Computer System**

Students should familiarise themselves with UCL IT facilities. At enrolment every student receives an information card about student IT services, covering email, internet connections in halls of residence, wireless, security, training and remote desktop services. The card also contains a map showing where all the main computer workrooms are, and details on how to contact the Information Services Division (ISD) Service Desk, which is located on the ground floor of the DMS Watson Science Library in Malet Place, opposite Foster Court.

The nearest computer workrooms to the English Department are in the basement of Foster Court and in the DMS Watson Science Library, but others may be less crowded. Locations may be found at <http://www.ucl.ac.uk/isd/students/workrooms/locations>. There are two computers for occasional student use – checking email, Portico etc – in the English Department Common Room.

## **Portico**

All students have access to **PORTICO** ([www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico)), the UCL Student Information Service, using their UCL user id and password. This is an online secure information service, providing access to UCL central student information. You will have already used Portico as part of online pre-enrolment.

You must register any change of address via Portico. You will also use Portico to register your option choices before or early on in the autumn term of both the second and final year, and to re-enrol each year. The detailed results of your second- and third-year examinations are also obtained through Portico.

## **Moodle**

Moodle is an online teaching and learning resource for students. You can access it by going to <https://moodle.ucl.ac.uk/> and logging in using your UCL ID and password.

You can search for information about your courses using the course code. For the first-year course page, enter ENGL1001. Second- and third-year course codes can be found in the Course Guide (this will be given to you before the options meeting in the spring term of your first year; previous Course Guides are available at [www.ucl.ac.uk/english](http://www.ucl.ac.uk/english)).

If prompted to enter 'the key', please note that for first-year students this is English1 and for all other English courses it is thekey.

## **Word-Processing and Tutorial Essays**

Tutorial essays must be word-processed. You are required to keep two copies of each tutorial essay for future reference by yourself and your tutor. One should be the paper copy of the essay with your tutor's grade and comments. The other should be an electronic copy of the essay as submitted to your tutor. You should save all important academic work (essays, essays in progress, notes etc) onto a USB stick or your UCL file space as well as onto your own hard drive. Please be aware that a hard drive may fail with the consequent loss of all your work. Essays should be saved in the version of Word used by UCL computers.

## **TEACHING - The First Year Course**

### Aims and Objectives of the First Year Course

The first-year course consists of four components which, taken together, constitute a foundation for the further study of English Literature: Narrative Texts, Introduction to Medieval Language and Literature, Intellectual and Cultural Sources, and Criticism. Single honours students follow all these courses, while Modern Language Plus students follow the Narrative Texts course and either Criticism or Introduction to Medieval Language and Literature.

The Introduction to Medieval Language and Literature and Narrative Texts courses taken together act as a sampler of English Literature from the ninth

century to the present day. UCL English remains more historically based than English in many other universities, and we aim to give students an informed sense of the chronology and development of the subject. We see medieval literature as very much a part of this chronology, but teach Old English and Middle English in a course of their own because of the extent of linguistic and cultural difference in these periods. English Literature has always been less insular than the name might suggest, and the Intellectual and Cultural Sources course introduces students to works of world literature and thought which have widely influenced writing in English. Criticism aims to instruct students in what has been thought, in different places and at different times, to constitute the methodology of the discipline, and to encourage the development of their own literary-critical skills. These four courses give all students, by the end of their first year, a common background and body of knowledge which enables them to make an informed choice from the options available for the final two years of their course.

All four courses are taught by lecture and seminar. A tutorial essay is written on each of the narrative texts; students are also encouraged to make use of what is read and learned in the other courses. Students are also expected to do a commentary and analysis exercise as an additional part of their tutorial work.

The courses run for two terms, the Introduction to Medieval Literature being divided into two parts (Term 1: Middle English; Term 2: Old English).

## **COURSE DESCRIPTIONS**

### Narrative Texts

This course aims to make sure that all students, whatever options they may later choose, have studied certain major canonical works, and have so gained a preliminary idea of English literary history and its main movements. The course also introduces the study of narrative in both poetry and fiction, and gives students experience of studying complete and complex works in a relatively short time. Works are studied in chronological order.

### Introduction to Medieval Language and Literature

This course aims to give all single honours students an introduction to the study of literature written in Old and Middle English. By the end of the course students will have an acquaintance with the range and variety of such literature and some fluency in reading it. In addition to extending the chronological range covered by the Narrative Texts course, this prepares them

for the study of Chaucer in the second year and for the other optional medieval courses.

### Intellectual and Cultural Sources

This course aims to give students an acquaintance with a selection of works – not necessarily ‘literary’ or originally written in English – which have been either influential in the formation of English literary and intellectual history, or articulate ideas important in that formation. A knowledge of these works is essential for all three years of the degree course. The course suggests some of the main features of the history of European ideas, and encourages students to acquire some capacity for handling conceptual argument. In addition, some, but not all, of the works in this course either actually influenced, or provide interesting comparisons and contrasts with, some of the texts in the Narrative Texts and Introduction to Medieval Language and Literature courses.

