

ROYAL HOLLOWAY
UNIVERSITY OF LONDON

ENGLISH DEPARTMENT

STAFF HANDBOOK 2013/14

ENGLISH DEPARTMENT STAFF HANDBOOK

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1. Members of Department Staff

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Sarah-Jane Duval-Hall (Monday – Wednesday)	6527	223	sarah-jane.duval-hall@rhul.ac.uk
Genna Clark (Thursday – Friday)	6527	223	genna.clark@rhul.ac.uk
Postgraduate Study Room		030	
Departmental E-mail Accounts:			

English-Department@rhul.ac.uk – General enquiries

English-extensions@rhul.ac.uk – Extension Requests

English-FinAdmin@rhul.ac.uk – Finance/expenses/invoice and purchasing related queries

1.1 Members of Visiting Staff

<u>Name</u>	<u>Courses</u>	<u>Contact email address</u>
Adam Lively	EN3225, CW3103	adam.lively.2011@live.rhul.ac.uk
Andy Purssell	EN1107, TA	andy.purssell.2005@rhul.ac.uk
Anna Whitwham	CW3103	annapoppy@hotmail.com
Ben Brown	CW3030	nbbrown@blueyonder.co.uk
Charlie Lee-Potter	EN1107	Charlie@charlieleepotter.com
Charlotte Keys	EN2010, EN3011	charlotte.keys.2009@live.rhul.ac.uk
Chrissie Van Mierlo	EN2324, Writing Skills	c.v.mierlo.2007@live.rhul.ac.uk
Corinne Dale	EN2319	Corinne.dale.2008@live.rhul.ac.uk
Declan Ryan	CW MA Supp Disc	declanjuderyan@gmail.com
Eley Williams	CW2020	eley.williams.2008.@live.rhul.ac.uk
Elizabeth Bahs	CW1010	Elizabeth.bahs@rhul.ac.uk
Elizabeth English	EN2324, EN3223	Elizabeth.english.2006@rhul.ac.uk
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Steve Willey	EN1112	swilley17@gmail.com
Tim Flight	EN2001/3021 & TA	timflight1895@gmail.com
Tim Jarvis	CW1020	timjarvis@gmail.com
Will Searle	EN1112	William.searle.2009@live.rhul.ac.uk

2. Departmental Administration – 2013/14

Head of Department: AV **Deputy:** KK

Academic Coordinator: EMG/TA (Term 2)

Senior Faculty Administrator: DW

Year Tutors

Year 1: VG

Year 2: AB

Year 3: EL

Coordinators/Programme Directors

JH Drama PD:	DR
JH Creative Writing PD:	BM/DC (Term 2)
JH Coordinator	BJ (Term 1)/CN
Visiting Student Coordinator:	RJB
International Student Coordinator:	RJB
Visiting Students Adviser:	RJB

Director of Research: FF/JJ (Term 2)

Director of Graduate Studies (Taught): MM

Director of Graduate Studies (Research): AR

Director of Graduate Studies (Practice-Based): WM

MA Course Directors

Literatures of Modernity:	RGH/TA (from Term 2)
Shakespeare:	KJPR
Victorian Lit., Art and Culture:	SG/VG (Term 2)
Medieval Studies:	JN
Poetic Practice:	WM
Creative Writing:	AM/JS (Term 1)
English Literature:	MM

Examinations

a) Chair of Examiners UG:	RJB
b) Chair of Examiners PG -	
Literatures of Modernity:	RGH
Shakespeare:	KJPR
Victorian Media and Culture:	VG
Medieval Studies:	JN
Poetic Practice :	WM
Creative Writing:	KW
English	MM

UG Timetable: DW

MA Timetable: LD/DW

Library Liaison: BJ (Term 1)/CN

Department Website: KK

Departmental Publications Co-ordinator: AV/DW

ESO Liaison Officer: BJ (Term 1)/CN

Impact Advisor: JJ

Student Experience Advisor: VG

Admissions SH:	RJB(Term 1)/CN (from Term 2)
Admissions JH:	BJ (Term 1)/CN – JH; DR – Eng/Dr; BM – CW
Study Group Coordinator Year 1	Andy Purssell (a.purssell@rhul.ac.uk)
Alumni Liaison	RE
Outreach Coordinator	DR
Transition Tutor	AR
Website Technician	Emma Conway (emma.conway@rhul.ac.uk)
Twitter Feed	AR (contact AR if you want to tweet direct)

