



WARWICK
THE UNIVERSITY OF WARWICK

HISTORY AND POLITICS

SSLC GUIDE
2017/18



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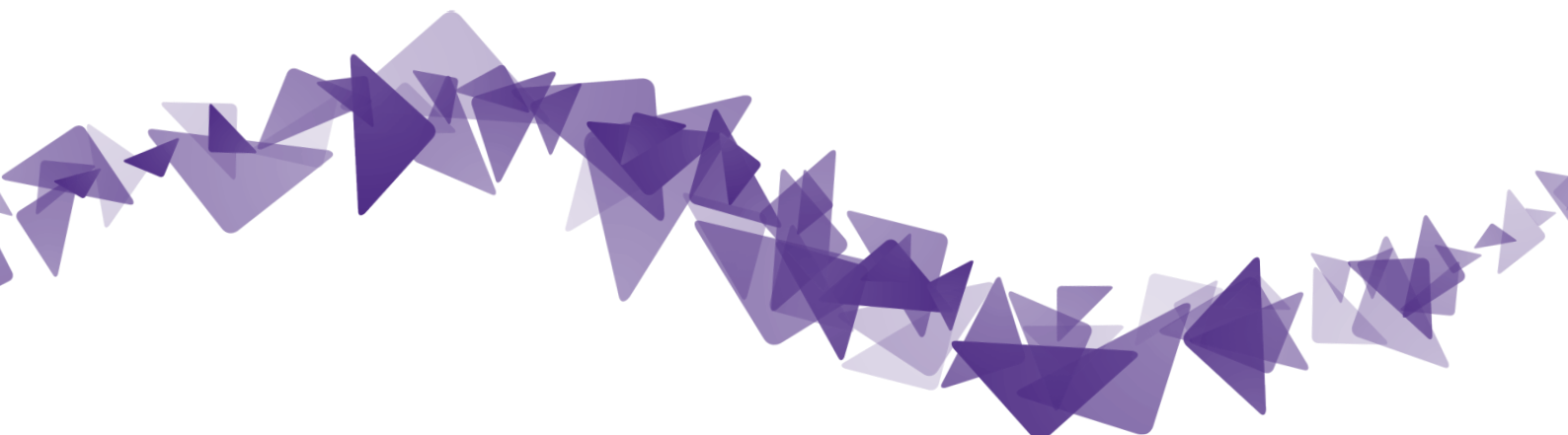
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WHAT IS THE STUDENT STAFF LIAISON COMMITTEE?

The Student Staff Liaison Committee (SSLC) is the link between the History and Politics departments and you, the student.

- The SSLC is made up of **elected student representatives** from each year who meet regularly with members of staff from both the History and Politics departments to discuss any issues and concerns students have. SSLC reps also meet with Students' Union (SU) Officers and Faculty reps if necessary.
- The SSLC deals with **department wide issues**. This includes hearing decisions from the department and responding to or challenging them. The purpose of the SSLC is not to deal with individual or personal concerns (i.e. if a tutor has given a harsh mark for one of your essays, since Seminar Tutors and Personal Tutors are responsible for individual issues, see Page 9). However, you'd be surprised how many 'individual' issues affect other students. Speak to the people in your seminar, is everyone else struggling with a deadline? Then we can bring it up with the department.

We will update you on our Facebook page (@hispolwarwick) with the progress we've made and any changes the department has planned.