### Criticism

This course is introductory, and aims to provide, or reinforce, a grounding in the methodology of the subject. The work done in lectures and seminars, while complementary, is less closely linked than in the other courses. The first-term lectures aim to introduce and exemplify some of the indispensable elements of a critical vocabulary, while the second term lectures offer a brief historical survey of different ideas of literary criticism from the Renaissance to the present day. In both terms there are commentary and analysis seminars, involving the detailed discussion of unseen passages of literature in various genres and from various periods. These seminars aim to stimulate attentive and accurate close reading. The work done in this course feeds into tutorials and into discussion of passages from the Narrative Texts in both seminars and essays.

## **ATTENDANCE**

**Attendance at lectures and seminars is compulsory for first-year students,** and the Department is required by College to confirm that the courses have been satisfactorily attended. Persistent non-attendance can lead to barring from assessment, and/or suspension/termination of study.

**If you are unable to attend classes or tutorials you should telephone or e-mail your seminar leader or tutor (in the case of a tutorial) in advance.** All teachers have their own telephone extensions and e-mail addresses (see the list at the end of this booklet, or the information about staff at [www.ucl.ac.uk/english](http://www.ucl.ac.uk/english)). If you are unable to contact the particular teacher,

you should leave a message in the Department Office (020 7679 3849). If you are absent from classes through illness for more than three days a medical certificate should be provided. Your teachers will keep the Department Tutor informed of any absences, especially from seminars and tutorials, and also of any failure to hand in essays. If you miss seminars you will receive an e-mail requiring you to explain your absence to the seminar leader and to your tutor. If the number of absences becomes serious you will be asked to give an explanation to the Department Tutor.

Students are reminded that they must be available for teaching from the beginning of the first day of term until the end of the last: absence from the Department for any other than medical reasons will be granted by the Department Tutor and by the Head of Department only in exceptional circumstances.

Unauthorised absence from the Department, repeated failure to deliver work on time and poor work will result initially in an interview with the Department Tutor. In particularly grave cases, she will refer the student's case to the Faculty Tutor who may require the student to intermit. Students should be aware that, because of the way courses are arranged in the Department, being asked to intermit at any stage after the beginning of their second year will have a very serious effect on their academic careers and may result in their not being allowed back into the Department for more than a year.

## **TUTORIALS AND TUTORIAL ESSAYS**

Tutorial teaching is shared between all members of academic staff of the Department and selected postgraduate students. Students generally have three tutors, one for each year of their degree course, but sometimes different arrangements need to be made (if, for example, a particular tutor has sabbatical leave during the year). The responsibility for assigning tutors lies with the Department Tutor. In extreme cases of difficulties between tutor and student the Department Tutor should be consulted by the student.

Students should expect the tutorial relationship to fulfil three main purposes:

- To develop their knowledge of the subject.
- To develop their skills of written and oral expression.
- To offer a personal contact within the Department for advice on academic matters (and other matters if they so wish).

Tutors expect their tutorial students to be punctual in their attendance and in their submission of written work, to be responsive in discussing their work and general academic progress, and to keep them informed of any matter which may affect their academic performance. **BA English and Modern Language Plus students who do not submit the requisite tutorial essays can be barred from assessment. In serious cases, this could mean that a student would not be permitted to sit the exam for the course. For more information, please consult <http://www.ucl.ac.uk/academic-manual/part-3/barring-students-examinations>.**

**Single honours students** write four essays and do one commentary and analysis exercise in each of the first and second terms for their tutor; **Modern Language Plus students** write two essays and do one commentary exercise (either on Criticism or Old and Middle English depending on which option has been chosen) in each of the first and second terms of the first year, and in subsequent years write two essays on each of their optional courses.

The topics of these essays are decided by agreement between the student and tutor; normally they refer to the courses which the student is currently following. The tutor discusses the essay with the student during the tutorial; this occasion also provides an opportunity for the tutor to ask about the student's general academic progress and wellbeing, and for the student to raise any academic or other matters with the tutor.

**Affiliate students** fall into several different categories with different tutorial essay requirements. Please see the Appendix for full details. The topics of all affiliate student essays are decided by agreement between student and tutor. *They must, however, refer to the courses which the student is currently following as they will contribute to the final assessment for that course.* The tutor discusses the essay with the student during a tutorial; this occasion also provides an opportunity for the tutor to ask about the student's general academic progress and well-being, and for the student to raise any academic or other matters with their tutor.

## **Grades**

Tutors normally communicate the grades of individual essays when they return them. The grade, together with the tutor's comments (both oral and written), enables students to measure their progress and define the areas in which they need to improve their knowledge or skills. At the end of the first and second terms, the tutor writes a confidential report on the student and

gives him or her an overall grade for the term. Grades are given in numerical form, on a scale of 0-80.