3. Role Descriptions

3.1 Senior Faculty Administrator

The main role of the Senior Faculty Administrator is to provide the overall academic and welfare link between the Department and the Registry, with particular responsibility for the following undergraduate matters: organising course unit registration for new students in October; liaising with other SFA's for the registration of Joint Honours students; liaising with other SFA's for the registration of Single Honours students who choose to take minority courses in another discipline; advising Registry of any changes in registration during the year; organising preliminary registration in the summer term for returning students; preparing and forwarding proposal forms for new or amended course units from Head of Department; updating course unit information. The SFA also acts as secretary to the Departmental Board, UG Student Staff Committee and the Sub-board of Examinations. The SFA is also the Health and Safety Coordinator for the Department.

3.2 Year Tutor

The Year Tutor is responsible for overseeing the welfare and academic progress of students in the designated year; checking seminar registers, monitoring student progress; and following up disciplinary cases seen by the Head of Department. Seminar Leaders and Personal Tutors report cases for concern to the Year Tutor; the Year Tutor follows these up where appropriate, and reports these to the Head of Department and SFA. The Personal Tutor or Seminar Leader may request the Year Tutor to see specific students or the Year Tutor may initiate meetings with students. The Year Tutor is an ex-officio member of the Staff-Student Committee.

The post is held for one year at a time, but the Tutor might be asked to move up a year to remain with the same cohort of students or to stay on and receive the next intake in the same year. Meetings of Year Tutors will be held with the HoD at least once a term.

3.3 Personal Tutors

Personal Tutors stay with students throughout their time in the Department and are expected to develop an overview of individual students' welfare and academic progress. Students can see their Personal Tutors about either academic or personal matters. At the start of each term, Personal Tutors will be available to see students to discuss their Academic History and progress during the previous term (see Student Handbook, page 2). Personal Tutors will also make themselves available for at least one hour per week to see their tutees. Personal Tutors oversee their 1st and 2nd Year students' course choices for the following academic year after the February Options meetings.

Responsibilities include:

Year 1: meet tutees during Welcome Week, on the designated day; at this first meeting explain the Academic Integrity form and secure signatures; arrange Foundation Tutorial groups and times; during terms 1 and 2 hold Foundation Tutorials with tutees and record attendance in electronic registers; satisfactory student attendance (3 out of 5 per term) will be necessary for progression. Following the February Reading Week Options Meetings, Personal Tutors oversee and sign off their students' course choices for the following year.

Year 2: begin the year with individual meetings to review Academic History (records on shared drive); hold at least 1 individual meeting during Term 2. Following the February Reading Week Options Meetings, Personal Tutors oversee and sign off their students' course choices for the following year.

Year 3: begin the year with individual meetings to review Academic History (records on shared drive). Offer advice on how to make MA applications. Maintain regular contact.

3.4 Academic Co-ordinator

The Academic Co-ordinator oversees the delivery of the UG Programmes; liaises with Registry for Annual Review, the development of new course units or new programmes within the department, is a member of the Faculty Teaching and Learning Committee; liaises with the Chair of Exams Sub-Board on matters concerning assessment; liaises with UG JH Programme Directors to ensure the smooth running of JH programmes. The Academic Co-ordinator is an ex officio member of UG Staff/Student committee.

3.5 Programme Directors (all JH, English/CW, English/Drama)

Oversee the admissions, delivery of teaching including timetabling, development of new course units, communication with students, pastoral care of students, liaison with partner department, for the Programme for which they are responsible.

3.6 Student Experience Advisor

Maintains scrutiny of NSS results, holds focus groups with students to respond to NSS results, maintains contact with Careers Service to monitor employability policy, communicates Career Service opportunities to students, liaises with HoD to promote the Work Placement Scheme. The Student Experience Advisor is an ex officio member of Staff/Student Committee.