THIS GUIDE WAS CREATED BY THE HISTORY & POLITICS SSLC 2016/2017 AND WRITTEN BY JULIA OSTENDORF

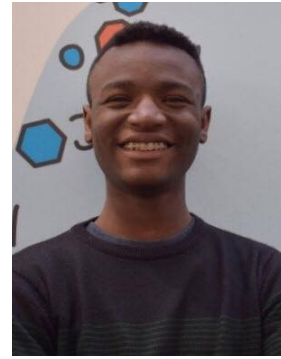
First Year Representatives



Aidan Lynch



Isabelle Riepe



Yemi Adeola

Second Year Representatives



Chloe Egan



Barnaby Merrill - **Secretary**

Final Year Representative



Julia Ostendorf - **Chair**

WHAT THE SSLC ACHIEVED IN 2016/2017

- We held a **drop-in session** to discuss any concerns and we organised a **revision session** for first year students in Term 3 for the Politics exams, which made up 100% of their modules.
- We are working on setting up a **History and Politics society** and have organised a **Pub Quiz social exclusively for History and Politics** joint honour students taking place on **10 October (Tuesday Week 2) at 17:30 in the Terrace Bar**.
- First year students in 2017 faced a particularly difficult exam week when their Making History Project deadline (15 CATS) and two Politics exams worth 30 CATS each were scheduled for the same week. **We achieved a victory in moving the Making History deadline two days back**. Unfortunately, the deadline could not be moved further back since the History department was understaffed and the timetable inflexible. The History department has promised that a similar situation would not arise next year.
- After years of lobbying from the SSLC, the **Making History module will be optional** from 2017/18 onwards.
- Professor Daniel Branch, the Head of History, has agreed to look into a **24 hour 'no questions asked' deadline extension** for all assessments and we will follow up on its implementation.
- Following feedback from the SSLC last year, the **deadline for final year long essays has been moved forward to Term 2 in 2016/2017** to avoid having the Dissertation deadline in Term 3 at the same time as the long essay deadlines. The SSLC advises final year students that deadline extensions for the long essays are readily available and should be used if finalists feel they cannot finish their long essays in time.

YOU SAID: WE DID

You said: We want more information about how the course works (deadline extensions, mitigating circumstances, appeals)



We did: Design this SSLC Guide containing precise and understandable information about the History and Politics course

You said: We want more revision sessions



We did: Plan to continue holding exam revision sessions in Term 3 as well as distributing the updated essay guide

You said: We want a social specifically for History and Politics students



We did: Organise a History and Politics Pub Quiz on 10 October (Tuesday Week 2) at 17:30 in the Terrace Bar

You said: We want a template complaint form to complain when a module is not taught correctly i.e. when a module is not meeting its objectives



We did: Put this as a priority for the next academic year

HOW THE HISTORY AND POLITICS COURSE WORKS

The following pages contain information which, although available through the official Warwick regulations and UG Handbook, you will probably not know.

This is because many students don't know what to do when they struggle with their degree, and the information is scattered in a lot of different places. This guide collects and condenses the most important information for History and Politics students. This includes pages on disability services and how they can help you, getting deadline extensions, what to do when you struggle with assessments and appealing your final university degree classification.

DISABILITY SERVICES

Warwick's Disability Services can help you with **special examination arrangements, note taking, accessible on-campus accommodation, applying for Disabled Student Allowances, counselling** and many more things.

Appointments can be made via the website <http://www2.warwick.ac.uk/services/disability/about/contact/request/> and once registered with the Disability Services, **you can book an assessment** with a registered educational psychologist or a specialist teacher to obtain a Full Psychological Assessment.

The Disability Services have specific webpages for the following:

- Specific Learning Differences (such as dyslexia, dyspraxia, ADHD)
- Mental health
- ASD/Asperger's
- Hearing impairment
- Visual impairment
- Mobility impairment
- Diabetes

The Disability Services can liaise with the History and Politics departments to make arrangements for **marking, deadlines, access to materials, recording of lectures and examinations.**

If at any point in the year you feel you are struggling with mental health problems, it's important to seek help as soon as possible to ensure that you get the support you need and also that the university is aware of problems you may be facing. This is crucial when it comes to potential impact of mental health issues on academic performance later on in the year.



Mental health is a critical issue amongst UK students, and Warwick is no exception to that. According to a Freedom of Information request in 2016 made by the Tab, **Warwick University spends only £11.92 per student per year on its mental health services**, putting Warwick at the bottom of Russell Group universities in terms of mental health budgets. For many years students have campaigned for increased funding and resources to be put into mental health services, and a motion was passed through Warwick SU in Term 2 of last year mandating student officers to take action on this issue. Get in touch with the SU if you'd like to get involved in campaigning around mental health.

DEADLINE EXTENSIONS

If you're struggling with submitting work at Warwick, the first step is to go and see your **Personal Tutor (PT)**. If you don't know who this is, go on your Warwick Tabula and view your profile (<https://tabula.warwick.ac.uk./profiles/view/me>), there is a tab which says 'Personal Tutor'. Alternatively, your PT should have emailed you during Term 1 every year so you should also be able to look for them in your emails.



If you don't get on with your Personal Tutor or if there is a member of staff that you trust more or who has helped you more in either department, you should request to **change your Personal Tutor**. Students are entitled to change their PT at any stage, however, bear in mind that some tutors might be at their capacity regarding Personal Tutees. It's a good idea to ask the person you want to be your PT if they can take you on before you request a change. You are always entitled to a change, but the new PT could be someone you've never met before. To change your PT, email the Academic Administrator Robert Horton. Your PT is the most important person for you at Warwick: They will write references for you but most importantly, your PT will act as your **advocate** in the department and before a university body. This means that your PT can write to the Department to support your case for a deadline extension.

