

FACULTY OF SOCIAL STUDIES AND HUMANITIES

DEPARTMENT OF ENGLISH STUDIES

MISSION STATEMENT

Mission

The Department of English Studies is positioned in contemporary culture and society and engages in literary, linguistic, theoretical, and cultural practices that interrogate literary and cultural politics. Our mission is multifold in its aims:

- to promote equal learning opportunities for all the students enrolled on our programmes,
- to support student empowerment and leadership development;
- to facilitate student learning and success;
- to create and maintain a caring and personalised learning environment;
- to respond adequately to the needs of our students.

We are committed to developing a collective agenda/plan of action that reflects both the Department's long-standing interests and its assessments of the directions and needs of the Mauritian society. On the University level this venture views the Department's scholarship, research, and teaching in the context of curricular reform and intellectual innovation. On the national and international level, our plan of action views the Department in relation to changing communities and to new challenges and opportunities linked to global culture and politics, technology transfer and economic linkages.

Objectives:

The Department of English Studies offers undergraduate and postgraduate training in theories and methods of literary/critical thinking, cultural studies and language/linguistics. A key objective is to encourage students to engage in critical practices that make them aware of the effects of social, political, cultural, historical and ideological formations on identity/subjectivity construction. The identity of the Department is framed by the structure of its curricula:

- Canonical Literature
- Contemporary Literature
- Postcolonial and Multicultural Studies
- Language and Linguistics
- Critical/Literary Theory
- Folklore, Popular Culture and Cultural Theory
- Cultural Studies
- Gender Studies
- American Studies
- Film Studies

THE HONOUR CODE

To create a secure environment for honourable academic work and intellectual debates, the Department of English Studies has established an Honour Code that outlines standards of academic integrity and ethical conduct. The Honour Code is a solemn agreement between lecturers and students about their shared responsibilities for learning and teaching. Such an agreement is based on mutual trust and respect.

Staff of the Department of English Studies pledge their commitment to the upholding of equal learning opportunities for all the students. They will outline the course policies in the Module Information Sheet (MIS) and fulfill the chart of responsibilities established by the Department (Refer to the 'Code of Practice').

Students of the Department pledge that:

- they will not give or receive assistance in class tests, in examinations, in the preparation of individual seminar presentations, any course assignment or any other work;
- they will take individual as well as collective responsibility in adhering to the Honour Code;
- they will acknowledge individual contributions for group work.

Honour Code violations include:

- Plagiarism;
- Intellectual fraud;
- Falsifying evidence or findings in research;
- Cheating;
- Submitting work prepared for another module;
- Submitting another person's work as one's own;
- Allowing another person to present one's work as his/her own;
- Copying from another person's work;

- Allowing another person to copy one's work.

Penalties

- for a first offense: resubmission of coursework in compliance with Departmental/course policies with maximum marks capped at 50
- for a multiple offense (repeated plagiarism in coursework that is resubmitted): zero mark

CODE OF PRACTICE FOR ACADEMICS AND STUDENTS

When students enter post-secondary education, they will be treated as adults who have the responsibility to deal sensibly and with maturity with academic and non-academic issues. At university, lecturers/tutors will provide support to students as they progress academically; but it is the responsibility of students to do the work assigned to them (and more) in order for them to perform to the best of their abilities. In order to help students bridge this gap between secondary and post-secondary education, the Department of English Studies has prepared a 'Code of Practice'. This document provides basic information about what students can expect from their lecturers/tutors and what lecturers/tutors expect from students.

ACADEMICS

Academics have numerous duties, amongst which are:

- Teaching assignments: they prepare lectures and seminars, they give lectures and conduct seminars/tutorials, they provide supervision for research projects, dissertations (undergraduate and postgraduate);
- Administrative duties: they are programme co-ordinators who are responsible for the smooth running of the programme allocated to them;
- Research work: they are actively involved in the local and/or international research community.

In terms of teaching, the academic responsibilities of academics are to:

- provide an MIS (Module Information Sheet) for each course taught. The MIS should contain the following information:
 - the aims of the module

- the expected learning outcomes
 - the organisation of the course
 - the reading(s) for each week
 - the planned date(s) for: submission of assignment(s), class test(s), presentation(s)
 - the topic(s)/title of the assignment
 - an indicative reading list
- post the MIS on the Department of English Studies website so that students have access to the MIS during the course of the module;
 - make available the set reading to students, or to indicate to students where the reading is available from;
 - cover the contents described in the MIS;
 - penalise students who do not respect deadlines for assignments – the penalty is detailed in individual MISs;
 - give back assignments and class tests within two weeks of submission date;
 - give advice to students on assignments and reading;
 - provide written feedback to students on their performance;
 - provide office hours so that students can contact them, in person or via e-mail;
 - Access e-mail and be available to students during office hours (on mail or in person).

As programme-co-ordinators, the academic responsibilities of academics are to:

- respond to students' queries on the programme(s) for which they are responsible;
- advise students on their choice of modules;
- provide appropriate and updated information on the programme(s) to students;
- resolve any matters relating to time-table, classes or registration of modules;
- sign the module registration sheets for their Programme(s).