3.7 Directors of Graduate Studies (Research, Practice-based & Taught)

The Directors of Graduate Studies are responsible for the following:

1. Receiving and processing applications for postgraduate research.
2. Monitoring the progress of postgraduate students (a) by convening meetings of research supervisors and advisers; (b) by means of the framework required for PGR Annual Review.
3. Organising PGR research training
4. Organising a forum for PGR students at induction
5. Organising upgrade days including colloquia at which students give short papers.
6. Liaising with Registry/Examinations concerning PGR matters and attending relevant College/Faculty meetings (Graduate Forum)
7. Organising publicity for PGR and MAs (with HoD)
8. Organising AHRC applications process (with DoGs T)

9. Allocation of AHRC and College Funding (with HoD)
10. Answering enquiries from prospective students
11. Maintaining webpages related to PGR students
12. Maintaining the PGT and PGR Student Handbooks
13. Setting Keydates in the calendar for PGR/PGT events, SSC, and open days
14. Working closely with DoR to maximize synergies within the broader research culture of the department.

3.8 The Director of Graduate Studies (Taught) is responsible for the following:

1. Monitoring the progress of PGT students (a) by chairing meetings of MA Directors as scheduled (Postgraduate Committee); (b) by maintaining communication between Registry and MA Programme Directors; (c) by oversight of examination procedures and boards (d) by means of the framework required for PGT Annual Review.
2. Maintaining oversight of the Department's MA programmes.

3.9 Director of Research

The Director of Research is responsible for oversight, with HoD, of the Department's research. This includes responsibility for the following:

1. Oversight of the research plans of individual members of the Department, including annually submitted 3-5 year plans.
2. Oversight of the Department's research bids and applications.
3. The encouragement and development of large scale research bids by, inter alia, dissemination of RCUK funding calls, and liaison with Research and Enterprise Department.
4. Organisation of the Department's research seminars.
5. Oversight of Department-based colloquia and conferences.
6. Development of Department's research culture.
7. Dissemination of information about College Funding, the Research Strategy Fund and the Staff Development Fund.
8. Dissemination of information about Research Training opportunities.
9. With HoD, publicising Department's research, including development of the Department webpages concerning research activity.
10. With HoD, to oversee implementation of Research Strategy.

3.10 Impact Advisor

The Impact Advisor works closely with the Director of Research to maximise individual opportunities for Impact and to enhance the Impact profile of the Department. The role involves:

1. Promotion of the impact culture within the department.
2. Liaison with individual members of the department as appropriate to advise on maximising the impact of the individual's research.
3. Liaison with other members of the College to promote the impact of research within the department. These will include the Associate Dean for Research, the Research and Business Development Team Leader for the Faculty and the College communications team and press office.

The Impact Advisor is a member of Research Committee.

3.11 Alumni Co-Ordinator

The Alumni Coordinator oversees developing relations between the Department and our Alumni, and arranges at least one event per term for Alumni and current students. These events are open to students in all years and are held in order to develop networks amongst Alumni and also between current students and alumni. They may include an event which brings together undergraduates and alumni from a variety of professions; an event dedicated to alumni who have entered the teaching profession and wish to refresh their subject knowledge; lectures and social events. The Alumni Co-ordinator may need to liaise with Departments in Registry, such as the Outreach and Widening Participation Department, The Development Office, The Press Office, and the Faculty Communications Manager.

3.12 Outreach Coordinator

The Outreach Coordinator maintains oversight of the Department's relations with local and national schools and school consortia, and animates engagement with schools where appropriate; works with University of London to mount two UoL Taster Days per year (summer term, one themed, eg Shakespeare; one General); maintains a data base of schools with which we have worked, and school teachers with whom we have worked on recruitment or subject knowledge; maintains links with the Outreach and Widening Participation Department, and within the Department may work with Admissions Tutors, Alumni Coordinator.

3.13 Transition Tutor

The Transition Tutor oversees pedagogical issues arising from students' transition from school to University study of English.

3.14 Website Technician

Please all website updates to Emma Conway (emma.conway@rhul.ac.uk) including items for the news and events feed.