You should go to see your Personal Tutor during their advice and feedback hours or you can email them for an appointment. Explain why you are struggling with work, for example you may find it difficult to adjust to the university environment or there is a family difficulty which might make you less able to work.

Whatever the reason, your PT should help you get a deadline extension for assessed work you are struggling with. Remember that many students at Warwick experience mental health difficulties (for example depression and anxiety) and it is the PT's role to take your issues seriously. If you speak to your PT about these issues, they should note them in your file so that at a later point, if these issues get worse, **you have documented evidence that you sought help**. Your PT should also forward you to other services where you might get more help, for example the Student Wellbeing centre where you might be assigned a Mental Health Mentor or any other services which can provide you with medical notes or other evidence supporting your case.

Your PT should show you how to request a deadline extension on **Tabula**. You have better chances of having a deadline extension approved if you speak to your PT first, except for final year students who want deadline extensions for their History long essays. The deadline has been moved forward from Term 3 to Term 2 in 2016/2017. Students have been able to get deadline extensions by simply emailing Beat Kümin and directly requesting an extension on Tabula.

GOOD TO
KNOW

If nearly everyone on your module struggles with a deadline, come and speak to the SSLC. Last year, we were able to push back the first year Making History Project deadline because it clashed with the Politics exams.

FURTHER OPTIONS

Deadline extensions are available, however if you experience difficulties that cannot be fixed by a simple extension, it is important that you know these options:

-Mental Health Coordinator Make an appointment with the Mental Health & Wellbeing centre here: <http://www2.warwick.ac.uk/services/mentalhealth/appointments/request>. Your Mental Health Coordinator will help you with your degree, for example **they can help get medical evidence** such as a doctor's note by referring you to a GP or the University counselling services which will help you with getting deadline extensions, mitigating circumstances (see next page) or any other help.

-Regular meetings with your Personal Tutor or Seminar Tutor If there is a particular module you are struggling with or you don't understand something about the course and you are afraid you are underperforming, you should ask your Personal Tutor or Seminar Tutor for **regular 1-1 meetings**. On the off chance that they don't agree to scheduled meetings, come to their Advice and Feedback hours every week, and make sure you are early as there will be a queue.

-Deferring or resitting exams Usually, History and Politics students sit exams during May/June. However, if for **medical reasons or other sufficient cause** (see page 12 for examples) you know that you will fail the exam if you attempt to sit it, **DON'T sit the exam**, instead apply to the Board of Examiners to **defer your exams until September for First-sit**. Ask your personal tutor for help with the application and let the department know about your decision. You can **resit** exams but this is **not advisable** because the grade you receive will be capped at 40%, meaning even if you get a First in your re-sit, **you will receive a Third on your record**. A resit in final year will only give you a Pass degree. Resitting exams costs £71 but a first attempt in September is free.

-Temporary Withdrawal is an approved absence from university and the period of **withdrawal is 12 months**. You can request temporary withdrawal due to financial, medical, maternity, personal or visa reasons. Before submitting the form, speak to your Personal Tutor. More information is available here: <http://www2.warwick.ac.uk/services/academicoffice/studentrecords/twd>


Equally, if the university asks you to drop out or leave the university due to poor performance, you can fight back. Find out if the university is legally requesting you to withdraw after a failed re-sit (see Appeals page) or if they are simply **recommending** it. You have the right to study at Warwick and you shouldn't be pressured to drop out.

GOOD TO
KNOW

UNDER NO CIRCUMSTANCE SHOULD YOU SIT YOUR EXAMS WHEN YOU HAVE MEDICAL REASONS OR OTHER SUFFICIENT CAUSE WHICH MAKE YOU UNFIT TO TAKE THE EXAM! Once you have written an exam or submitted a piece of work, the grade cannot be changed. Warwick regulations say: "***Students are reminded that presenting themselves for a University examination is taken to imply fitness to undertake the examination***" Remember that First-sits in September are possible!

MITIGATING CIRCUMSTANCES


Mitigating circumstances are a form that you fill in explaining what difficulties you have had during your academic year and how they've had a detrimental effect on your study. You submit the form within 3 days of your last exam to the Board of Examiners. The Board is supposed to consider your circumstances when making a decision about your final degree classification (i.e. First Class, 2:1 etc.).