The same system of numerical marks is used in the marking of degree examinations, and in the classifying of degrees they are interpreted as follows:

First Class: 70-80

Upper Second: 60-69

Lower Second: 50-59

Third Class: 40-49

Fail: 0-39

It should be emphasised that the term grade is not simply an arithmetical average of the essay grades, but may incorporate other factors besides the individual marks for essays, e.g. oral performance in tutorials, reliability and punctuality of attendance. In cases of medical or serious personal difficulties, allowance may be made at the Department Tutor's discretion. For **single honours students**, the average of the four tutorial grades obtained during their second and third years forms the basis of one mark in the final examination, and so forms one component of the degree profile.

In all cases, unless the student supplies satisfactory medical evidence, 'missed' essays will be graded at 0. This will affect the term grade.

Essay grades for full-year **Affiliate Students** contribute two-thirds towards the final assessment (the other third is the exam grade). Students attending from October-December or January-June are assessed on essay grades alone (see *Assessment of Affiliate Students*, pp.16-17 and the Appendix).

## **Essays**

There is no uniform standard for tutorial essays. Critical approaches and writing styles vary widely, and different topics may require different treatments. In very general terms, however, it is possible to say what is expected from a good tutorial essay.

- The length should not be below 2,000 words and not above 4,000, including notes and excluding bibliography (roughly between 5 and 10 sides of typed double-spaced A4 paper).

- The essay should demonstrate adequate knowledge of the subject (in other words the essay must show that the student has read a book, or researched a topic as required by the tutor).
- It should be based on the student's own response, and not primarily on that of other people; secondary criticism is an aid to thought, not a substitute for it.
- It should be as clear and coherent as the nature of the subject allows (hesitation between different points of view is one thing; blatant self-contradiction another).
- It should be correctly written and presented in terms of grammar, spelling, and layout. (Students will be issued with a guide on essay conventions at the start of the session.)
- All quotations, whether from primary or secondary works, should be clearly marked and their sources indicated.
- There should be a booklist at the end of the essay indicating what the student has read or consulted in the writing of the essay, whether such material has been directly quoted or not.
- You are required to keep two copies, one electronic and one paper, of each tutorial essay for future reference by yourself and your tutor. See page 8 above.

Beyond these criteria, the tutor will judge an essay according to what he or she sees as its critical quality. Guidance is only possible here in very general terms: clarity, cogency, accurate observation, informativeness, freshness, evidence of a range of reading, a sense of intellectual curiosity and stimulation, are among the qualities to which tutors are likely to respond. Students may find it a useful guide to think of the qualities which they appreciate in the criticism they themselves read.

## **Plagiarism**

UCL regulations strictly prohibit plagiarism: that is, copying another person's work and presenting it as your own. This includes copying from books, from websites, or from another student's work, or presenting as your own materials which someone else has written for you. It also includes paraphrasing such sources. All quotations must be presented as such, by the use of either

quotation marks (for short quotations) or indentation (for long quotations). They must also be properly acknowledged by precise reference to the source from which they are taken. Failure to do this constitutes plagiarism. Cases of plagiarism will be referred to the Faculty Tutor and will be subject to disciplinary procedures. These may result in suspension or termination of your degree registration.

You should note that UCL is signed up to use a detection system (Turnitin) to scan work for evidence of plagiarism. This system gives access to billions of sources worldwide, including websites and journals, as well as work previously submitted to the Department, UCL and other universities.

## **SEMINARS**

The seminars you will take part in during your three years in the Department will be broadly of two kinds: set-text seminars, and sign-up seminars. Most courses have a mixture of the two, though seminars in the first-year course are all set-text, involving group discussion of works prescribed in the various parts of the first-year programmes. Numbers for sign-up seminars may be restricted, and students may be asked to make more than one choice in an order of preference. Attendance at seminars is compulsory in the first year, and is monitored.

Punctuality and attentiveness are expected of all students. A seminar is not a lecture given by the seminar leader, and students are not expected simply to take notes. Seminars offer an invaluable opportunity to discuss books and topics with a teacher and fellow students, and to learn and practise the skills of articulacy, coherence and persuasiveness. Students should contribute appropriately to seminars: individuals who attempt to dominate sessions may find themselves cautioned by the seminar leader and unpopular with their peers.

You will usually be required to do preparatory reading for seminars, and you will be defeating the aims of these meetings (for yourself and your peers) if you have not done this work. You may also be asked to prepare a brief presentation on a specific topic for a seminar, usually as a member of a sub-group of the seminar which has been assigned to the topic. Many teachers favour the use of these sub-groups as a means of getting every student involved in seminar activity.

## LECTURES

There are many different kinds of lecture, adapted to different courses and shaped by the approach and style of particular teachers. Uniformity is neither attainable nor desirable, but some general principles apply.

The aims and objectives of lectures may include:

- Giving basic information about an author, text, topic, or period (including advice on further reading).
- Giving a critical reading of a particular work or body of work.
- Giving a historical account of critical approaches to a particular author.
- Suggesting critical ideas and methods which students may wish to follow up on their own or with their tutors.