4. Department Committees Members:

Finance Committee

Convenor: AV

Members: AV, KJPR

Secretary: DW

Research Committee

Convenor: FF/JJ

Members: AV, AR, MM, KK, WM, RGH, SG, KJPR, JJ, KK

Secretary: LD

Staff members: DoR, HoD, DoGsR, DoGsT, DoGsPB, MA Directors, Outreach Officer, Centre Directors, Faculty Director of PB.

Promotion Committee

Head of Department plus Professors

Teaching, Learning and Curriculum Review Committee

Convenor: EMG/TA

Members: AV, RJB, VG, CN, BJ, MM, BM/DC, DR, AR, RE.

Secretary: DW

Staff Members: Academic Co-ord, HoD, Chair of Exams, Student Experience Advisor, Admissions, ESO, DoGsT, Prog Dir E+CW, Prog Dir E+D, Transition tutor, Alumni.

Staff-Student Committees

Undergraduate

Convenor: EMG/TA

Secretary: DW

Staff Members: Head and Deputy Head of Department, Senior Faculty Administrator, Academic Co-ordinator, Student Experience Advisor, Year Tutors, Visiting Student Coordinator, College Librarian.

Postgraduate

Convenor: Directors of Graduate Studies

Secretary: LD

Staff Members: HoD, Deputy HoD, MA Directors

Student Recruitment and Widening Participation Committee

Convenor: RJB

Members: AV, EMG, RE, KK, CN, DR, DC

5. Department Committee Functions

Please note that the convenor of each committee is responsible for reporting back to the departmental board meetings.

5.1 Finance Committee

This committee should meet at least once a term. It is responsible for developing and monitoring the Department's financial policies. It sets the Department's financial strategy. It is also responsible for monitoring and prioritising bids for equipment. The Convenor can arrange additional meetings if necessary.

5.2 Research Committee

This committee should meet at least once a term and is responsible for: developing and implementing the Department's research strategy; monitoring the progress of research students; decisions relating to the Research Committee budgets and publicity for the MA courses. It has particular responsibility for monitoring the progress of research students and also considers the appointment of PhD Examiners: nominations must be submitted to the Research Committee for approval prior to being sent to the Higher Degree Examinations Office. It will monitor the pattern and progress of the Department's postgraduate research, through reviewing applications, offers, acceptances, progress, and completions. It will audit the entire process including the operation of the adviser system and the Annual Postgraduate Research review. The DoGs will report on the above to each meeting. The Committee works closely with DoGs(R) and (P-B) to ensure synergies between criticism and creativity are maximized within the research culture.

5.3 Research Strategy: Aims

- 1:** to ensure the sustainability and enhance the vitality of our research environment
- 2:** to animate and lead developments in the discipline at national and international level.
- 3:** to sustain the world-class level of our research outputs
- 4:** to increase and diversify the quantity of successful bids for external funding
- 5:** to be outward looking: maintaining and building collaborative research partnerships across the College and with other HEIs
- 6:** to keep the research environment dynamic, supportive, and focused for all staff and graduate students alike

The committee:

- a) should be informed in advance of all the Department's major research bids (for major projects or research centres) and should prioritize if necessary;
- b) should monitor progress of research bids and develop strategies on the basis of past performance;
- c) should be informed in advance of research bids by individuals (for Leverhulme, AHRC etc) and should prioritize if necessary;
- d) should monitor performance and outcomes of sabbatical leave;
- e) should receive and approve proposals for new MA degree courses;
- f) should monitor funding for PhD and MA students.
- g) should report to the Department on REF developments, within the Department and external to it.
- h) should develop pathways to Impact and external engagement.

Applications for sabbatical leave should be submitted to the Committee (through the HoD). Applications must include:

- a research proposal (including publication plans)
- the date of the last sabbatical (and a report on the result of the last sabbatical)
- the names of referees
- an account of how teaching will be covered

5.4 Financial Support for Research

The Research Committee administers a budget and will consider applications from staff for research funding (e. g. short teaching buy-out to meet deadlines for funding bids, costs of publication (e.g. image/text permissions), teaching/marking relief related to a specific publication project or deadline).