The Board will **only change the degree classification** to a higher class if a student is on the **borderline to a higher class**, i.e. a 69 would be the borderline to a First. ("A borderline is considered to be a mark of 68-69.99, 58-58.99, or 48-48.99" according to the History website.)

What does this mean? For example if a student X lost a family member during their time at Warwick and this significantly affected their studies and they received a 54 overall, the mitigating circumstances would not be taken into account because the student X was not on a borderline to a better class.

However, students who have no mitigating circumstances can be awarded a higher degree class if they are on the borderline to a better class and at least 5 out of 8 modules are in the higher class or if 3 out of 4 modules in final year are in the higher class.



The Board of Examiners **doesn't change module marks or essay marks**. For example if a student Y felt very unwell but had a deadline in Term 3 for an important essay and rushed to submit the work and received a 40, even if the student Y consistently achieved a 2:1 in Term 2, the 40 would count towards their degree and could bring them down and nothing could be done to change this.

However, the Board of Examiners **does waive penalties for late submission**. This means that if student Y took more time to finish their essay even **WITHOUT AN APPROVED DEADLINE EXTENSION** and received a 2:1 before penalties, the penalty for late submission could be waived, i.e. if student Y submitted the essay a week late and got a 5 mark penalty per day, the accumulated penalty could be waived so that a 2:1 grade would remain on their record. Remember that Weekends (Saturday and Sunday) and bank holidays are not included when calculating penalties for late submission.

Again, it is better to not submit work and to not sit exams than to do them badly. If you do fail a module, the Board of Examiners **can drop the module or lower its weighting**. But it is not guaranteed that the Board of Examiners will be understanding or nice, that's why it's important to see your Personal Tutor and Mental Health Coordinator regularly throughout the year.

MITIGATING CIRCUMSTANCES

CONTINUED

How to fill out the form

To find the form, simply google “mitigating circumstances Warwick history” or follow this link: https://www2.warwick.ac.uk/fac/arts/history/students/useful/mitigating_circumstances_declaration_form_template.docx and fill out the form in Microsoft Word. Say which penalties you want to be waived (i.e. late penalties). You need to hand the form into the History Undergraduate office within 3 days of your last exam but it is better to ask for the exact deadline. Ask your Personal Tutor for help and for a letter to support your case.

For what reasons have students submitted mitigating circumstances?

- ⇒ Serious accident or illness (including hospitalisation, problems with physical and/or mental health)
- ⇒ Serious accident or illness of someone close (including being a carer)
- ⇒ Bereavement
- ⇒ Abrupt change in personal circumstances (such as acute accommodation problems)
- ⇒ Significant changes in employment circumstances (part-time students only)
- ⇒ Deterioration of a permanent condition
- ⇒ Late diagnosis of specific learning difference
- ⇒ Suffered bullying, harassment, victimization or threatening behaviour
- ⇒ Anything else that has impacted your ability to study (including Ramadam, however you should also ask for special examination arrangements beforehand)

You need to submit evidence alongside your form (death certificates, medical notes, etc.) This is obviously very difficult and it can make you feel vulnerable to submit this to the Board of Examiners. It is especially frustrating if the Board of Examiners then decides not to take your circumstances into account and you are graded like students who had no difficulties. This might happen and unfortunately there is nothing you can do about that. However, the mitigating circumstances is probably still your only shot at having your degree classification changed.

GOOD TO
KNOW

Unpaid library fines cannot prohibit you from graduating, no matter what the library emails say!

APPEALS

Appeals are for final year students only (unless you have been required to withdraw from an earlier year of study).

Final year students need to submit appeals within 10 days of the publication of the examination results.

Appeals are probably the hardest process out of all the ones in this guide because you will fight the decision Warwick University has made and it is very rare for the university to admit fault or change such an important decision as a degree classification. In addition, appeals are like gambling - when you submit an appeal, the university can also decide that they've been too lenient or too generous with your classification, so this could backfire.

DON'T SUBMIT AN APPEAL UNTIL YOU'VE READ ALL STEPS

Appeals can only be made on the following grounds:

- 1. You are in possession of evidence relevant to your examination performance which was not available to the Board of Examiners when its decision was reached and can provide good reasons for not having made the Board of examiners aware of this evidence;*
- 2. There appears to have been procedural irregularities in the conduct of the examination process;*
- 3. There appears to be evidence of prejudice or bias on the part of one or more of the examiners.*

This means that you CANNOT appeal an essay mark or any other form of assessed work. Remember that the Appeals procedure is a serious and legal procedure, for example if student Z submitted mitigating circumstances and received a 2:1 and appealed, it might turn out that the Board of Examiners already considered their mitigating circumstances and instead of awarding them a higher class as they expected, they could be awarded a lower class because the Board might decide that they were too generous. If that happens there's nothing you can do. You always need to assume that you are the weaker party and Warwick University will rarely ever change a decision they made.