Whatever their particular approach, lectures aim to be clear, well presented, and stimulating. In return it is expected that students be punctual and attentive.

## EXAMINATIONS

At the end of the first year, around the beginning of May, all **single honours students** sit 'sessional' examinations in all the courses they have studied during the year. There are written examination papers lasting between 3 and 3½ hours in Narrative Texts and Intellectual and Cultural Sources, Criticism, and Old and Middle English. You are expected to pass in all examinations. Failure in any part of the examinations could result in your being asked to resit immediately (resit examinations are normally held at the end of the term), or being asked to take a year off with the chance of resitting the examination the following summer, or being asked to leave UCL altogether. It is important that you do not arrange to leave before the end of the summer term.

If you require **special assessment arrangements** for examinations, please apply to the Student Disability Services as early as possible in the year ([www.ucl.ac.uk/disability](http://www.ucl.ac.uk/disability); [disability@ucl.ac.uk](mailto:disability@ucl.ac.uk)).

**Modern Language Plus Students** sit course unit examinations in Narrative Texts and either Criticism or Old and Middle English. They will be required to pass the Narrative Texts examination in order to proceed to second- and third-year courses in the department (this is a local requirement).

## Assessment of Affiliate Students

There are different assessment methods for Affiliate students depending on length of stay. Please see Appendix B for further information.

*Full-year Single-Subject English Affiliate Students* sit the same exams as full degree students. The examination result will constitute one-third of the final mark for a particular course. The other two-thirds are based on grades obtained for tutorial work.

*Full-Year Joint Affiliates*, like full-year Single-Subject English Affiliates, sit the same exams as full degree students. The final marks for courses taken in the English Department are computed as described above. Examination of courses taken in other departments is the responsibility of the departments in question.

*October-December and January-June students* are assessed on the basis of tutorial essays for each of the two or four courses they take during the Autumn Term (50%) as well as on a portfolio of essays (50%).

A transcript listing all the courses taken in the Department together with the marks obtained will be sent out to students' home institutions at the end of their course. Students who do not complete all, or any, of the work that is required of them will be given reduced credit, or no credit at all. Please note that portfolio essays will *not* be returned, because they are examination papers.

**When sitting examinations all students are asked to pay particular attention to the instructions on the examination paper about the number of questions to be answered, repeating material in any part of the examinations, etc. It is also essential that you read and attend to the regulations concerning plagiarism found in the UCL webpages for current students at <http://www.ucl.ac.uk/current-students/guidelines/plagiarism>.**

Further instructions about examinations are issued in the spring term.

## WELFARE

In the Department your tutor is likely to be the staff member who knows you best and is most likely to be the first person you approach for help, although

you can approach any member of staff. In serious cases it might be appropriate to make an appointment to see the Department Tutor. The UCL Registry has a Student Support and Wellbeing section; for full details of the support available to students at UCL (including the Student Psychological Services) please see the Support pages for current students at <http://www.ucl.ac.uk/current-students/support>.

Another source of help is the Student Union Rights and Advice Centre (<http://uclu.org/get-advice/>; email [uclu-rights.advice@ucl.ac.uk](mailto:uclu-rights.advice@ucl.ac.uk)) on the first floor of the Union.

Information about College supported sources of student finance may be found on the UCL webpages for current students at <http://www.ucl.ac.uk/current-students/money>.

## **STUDENT MENTORING SCHEME**

The UCL Transition Programme (<http://www.ucl.ac.uk/transition/>) runs a mentoring scheme, whereby second- and third-year students act as mentors to a group of first-year students taking the same degree course. You will meet your mentor and find out more about the scheme as part of your induction week programme. In the first few weeks of the autumn term, meetings with mentors will focus on the personal and social aspects of settling into life at UCL; meetings will take on a more academic nature as the term progresses.

## **DATA PROTECTION ACT 1998**

Tutors and lecturers normally return marked work by handing it to you individually at a tutorial, or by putting it in the pigeon-holes in the common room.

Student photographs are stored in the Department Office for easier identification.

All staff and students are listed in the UCL Directory by name, departmental affiliation and UCL email address unless the individual concerned specifically requests that these details be withheld. All requests must be submitted to the Head of Department who will access them in consultation with the Registry. No other personal information will be divulged.

If you wish to have your personal details excluded from the UCL Directory, please see <http://www.ucl.ac.uk/isd/common/upi/directory/exdirectory> for details on the procedure.

For further information on data protection, see the UCL General Statement on Data Protection at [http://www.ucl.ac.uk/currentstudents/guidelines/general\\_statement\\_data\\_protection](http://www.ucl.ac.uk/currentstudents/guidelines/general_statement_data_protection)

## **CAREERS**

The UCL Careers Service is at 4<sup>th</sup> Floor, ULU Building, Malet Street, London WC1E 7HY (020 78663600, [www.ucl.ac.uk/careers](http://www.ucl.ac.uk/careers), [careers@ucl.ac.uk](mailto:careers@ucl.ac.uk)). Students are encouraged to use this resource for information about both jobs and further training. Careers advisers are available to give one-to-one advice. The service also arranges skills workshops, employer presentations, and recruitment fairs throughout the year, and operates an e-mail service for which students may register. It is part of the University of London Careers Group, whose website ([www.careers.lon.ac.uk](http://www.careers.lon.ac.uk)) lists temporary and permanent job vacancies and other useful material.