Each member of staff should attend at least one academic conference per year and to facilitate this may submit claims for consideration of up to £350 p.a. for travel and

conference fees. This sum cannot be rolled over from year to year and is designed to support a regular international profile and research output from all colleagues. Applications for funding in excess of this amount must be laid formally before Research Committee and accompanied by evidence that alternative funding has been sought, from e.g. Staff Development Fund and/or British Academy.

All requests for conference fees should be submitted first to the **Staff Development Fund** (application form on Department Website) which may contribute 50% of these costs.

The Research Committee considers applications for funding from graduate students for support to attend and speak at conferences, or to organize their own conferences, reading groups or seminars. Graduate student applications must have strong written support from their supervisors. Priority will be given to students in their second years and beyond.

The Research Committee facilitates and oversees Research Groupings/Clusters within the Department and considers applications from such groupings for funding to support research seminars and other activities.

5.5 Promotion Committee

This meets once a year with the Dean of Arts to consider applications for promotion, and to review the status of all members of staff.

5.6 Postgraduate Committee

This committee meets at least once a term to discuss policy and procedures in relation to MA students. The first meeting takes place after the examiners' meetings for the MAs and a second meeting discusses the delivery of the first two terms of the programmes. A third meeting occurs to consider course development and amendments, and nominations for awards.

5.7 Teaching, Learning and Curriculum Review Committee

This should meet at least once a term. It has as its remit:

- the development of new courses
- the review of existing courses
- the review of teaching methods
- the monitoring of learning outcomes, and their method of assessment

It is also required to review developments in teaching methods and report on these to the Department Board.

5.8 Electronic Equipment Committee

This should meet at least once a term and report to the Finance Committee and to Departmental Board. The Committee advises on the Department's policy on electronic equipment and keeps a record of Departmental electronic equipment provision. The convenor of the Committee in conjunction with the Finance Officer and the HOD is responsible for producing the Department's bid for electronic equipment.

5.9 Student /Staff Committees

These meet at least once a term. The Committee discusses issues raised by the students,

and plays an important part in monitoring student response to courses, teaching, etc. The UG Student/ Staff Committee is convened by the Academic Coordinator; the PG Staff/Student Committee is convened by the DoGS.

5.10 Student Recruitment and Widening Participation Committee

It is responsible for developing strategy and programmes for Open Days, both College and UCAS days, and for developing widening participation strategy. It meets once a term to review student recruitment.

6. Educational Support

Students with specific support needs should be seen by the ESO Co-ordinator or directed to the Educational Support Office (location) as soon as possible to assess their needs. Once registered with the ESO the SFA will contact academic staff, both permanent and visiting, to alert them to the requirements of individual students if requested to do so.

7. Departmental Office Staff

The following are the main duties of the office staff:

Debbie Wheeler

Senior Faculty Administrator - English: Timetable and rooms; UG options; UG course-unit registration; Visiting Lecturers and teaching; UG examination papers and marks; induction; agenda and minutes for Department Board, Sub-board of Examiners and other committees; Socrates and JYA; budget; RAE; staff/student committee.

Laura Hardy

Faculty Administrator: Principal Secretary to Head of Department and Deputy HoDs; UG student enquiries; petty cash holder; estates and facilities; conference and catering; departmental social events; UG course booklets; Visiting Scholars to the Department; UG courses on banner; UG admissions general enquiries.

Sarah-Jane Duval-Hall

Faculty Administrator – English: publicity; administration of finance, annual prizes; stationery orders; purchase orders and payments; student handbooks; Departmental flyers, brochures and prospectus; enquiries; records; noticeboards.

Lisa Dacunha

Faculty Administrator – Postgraduate: Assistant to Director of Graduate Studies; PG admissions, AHRC funding & studentship applications; records, examinations and sub-boards; student welfare; PG scholarships; MA course booklets; PG courses on Banner; enquiries, photocopying; noticeboards; web design

8. Purchasing Books for the Library

It is the responsibility of each Course Convenor to submit reading lists to the Department

Office who will then forward them to the Library contact (Kim Coles). For purchases outside the annual reading list submission, staff should make requests direct to the library.