APPEALS CONTINUED

Once you receive your final degree classification, you can follow Steps 1 and 2 if you're curious about how your classification was calculated and if you want advice about whether the SU thinks an appeal could work. However, **do not proceed to Step 3** unless the SU has advised you that the chances of a successful appeal are high and you are fully aware of the consequences.

Step 1

Harmless step with no consequences on degree classification:

Email your Personal Tutor to explain the situation and email the History Director of Undergraduate Studies (Beat Kümin) something along the lines of this:

"I'm writing in regard to my degree classification. I submitted mitigating circumstances and I'm not sure if they've been taken into account whilst calculating my final grade. Could you please provide a breakdown of how my final grade was calculated and if the mitigating circumstances have been taken into account? Thank you"

The department must provide an explanation of the degree classification you received.

Step 2

Still a harmless step with no consequences on degree classification:

Email or call the Warwick SU Student Advice Centre (advice@warwicksu.com or 024 76572624). They are the ones with the most experience in estimating if an appeals process will be successful. If the Warwick SU Advice Centre says that it is very unlikely that the appeals process will be successful, you need to seriously consider if you want to risk sending in an appeal and at this stage it is probably wise to let it go.

Step 3



Warning: This step carries severe consequences

If you want to submit an official appeal, it is probably wise to have legal support. You need to have a large amount of evidence and appeal directly on the grounds of one of the reasons named on the previous page. Don't take this step lightly, The appeals form can be found here: <https://www2.warwick.ac.uk/services/academicoffice/examinations/students/appeals/>

WEB LINKS

Our SSLC Facebook Page

<https://www.facebook.com/hispolwarwick/>

Warwick Regulations for First Degrees

http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg8to8_5_1/

Exams overview

<https://www2.warwick.ac.uk/services/academicoffice/examinations/>

<https://www2.warwick.ac.uk/services/academicoffice/examinations/students/>

Mitigating circumstances

https://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/

Mental Health Appointments

<http://www2.warwick.ac.uk/services/mentalhealth/appointments/request>

Disability Services Contact Form

<https://www2.warwick.ac.uk/services/disability/about/contact/>

Warwick SU Advice Centre

<https://www.warwicksu.com/advice/>

ESSAY GUIDE

Written by Julia Ostendorf

Planning an essay

In your first year, the first essay you'll need to write at Warwick will probably be in History. For Making of the Modern World (MMW), you can choose an essay topic from any teaching week. To find material to write about, you should first look up the reading for the week you're basing your essay on.

Once you find an article you like, look at its bibliography. From there, you can find new articles. If you need to find an article or book but someone else has already taken it out of the library, just google the name and add pdf to the end, for example 'The Wealth and the Poverty of Nations pdf' and you'll usually find an online copy of the book. If you still can't find the book, just [read book reviews](#) as they usually give a summary. If you type in key words or even the whole essay question into google it will also give you relevant reading, just click on [More and 'Books'](#). You can also use [Google Scholar](#).

Next, you should think about your essay structure. An easy route is to talk about [the political, economic and social impact of an event](#) but more interesting approaches are [tailored to the question](#). For example, with this question 'Did Enlightenment necessarily imply Revolution?' it might be useful to see to what extent the Enlightenment implied revolution, were there things that didn't change or was only a certain type of people affected? You could also challenge the definition of 'revolution'. What does it mean?

Remember to keep your critical thinking skills. Why does Warwick teach about a certain subject and how does it teach it? What does it not teach about? [How is the essay question phrased? Is it already biased?](#) These questions are especially relevant for second and final year Politics essays. If you can dismantle an essay question and approach it from a different angle, you are likely to achieve very high grades.

INTRODUCTION

ca.150-200 words in a 2,000 word essay

In general, **the introduction should set the scene**. Look at the title and think about what comes to your mind. How important is the event you're writing about, maybe look at the past or present of your event i.e. Look at how the industrial revolution still has impacts today. Some people like to open an essay with a quote that summarises the atmosphere of the topic. **Summarising the historical debate** about your topic and explaining **why the essay question is still relevant/hasn't been analysed enough is also a good idea**.