The Department works with the College Careers Service to help students prepare themselves for their future after graduation. The aim is to show students how many of the specialisms and skills learned while doing English can be transferred into other settings, and, conversely, how the skills demanded by the employment market can also enhance and improve performance in the Department. The Department Careers Liaison Officer is Dr Scarlett Baron.

## **PRIZES**

Information on scholarships, awards and prizes awarded to current UCL students (including prizes specific to the Faculty of Arts and Humanities) can be found in the UCL webpages for current students here: <http://www.ucl.ac.uk/current-students/money/scholarships/scholarships>.

There are a number of English Department prizes and competitions, including the Miriam Stahl Reading Prize competition in the spring term, and the John Oliver Hobbes Memorial Scholarship in Modern English Literature (Best Submitted Essay). The Department awards a number of prizes based on

examined work in all three years over the summer, including the Morley Prize for the top First. The Rhiannon Jones Memorial Prize is awarded to the student who has given the best contribution to the life of the Department over the past year.

Ask in the English Office for further details about prizes, and watch out for emails and posters about competitions throughout the year.

## **SECURITY AND FIRE SAFETY**

You should make yourself familiar with fire exits on the first and second floors and fire regulations. There are notices about this posted around UCL and in the Department. Please note that fire doors must be kept shut at all times and that fire exits must never be obstructed.

In the event of a fire alarm in Foster Court, you should go out of the nearest fire exit (not necessarily the main staircase) and never use the lift. You must go directly to the fire assembly point for Foster Court (without stopping to collect personal belongings), which is between the Andrew Huxley Building and the UCL Print Room Café. To get to this you need to walk up Malet Place and through the tunnel under the Medical Sciences Building.

The **EMERGENCY TELEPHONE NUMBER IS 222**. You can use any UCL telephone to dial this number (including red telephones which you may see in some UCL buildings). The UCL buildings are locked in the evenings and at weekends.

## **SMOKING AND MOBILE PHONES**

Smoking is not allowed in any part of UCL.

Mobile phones must be switched off in lectures, seminars and tutorials.

## CONTACTING MEMBERS OF STAFF

Members of staff may be contacted by dialling 020 7679 followed by the relevant extension number (see below). The UCL main switchboard number is 020 7679 2000. If you use the main UCL switchboard number, please ask for your tutor by name or extension number when you ring. Please remember that all the following extension numbers are prefixed with '3' if calling internally or via the switchboard, unless indicated otherwise.

<b>Name</b>	<b>Room</b>	<b>Tel. Extension &amp; e-mail</b>
<b>Enquiries</b>		
Department Office	225	3849
<b>Academic Staff</b>		
Prof. Bas Aarts	128	3130 b.aarts@ucl.ac.uk
Dr. Kathryn Allan	136	7653 kathryn.allan@ucl.ac.uk
Dr. Juliette Atkinson	240	7322 juliette.atkinson@ucl.ac.uk
Dr. Scarlett Baron	212	7728 scarlett.baron@ucl.ac.uk
Dr. Matthew Beaumont	129b	2567 m.beaumont@ucl.ac.uk
Prof. Rachel Bowlby	202	3138 r.bowlby@ucl.ac.uk
Dr. Marilyn Corrie	241	3131 m.corrie@ucl.ac.uk
Dr. Jane Darcy	206A	3124 j.darcy@ucl.ac.uk
Dr. Gregory Dart	238	3139 g.dart@ucl.ac.uk
Dr. Paul Davis	203	3125 paul.davis@ucl.ac.uk
Dr. Rachele De Felice	136	7653 r.defelice@ucl.ac.uk
Dr. Beci Dobbin	242.	3121 b.dobbin@ucl.ac.uk
Prof. Mark Ford	236	3129 m.ford@ucl.ac.uk
Dr. Linda Freedman	227	3137 l.freedman@ucl.ac.uk
Dr. Lee Grieveson	122	2266 l.grieveson@ucl.ac.uk
Prof. Helen Hackett	205	3127 h.hackett@ucl.ac.uk
Prof. Philip Horne	204	3123 f.horne@ucl.ac.uk
Prof. Susan Irvine	214	(5)1080 s.irvine@ucl.ac.uk
Dr. Natalie Jones	138	3122 natalie.jones@ucl.ac.uk
Dr. Julia Jordan	206A	3124 julia.jordan@ucl.ac.uk
Dr. Michael McCluskey	213	1317 t.b.c.
Prof. John Mullan	222	3144 j.mullan@ucl.ac.uk
Prof. Richard North	201	3142 richard.north@ucl.ac.uk
Dr. Neil Rennie	232	3148 n.rennie@ucl.ac.uk
Dr. Charlotte Roberts	230	3145 charlotte.roberts@ucl.ac.uk
Dr. Michael Sayeau	249	3659 m.sayeau@ucl.ac.uk
Dr. Alison Shell	228	3150 a.shell@ucl.ac.uk