The Library Information Consultant for English is Kim Coles (K.Coles@rhul.ac.uk). Orders can be sent at any time, but to ensure that print books are in place in time for teaching, work on an average lead-in time of 6 weeks from order to becoming available in the library. It may often be shorter than this, but cannot be guaranteed. Where multiple copies of key texts are needed, whether primary or secondary, please indicate the number of copies to be purchased.

9. Marking Guidelines

1.0 **Any course which is marked predominantly by a Visiting Lecturer or new Lecturer must be moderated by the course leader.** A permanent member of staff will also moderate the marking of zero-weighted scripts by Visiting Lecturers.

1.1 All **first year elements** will be single marked by **one internal marker** and, in the case of visiting or new lecturers, moderated by the course director.

1.2 **Second year courses** will be single marked **and** moderated in a way that can become **open double marking**. The first marker provides all marked work to the second examiner, providing a completed mark sheet with a full run of the marks, the average mark and a list of any doubtful marks. The second marker (or moderator) will then make a selection of scripts that should total at least 20% of all scripts. The selection should consist of all borderlines, fails, firsts, scripts with queries from the first marker and a sample of the main mark classes (upper second and lower second). The second marker then moderates the selection by checking for level but should not change any marks unless there is substantial disagreement over certain scripts or a high proportion of different marks from among this selection. In either case, all scripts may then be looked at by the second examiner who either a) endorses the mark or b) provides a second mark with annotations. The examiners should then resolve between them any differences about the scripts, keeping notes of any dialogue. Any concerns should be referred to the Exams Officer (the Chair of the Sub-Board).

1.3 All **third year elements** shall be assessed by **open double marking**.

All alternative assessment papers shall also be marked in accordance with this procedure.

2.0 To preserve the anonymity of candidates, all papers given to internal and external markers shall be identified by candidate number.

3.0 Meetings shall be held between internal markers for each course-unit to adjudicate and calculate marks to be awarded for each candidate. Where there is an irresolvable difference between examiners, or a difference of more than one class, the paper shall be sent to a third internal examiner or to a Visiting Examiner. If necessary, in cases of unresolved differences between examiners, a Visiting Examiner shall be called on for an opinion which the Sub-board will then consider in

making its final decision.

- 4.0 A small range of papers shall be submitted by the course convenor to the Visiting Examiners. These should include the top and bottom marks for the course as well as some papers representing grade borderlines (if possible). The run of marks and evidence of dialogue between markers should also be attached.
- 5.0 All marks shall be entered by the departmental administrator on the BANNER Gradebook mark-sheets: mark-sheets shall be checked and signed by the scribe prior to the Sub-board meeting and then signed by the Visiting Examiners.
- 6.0 It is College policy to return work normally within four working weeks.

10. Policy for Extensions/Extenuation for assessed work

This is the information which is given to students in the UG Student Handbook:

Extensions to deadlines

If you are having problems with meeting a deadline for a piece of coursework, please see your seminar leader to discuss an extension. Note that, if you do not arrange an extension and simply hand coursework in late, the seminar leader will note the submission of the work (for progression purposes) but may not provide feedback or a mark.

If you are having problems with meeting a deadline for an assessed essay submission, you may apply for an extension of up to 3 days (72 hours from the noon deadline) by applying in writing to the dedicated **extensions_english@rhul.ac.uk** email address at least 48 hours in advance of the deadline. This extension is self-certified, so no documentation other than the advance written request is needed. The Academic Coordinator will review the request, and approve or turn down the application within 24 hours of receiving the request. All work must be submitted to Turnitin by the new deadline, and, if required by course tutor, in hard copy to the office. Late penalties will be applied to work submitted more than 72 hours after the original deadline. Extensions are intended for use in emergency situations only. Extensions will not be granted for poor time management. We reserve the right to revoke the Extensions policy if we feel that students are not using it in the spirit intended.