In the introduction, you also need to **define anything that is unclear**. Depending on the question you might have to define a term, for example with the title 'does the 'consumer revolution' explain the industrial revolution?' you absolutely need to define the term 'consumer revolution' and explain the context of the industrial revolution.

Alternatively you might need to limit the scope of your essay i.e. to a specific region or time. For the question 'Has modern war improved the position of women?' you really need to narrow it down, for example to the First World War in Europe.

You must answer your question in the introduction. You can write something along the lines of 'This essay is going to argue that....' Or 'The argument of this essay will be'. This can be at the very beginning or anywhere else depending on your style but you must summarise your argument in the introduction. In your exam, you should probably write this sentence at the very beginning. **You should also outline your essay structure**; some people like to signpost their structure and say in Part 1) this essay is going to look at xyz and in Part 2) it is going to analyse something else but as long as the reader knows what's coming next you don't have to signpost it this much.

For Politics essays, it is equally important to define any terms in the introduction. Outlining a scholarly debate is a good idea for an introduction, for example in an essay about Hollywood, you could talk about the cultural turn in International Relations or in an essay about Hobbes you could provide the historical context to Leviathan.

MAIN BODY

Ca. 1,000-1,200 words, approx. 3 parts depending on your argument

The main body should show your argument. Each paragraph should flow from the previous one and needs to be indented. **At the beginning, it should make your point. Then, support it with examples.**

This might seem difficult but if you're talking about how the British caused the Bengali famine look at government policies or what Churchill said about the famine. You will find statistics such as how much grain there was in articles and books. You should include historians throughout your essay and a good way to do this is to say Historian xyz argues **Feel free to disagree with historians!** You can also quote historians or sources, if you find a sentence particularly fitting but the essay should still be your argument, not theirs. It may be a good idea to include photographs or any other sources if it suits your essay, just add them to you Appendix (after the bibliography just add a page with the title Appendix, put your photo on there and label/number it).

CONCLUSION

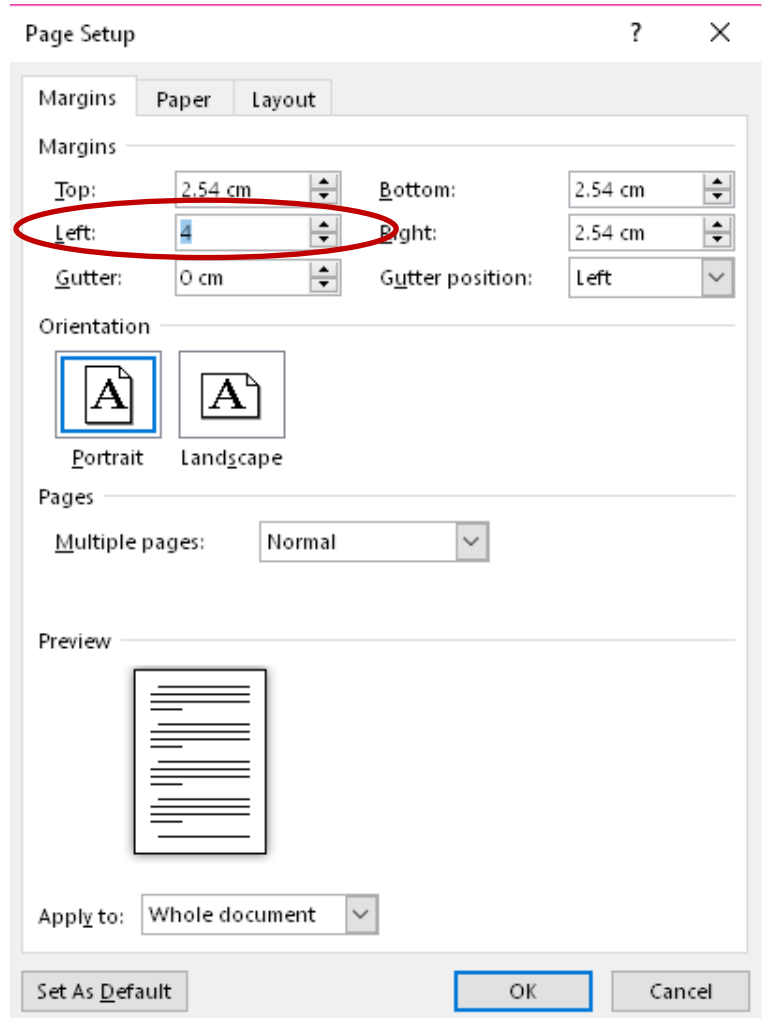
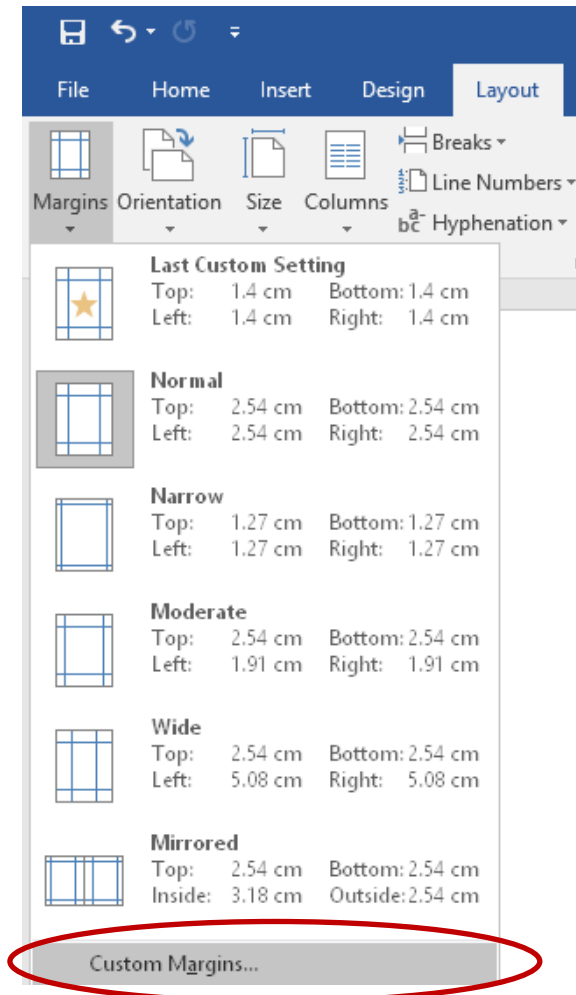
Ca. 150-200 words