Dr. Nick Shepley	234	3143	n.shepley@ucl.ac.uk
Dr. Chris Stamatakis	129A	7343	c.stamatakis@ucl.ac.uk
Dr. Hugh Stevens	134	2938	h.stevens@ucl.ac.uk
Prof. Peter Swaab	231	3140	p.swaab@ucl.ac.uk
Dr. Victoria Symons	202	3138	victoria.symons@ucl.ac.uk
Prof. Rene Weis	237	3147	r.weis@ucl.ac.uk

**Tutorial Staff** (*Teaching Assistants share offices with other members of staff listed above. Please check the Tutorial Noticeboard for Teaching Assistants' room numbers*)

Tutorial assistants in 2013-14 are:

Mr Will Bowers	<i>t.b.c.</i>	<i>t.b.c.</i>	william.bowers.10@ucl.ac.uk
Ms Hadas Elber-Aviram	<i>t.b.c.</i>	<i>t.b.c.</i>	h.elber-aviram.12@ucl.ac.uk
Ms Zoe Hawkins	<i>t.b.c.</i>	<i>t.b.c.</i>	zoe.hawkins.09@ucl.ac.uk
Ms Colette Osgun	<i>t.b.c.</i>	<i>t.b.c.</i>	c.osgun.12@ucl.ac.uk
Mr George Potts	<i>t.b.c.</i>	<i>t.b.c.</i>	g.potts@ucl.ac.uk
Ms Lucy Powell	<i>t.b.c.</i>	<i>t.b.c.</i>	lucy.powell.10@ucl.ac.uk
Ms Jane Taylor	<i>t.b.c.</i>	<i>t.b.c.</i>	j.taylor.12@ucl.ac.uk
Mr Simon Thomson	<i>t.b.c.</i>	<i>t.b.c.</i>	s.thomson@ucl.ac.uk
Ms Hazel Wilkinson	<i>t.b.c.</i>	<i>t.b.c.</i>	hazel.wilkinson.10@ucl.ac.uk

### **Administrative Staff**

Mr Stephen Cadywold 224 3135 s.cadywold@ucl.ac.uk  
(Departmental Administrator)

Ms Anita Garfoot 225 3134 a.garfoot@ucl.ac.uk  
(Deputy Department Administrator)

Ms Carol Bowen 225 3849 c.bowen@ucl.ac.uk  
(Department Administrative Assistant)

Mr James Phillips 225 7122 james.phillips@ucl.ac.uk  
(Admissions Officer)

Mrs Christine Bowles 126 3119 c.bowles@ucl.ac.uk  
(Administrator, Survey of English Usage)

Survey of English Usage 126 3120 [ucleseu@ucl.ac.uk](mailto:ucleseu@ucl.ac.uk)

## **LIBRARIES**

### **The University Libraries**

UCL LIBRARY, Gower St., WC1E

Enquiry Desk 020 7679 7700/, renewals 020 7679 7792/7795.

[www.ucl.ac.uk/library](http://www.ucl.ac.uk/library)

UNIVERSITY OF LONDON LIBRARY, Senate House, Malet St., WC1E;  
020 7862 8437 (renewals) or 020 7862 8461 (enquiries). Includes an  
American literature collection.[www.ucl.ac.uk](http://www.ucl.ac.uk)

You should get to know the resources of both these libraries. You can search the online catalogues to find what you want, but also get into the habit of browsing the shelves and dipping into the books you find. Don't limit yourself to the sections on Milton or Dickens or Old English but explore more widely in the relevant periods and look at the shelves of general criticism as well.

### **Online Resources**

The UCL Library webpage is the gateway to a huge range of electronic resources. You could start by looking at the page on English resources - <http://www.ucl.ac.uk/library/guides/subjeng.shtml> - and certainly familiarise yourself with, and get into the habit of using the online versions of the Oxford English Dictionary and the Oxford Dictionary of National Biography.

Useful research links can also be found in the English Department website Resources page, at <http://www.ucl.ac.uk/english/resources>.

A word of warning: easily accessible websites like Wikipedia need to be treated with caution, as it is not always reliable. In short, Google by all means but don't use this as your only research tool and treat the results with caution, especially if they are not from the website of a reputable academic institution. Remember to cite any webpages you may consult in the notes and bibliography of your essay.

### **Other libraries of the University of London**

In the UCL and Senate House libraries you can get computer access to the current catalogues (not the complete holdings) of other London University libraries. UCL librarians can give you an Inter-Library Day ticket, with which you can walk into the library of any College or School or Institute of the University to refer to (though not borrow) books. Many of these libraries will also admit you if you turn up with your UCL ID card. They include:

BIRKBECK COLLEGE LIBRARY, Malet St., WC1H;  
020 7631 6369, [www.bbk.ac.uk/lib](http://www.bbk.ac.uk/lib)

KING'S COLLEGE LIBRARY, Strand, WC2;  
020 7848 1178, [www.kcl.ac.uk/library](http://www.kcl.ac.uk/library)

### **Other libraries in London**

THE BRITISH LIBRARY, 96 Euston Road, NW1;  
020 7412 7676.