If you miss an examination or fail to submit a piece of assessed work through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section "Illness or other extenuating circumstances" in the Instructions to Candidates, the Sub-board of Examiners may take this into account. Extenuation meetings will be held at the beginning of the Spring and Summer terms to review all applications from the preceding term. Students will be informed of the outcome of their extenuation application by the week 20 for Autumn requests and week 30 for applications from the Spring term. Students must apply for Extenuation each term they wish to be considered. If Extenuation is being requested for an ongoing problem, students do need to reapply each term, but only need to supply the relevant supporting documentation once. The form for extenuation is available at: <http://www.rhul.ac.uk/english/informationforcurrentstudents/undergraduate/undergraduate.aspx> under 'Forms & Coversheets.'

The form is submitted to the Department Office. The Extenuation Meetings are attended by HoD, Academic Co-ordinator, Chair of Exams, minuted by SFA.

It is a College policy that all assessed course work must be submitted by the published deadline. Students wishing to be considered for extenuation should follow the procedures outlined in the Student Handbook section 7.1 concerning extenuating circumstances.

College Policy on late submission

All coursework should be submitted by the specified deadline. Please ensure that you are aware of the deadlines set by your department(s). Work that is submitted after the deadline will be penalised as follows:

- For work submitted up to 24 hours late, the mark will be reduced by ten percentage marks* subject to a minimum mark of a minimum pass;
- For work submitted more than 24 hours late, the maximum mark will be zero.

*e.g.: a mark of 65% awarded would be reduced to 55%

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence in line with the guidance below.

Department guidance

Delays on public transport or delays due to computer problems, poor time management or clashes with extracurricular activities are not admissible reasons for lateness, so you should allow sufficient time to allow for such eventualities.

The Department does recognise that circumstances beyond your control, such as a medical condition or a bereavement, may affect your work or cause you to miss a coursework deadline. If you find that, for some such unavoidable reason, your work is suffering or that the submission of assessed work looks likely to be delayed then please bear in mind that the English Department does take into account *extenuating circumstances*.

For us to consider extenuation and therefore not impose the penalties noted above, the following steps need to be followed.

1. Get in touch with your personal tutor or year tutor in person, by note or e-mail, as soon as you realise that there is a problem. We may be able to help you before your work begins to suffer or you miss a deadline. If you believe that you will miss a deadline or you feel that your work has already suffered, tell your personal tutor or year tutor what the problem is and which course(s) will be affected.
2. Write a brief covering letter about your circumstances and gather official supporting evidence, such as a doctor's note or supporting letter from a family member. Make sure you date your letter.
3. Place the letter and all relevant supporting evidence in an envelope and submit it

to the English Department office, Room 223.

4. Ensure that someone in the office stamps it with the date of your submission.

Please note: all requests for consideration of extenuating circumstances **must** be submitted *prior* to your essay submission deadline. In cases of unforeseen emergencies around the time of your deadline, follow the steps above as soon as you can but within seven days of the deadline.

5. Complete all outstanding work in the time available to you. It is up to you how much later than the deadline you hand in your work. But you can of course discuss this with your personal tutor or your year tutor. You should judge the extra time you need according to how much time you feel you have lost. Be assured that if your extenuation is genuine and you have clear evidence then any penalties that have been applied will be lifted.

The evidence will be considered at two points in the year by a group of three academic members of staff (Chair of Examination Sub-board, Academic Co-ordinator, Head of Department or his/her nominee) who will make decisions about lifting penalties.

With respect to extenuation for exams the Department follows College Policy, details of which can be found here:

<http://www.rhul.ac.uk/Registry/Examinations/Essential-info.html>

11. Travelling on College Business (including conferences)

Please ensure that you complete the Staff Leave of Absence Form (see appendix (i) page 19) for insurance purposes. The form is available on both the HR and Department website and on the shared drive (N:\English\Administration\General Administration\Leave of Absence).

12. Registers

From 2013/14 all UG courses have been validated to have an 80% attendance requirement. It is therefore absolutely essential that all seminar leaders take responsibility for completing the electronic registers on the shared drive every week for both undergraduate **and** postgraduate seminars. These **must** be kept up to date each week so that the Department can comply with Border Agency regulations and so that the UG year tutor can monitor the UG attendance requirement. These registers can be found on the shared drive (N:\English\1Registers\UG or PG Attendance Registers)

13. Annual Leave

Please ensure that you record your annual leave on the Annual Leave spread sheets on the shared drive (N:\English\Administration\General Administration\Annual Leave Charts)

14. Matrix

The matrix holds the calendar of information about the submission and content of assessed work for each course unit running through the year. We should only hold one master copy of this which is posted on the Department website ([link](#)). **No** submission

dates for assessed work should appear in course booklets or Moodle. The dates for submission must be accurately observed.