The conclusion is about summarising your entire essay. **After the summary**, you can look at how the essay fits into a wider scheme, **are there still questions to be answered?** Does the essay open a wider debate? Can you provide an outlook for the future (particularly for Politics essays).

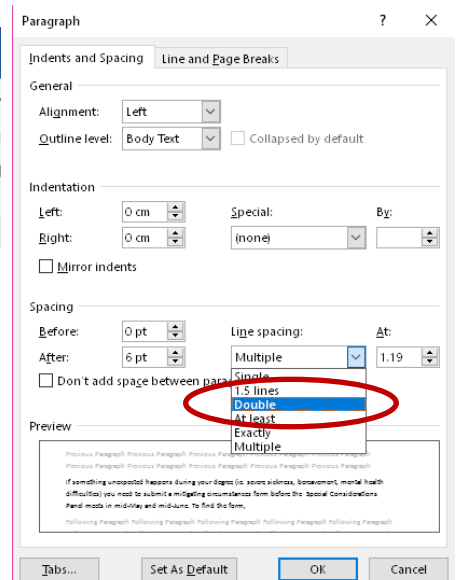
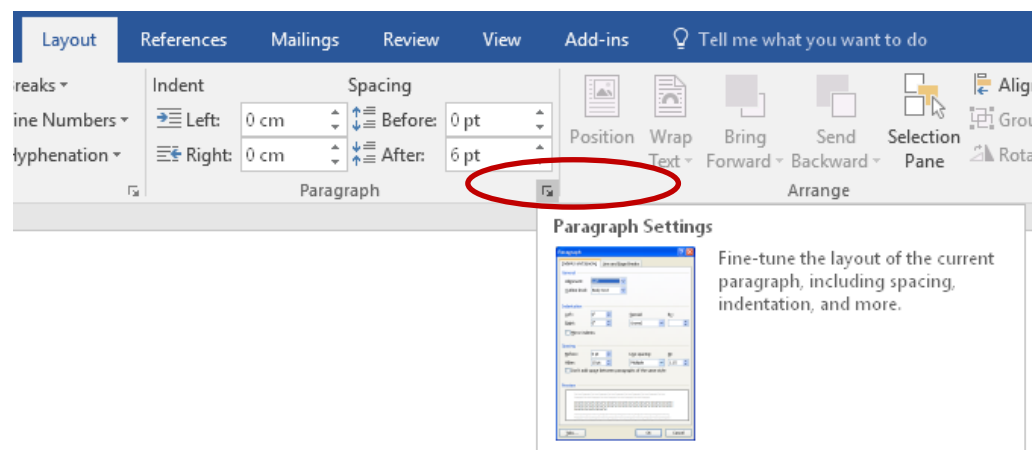
FORMAT AND STYLE

It might seem annoying but it's really important to adhere to the formatting style. Choose a standard font such as Calibri, Cambria or Times New Roman.