Undergraduates can apply to register for a Reader Pass – see [www.bl.uk/reshelp/inrooms/stp/register/keyreginfo/keyreginfo.html](http://www.bl.uk/reshelp/inrooms/stp/register/keyreginfo/keyreginfo.html) for information. The catalogue can be consulted at [www.bl.uk](http://www.bl.uk).

THE NATIONAL ART LIBRARY, The Victoria and Albert Museum, Cromwell Road, SW7;  
020 7942 2400, [www.vam.ac.uk/page/n/national-art-library/](http://www.vam.ac.uk/page/n/national-art-library/)

THE WOMEN'S LIBRARY, The London Guildhall University, Old Castle St., E1;  
020 7320 2222, <http://www.londonmet.ac.uk/thewomenslibrary/>  
specialises in books by and about women and the campaign for female suffrage.

The public library system is administered by the boroughs (e.g. Westminster, Camden) and computerised so that you can normally discover if any other library in the same borough has the book you want, though some card catalogues are still in use. To borrow you need an address in the borough, but UCL will do for Camden. Some big libraries are:

HOLBORN LIBRARY 32-8 Theobalds Road WC1;  
020 7974 4444.  
[www.camden.gov.uk/holbornlibrary](http://www.camden.gov.uk/holbornlibrary)

WESTMINSTER CENTRAL REFERENCE LIBRARY,  
35 St. Martin's St. WC2;  
020 7641 1300.  
[www.westminster.gov.uk/services/libraries/findalibrary/westref/](http://www.westminster.gov.uk/services/libraries/findalibrary/westref/)

## Appendix – Affiliate Assessment

Dear Affiliate Student,

This part of the Handbook is very important for you, as it tells you what work the department requires you to have completed in order for you to be graded and receive credit for the courses you have taken here (so please keep the Handbook somewhere safe for future reference).

First of all, please see your personal tutor at the time s/he has stipulated on the noticeboard headed ‘Tutorials’ on the second floor of the English Department.

With regard to your assessment, please refer to the section below that applies to you.

### **Full year ‘English only’ students**

The requirement for **full year English only students** (i.e. students who are registered in the English Department only) is that you take *four* courses and write *one essay per term for each of these courses*, i.e. a total of *eight* essays over the year. These essays should be 2,000-4,000 words in length. Full-year Affiliate students sit the same exams as UCL degree students. Assessment is based for two thirds on term essays, and for one third on the exam result. *Make sure that you do not write essays on topics that are not related to the courses that you are taking.* Check with your tutor if you are unsure. Please take note of the following: you are required to sit the examinations which form an integral part of the course(s) for which you are registered. If you complete all the coursework, but fail to sit the final examination, a grade of FAIL will be recorded on your transcript. Similarly, if you fail to hand in any required coursework, a grade of FAIL will be recorded on your transcript. All marks are scrutinised by the Department’s Board of Examiners.

### **Full year ‘joint’ students**

If you are a **full year joint student** (i.e. registered as a Joint Student) or a **Tufts student**, you take *two* courses and write one essay per term for each of these courses, i.e. a total of four essays over the year. These essays should be 2,000-4,000 words in length. Inform your tutor that you are taking only two courses in the English department. Full-year joint Affiliates sit the same exams as UCL degree students. Please note that examination of courses you take in other departments is the responsibility of the department(s) in question, so make sure that you know what is expected of you in the other department. Two-thirds of the assessment is based on term essays, and one-third on the exam result. *Make sure that you do not write essays on topics that are not related to the courses that you are taking.* Check with your tutor if you are unsure. Please take note of the following: you are required to sit the examinations which form an integral part of the course(s) for which you are registered. If you complete all the coursework, but fail to sit the final examination, a grade of FAIL will be recorded on your transcript. Similarly, if you fail to hand in any required coursework, a grade of FAIL will be recorded on your transcript. All marks are scrutinised by the Department’s Board of Examiners.