15. Legal Duty of Care

If a student informs a member of staff about a long-term illness or impairment which could be defined as a disability, the member of staff has a duty to pass the information on to the ESO so that an appropriate assessment can be undertaken, even if the student has raised the matter in confidence and does not wish the ESO to be notified. It is advisable to encourage the student to contact the ESO him/herself in the first instance if he/she is willing to do so. If the student is reluctant to do this, it should be explained that staff have a duty to raise the concerns about students who they feel may require additional support. It is not necessary to disclose details of the student's condition. The notification could simply indicate that some form of assistance may be appropriate. The student will have the option to refuse any assistance when/he is contacted by the ESO. It may be the case that some students would prefer that their illness or impairment is not referred to as a 'disability'; however, this does not mean it should not be treated as such.

16. Visiting Lecturers

All visiting lecturers are mentored by a permanent member of staff who should also hold informal meetings and observe teaching.

17. Health and Safety

All staff have a duty to take reasonable care for the Health and Safety of themselves and of other any other person or persons whom they may come into contact with. Please bring any identified hazards or improvements that you feel need to be addressed to the attention of the Health & Safety Coordinator (Debbie Wheeler). The Departmental Health and Safety Policy statement can be downloaded from:

N:\English\ADMINISTRATION\GENERAL ADMINISTRATION\Health and Safety\Department Policy Documents.

Please note that in the event of emergencies the following College numbers should be used: Outside line: 01784 443888 or Internal Line: 444

18. Departmental Board Meetings

All staff should attend when possible. If attendance is not possible please ensure that you read the minutes from the meeting which are held on the shared drive (N:\English\Departmental Board Meeting Minutes*relevant year*)

19. Timetabling

Once the academic timetable is in place at the start of the term it is essential that staff adhere to it and any changes will only be made for exceptional circumstances. It is vital for staff to be as flexible as possible with their availability to teach and any changes to the advertised timetable will have to be approved by the Head of Department. Moving class

times after the start of the term can create difficulties for students on joint honours programmes and all staff are reminded that the core undergraduate teaching day is from 9am to 6pm, Monday to Friday, except on Wednesday when the teaching day is from 9am to 1pm. All classes should start at 5 past the hour and finish at five to the hour to allow students time to reach their next class.

20. Submission of Expense Claims

Eventually these will need to be submitted electronically through the new finance system – Agresso but for the time being please submit the new paper expense claim (see link: [form](#)) - to the office for processing as normal or email this to English-FinAdmin@rhul.ac.uk. For further information about the system, how it will affect you and what processes will change please look at the document linked here: <http://www.rhul.ac.uk/iquad/documents/pdf/projects/finance/agressohasgonelive1august2013.pdf>

Royal Holloway University of London

Staff Leave of Absence Request Form

This form must be completed electronically by all members of staff requesting business related leave of absence for all overseas visits and visits in the UK involving one overnight stay or more.

It must be approved by the relevant Head of Department (or nominee) and sent electronically to the Insurance Officer (finance-secretary@rhul.ac.uk) **prior to travel**. For travel by **Head of Departments or departmental staff when travelling for 10 working days or longer**, this form must be first sent to the Faculty Deans Office (Deans@rhul.ac.uk) for approval before being sent to the Insurance Officer.

If travel is to an area designated by the Foreign and Commonwealth Office website www.fco.gov.uk as being of high risk, the traveller should check with the Insurance Officer prior to travel to ensure that full cover is in place.

Name:			
Department:			
Period of absence:	From		To
Travel destination and purpose of visit:			
College insurance required?	Yes / No		

Traveller Signature:		Date	
Head of Department (or nominee)		Date	
Dean		Date	

List of Personal Tutors

Key Dates and Deadlines

Matrix (hyperlink to website here)