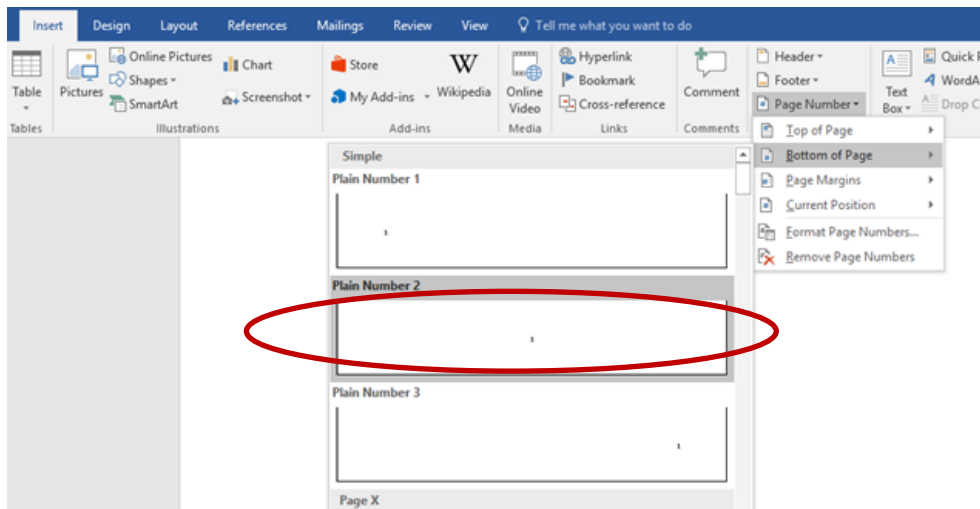
Margins: Click on Layout and Margins, then Custom margins and set the Left margin to 4 cm.



Spacing: Click on Layout then the small square and customise your spacing to double for your essay and single for your footnotes and bibliography.



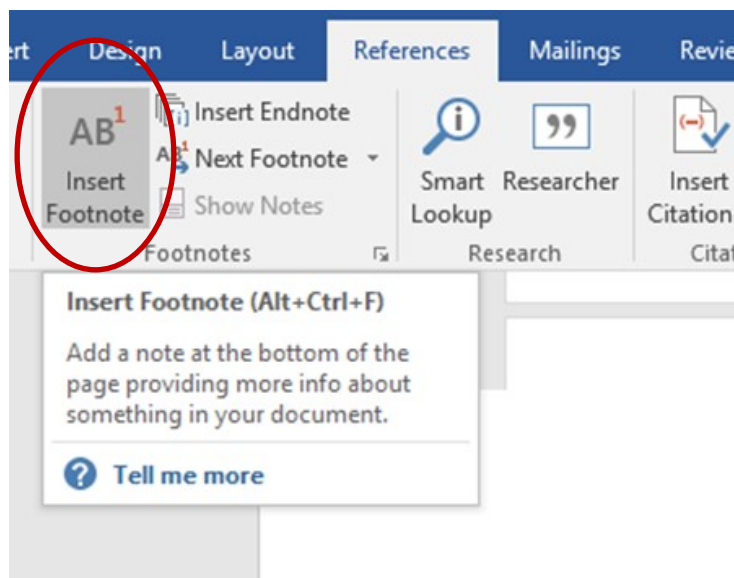
Page number: Click on Insert then at the bottom right you find ‘Page Number’ and select any you like.



Indentation: To add an indentation to your paragraphs (except your very first one) just go to the first sentence of that paragraph and click the ‘tab’ button on your keyboard (the two arrows pointing in opposite directions).

Referencing:

Keep track of your references throughout your essay. If you have a figure such as iron output increased by 6% remember where you found that figure and write it down while you research. An easy way to reference is by clicking References, then insert footnote and write it down in this format for books: author’s full name, Full Title of Book (Place of publication, date of publication), page number(s). For articles: author’s full name, ‘Full Title of Article’, Journal Name, volume number (date), page number(s) but all this can be found here: <https://www2.warwick.ac.uk/fac/arts/history/students/modules/hi203/resources/styleguide/>



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