## October-December students

The requirement for **students who are here from October-December** is that you write **four** essays of 2,000-4,000 words, **one** for each course you are taking. (If you are a Joint Student you submit a total of *two* essays, again **one** for each course you are taking.) These essays will be graded by your personal tutor during the autumn term. In addition, you write four further essays (two if you are a Joint Student) which will be assessed by teachers other than your own tutor at the end of the autumn term. **All eight essays (four if you are a Joint Student)** should be submitted in the form of a portfolio **in Bas Aarts's pigeon hole in the English Department office**. In sum: you should hand in four graded essays with your tutor's comments + four new essays. (Or two graded tutorial essays and two new essays if you are a Joint Student.) Tutorial essays may **not** be rewritten before being submitted in the portfolio **Please write your name and email address on each essay and the course for which it was written and staple each essay together**. Do **not** put your essays in a folder or ring binder of any type. Just put your essays in an envelope (free 'internal mail' envelopes are available in the office). Your final mark for each course will be based on your tutorial marks (50%) and on the marks you obtain for the new essays (50%). *Make sure that you do not write essays on topics that are not related to the courses that you are taking*. Check with your tutor if you are unsure. Please take note of the following: the requirement to hand in a portfolio of essays forms an integral part of the course(s) for which you are registered. If you complete all the coursework, but fail to hand in a complete portfolio, a grade of FAIL will be recorded on your transcript for the relevant course(s). Similarly, if you fail to hand in any of your tutorial essays, a grade of FAIL will be recorded on your transcript. If you have a valid reason for not submitting your portfolio on time, get in touch with Bas Aarts **before** the deadline. Extensions are only granted if you have a verifiable reason (e.g. a doctor's note). Unauthorised late submissions will be penalised. Because they have the status of examination papers, portfolio essays will **not** be returned to students, so please **keep photocopies as well as electronic copies of all your essays**.

**Deadline for submission of portfolio essays for October-December students:  
Friday 6 December 2013, 2pm.**

**Extensions to this deadline must be applied for in writing prior to the deadline and accompanied by a medical or other certificate.**

## January-June students

The requirement for **students who are here from January-June** is that you write **four** essays of 2,000-4,000 words, **one** for each course you are taking. (If you are a Joint Student you submit a total of *two* essays, again **one** for each course you are taking.) These essays will be graded by your personal tutor during the spring term. In addition, you write four further essays (two if you are a Joint Student) over the Easter break which will be assessed by teachers other than your own tutor. **All eight essays (four if you are a Joint Student)** should be submitted in the form of a portfolio **in Bas Aarts's pigeon hole in the English Department office**. In sum: you should hand in four graded essays with your tutor's comments + four new ones. (Or two graded tutorial essays + two new essays if you are a Joint Student.) Tutorial essays may **not** be rewritten before being submitted in the portfolio **Please write your name and email address on each essay and the course for which it was**

**written and staple each essay together.** Do **not** put your essays in a folder or ring binder of any type. Just put your essays in an envelope (free 'internal mail' envelopes are available in the office). Your final mark for each course will be based on your tutorial marks (50%) and on the marks you obtain for the new essays (50%). *Make sure that you do not write essays on topics that are not related to the courses that you are taking.* Check with your tutor if you are unsure. Please take note of the following: the requirement to hand in a portfolio of essays forms an integral part of the course(s) for which you are registered. If you complete all the coursework, but fail to hand in a complete portfolio, a grade of FAIL will be recorded on your transcript for the relevant course(s). Similarly, if you fail to hand in any of your tutorial essays, a grade of FAIL will be recorded on your transcript. If you have a valid reason for not submitting your portfolio on time, get in touch with Bas Aarts **before** the deadline. Extensions are only granted if you have a verifiable reason (e.g. a doctor's note). Unauthorised late submissions will be penalised. All marks are scrutinised by the Department's Board of Examiners. As they have the status of examinations, portfolio essays will *not* be returned to students, so please **keep photocopies as well as electronic copies of all your essays.**

**Deadline for submission of portfolio essays for January-June students:**  
**Tuesday 6 May 2014, 2pm.**

**Extensions to this deadline must be applied for in writing prior to the deadline and accompanied by a medical or other certificate.**

#### **Late submission**

You will be penalised for the late submission of your portfolio except in cases of (a) illness or other serious extenuating circumstances (b) mechanical failure (e.g. of a computer or printer). In all cases you *must* supply appropriate evidence (e.g. doctor's note, repair shop receipt, etc.) to Bas Aarts **before the deadline has passed**. He will then decide whether this merits an extension.

While working on your essay you should save your material at regular intervals, both directly onto your computer and in a back-up format such as a memory stick.

The following penalties will apply if you fail to submit your essay on time:

<b>Submission Time</b>	<b>Penalty</b>
After 5pm on deadline day but before 5pm on the following day	5 marks
Between 24 hours and 168 hours (7 days) late	10 marks
Over 168 hours (7 days) late	A mark of zero is recorded

**From this table it should be clear that any penalty may have serious consequences.**

As noted above, it is essential that the courses you write essays for should correspond to the courses you have registered for (in the Department, on PORTICO, and in the International

Office). It is *your* responsibility to make sure they correspond. If not, this could result in serious problems.

Your attention is drawn to UCL's policy on plagiarism:

<http://www.ucl.ac.uk/current-students/guidelines/plagiarism>

### **Results**

Results will appear on Portico over the summer (normally not before the end of July). Please do not contact the English Department as it is not authorised to send out results.

Please let me know if you have any questions about these requirements. I hope you will enjoy your time at UCL!

Bas Aarts, Tutor for Affiliate Students  
September 2013