STUDENTS

As students on campus, students also have a number of duties.

During all lectures and seminars, their responsibilities as students are to:

- have a copy of the MIS provided by the tutor at all lectures;
- photocopy/print reading materials for each course;
- come prepared for lectures/seminars:
 - Bring stationery
 - Read books, book chapters, and research articles before each class
 - Turn off all cellular phones during class
- arrive in class on time: take into account the morning traffic jam;
- avoid entering or leaving in the middle of class as this interrupts the tutor and fellow students;
- ask questions and participate in class discussion and to bring their contribution to group assignments and presentations;
- ensure that they comply with the assignment specifics;
- work diligently and regularly so as to become independent learners;
- seek advice and comments from their tutor(s), while strictly respecting their office hours;
- catch up on the lectures that they have missed, if they have been unwell and have missed lectures;
- maintain ethical standards in the preparation and submission of required assignments;

- hand in well-presented, word-processed assignments, following the guidelines provided by the Department;
 - be punctual in giving back assignments. Late submissions are penalised. Do not leave assignments for the eve of the due date!!!
 - ensure that they do **not plagiarise. Plagiarism is a most serious academic offence**;
 - discuss with their tutor if they have any issue with him/her. If they feel that they need extra help, contact the Head of Department;
 - provide a Medical Certificate in case:
 - They have not been able to complete their assignment for the due date – they should bear in mind that assignments are not done on the eve of the deadline!
 - They are absent for a class test
- ➔ If they are unwell for two consecutive weeks and are unable to attend university, they are to send a letter and an MC to their programme co-ordinator;

Other responsibilities include:

- having a copy of the programme which they have signed up for and being familiar with it;
- informing their programme co-ordinator if there are time table clashes. Note that we make changes if there are clashes for core modules and Departmental electives;
- registering online for their modules on time;
- checking that their registration of modules has been done properly by signing on their programme co-ordinator's hard copy;
- seeking advice from their programme co-ordinator on module selection;

- informing their programme co-ordinator if they have personal issues that interfere with their academic performance and that the University has to know about. If they need extra help and support, inform the Head of Department or the Dean of Faculty;
- filling in the attendance form for each class and the log-book for supervision of research project and dissertation;
- filling in student feedback questionnaire;
- requesting advice from their programme co-ordinator if they feel that they need to apply for an interruption of studies.

We expect students to be polite, courteous and respectful in all dealings with academic and non-academic staff on campus and off campus.

GRADING SYSTEM FOR UNDERGRADUATE PROGRAMMES

<p>A+: (90%)</p>	<ul style="list-style-type: none"> • First class work of excellent quality (i) Meets all key assessment criteria and exceeds by far the standards of the module (ii) Engages critically with primary and secondary materials (iii) Demonstrates comprehensive research/reading beyond course materials (iv) Formulates sophisticated theoretical and/or methodological understanding (v) Makes a synthesis of various readings in setting out argument (vi) Is original, exciting, creative and/or challenging (vii) Demonstrates an excellent command of English language, clarity of expression and follows academic conventions rigorously (viii) Is presented impeccably
<p>A : (80-89 %)</p>	<ul style="list-style-type: none"> • Very good work (i) Meets all key assessment criteria and exceeds in some (ii) Is well researched (iii) Presents a cogent and well-structured argument (iv) Demonstrates good analytical skills (v) Is presented in a scholarly way and supported by relevant documentation (vi) Shows fluency in the English language and ease in articulating views (vii) Good presentation (viii) Can improve in terms of originality and creativity
<p>A- (70-79%)</p>	<ul style="list-style-type: none"> • Good work

	<ul style="list-style-type: none"> (i) Meets most key assessment criteria (ii) Shows potential for research (iii) Demonstrates good argumentative and analytical skills (iv) Is able to present work according to scholarly conventions (v) Has a good grasp of English (vi) Can improve in terms of rigour, originality and creativity
B+: (65-69%)	<ul style="list-style-type: none"> • Competent work (i) Meets many key assessment criteria in a satisfactory way (ii) Demonstrates a good grasp of main issues and concepts (iii) Shows some analytical skills (iv) Has a decent command of scholarly conventions (v) Is able to refer to reading materials discussed in module (vi) Satisfactory presentation (vii) Has a good quality of expression in English
B: (60- 64%)	<ul style="list-style-type: none"> • Satisfactory work (i) Meets only some assessment criteria (ii) Demonstrates only partial understanding of key issues and concepts (iii) Adequate response to tasks set out (iv) Average skills in terms of analysis, research and scholarly conventions (v) Can improve substantially in many areas
C: (50-59)	<ul style="list-style-type: none"> • Work below standard (i) Meets only a few assessment criteria (ii) Demonstrates poor understanding of key issues and concepts (iii) Erratic response to tasks set out

	<ul style="list-style-type: none"> (iv) Deficient in terms of analysis, research and understanding of scholarly conventions (v) Needs to improve in command of English (vi) Needs to improve considerably in many areas
D: (40-49 %)	<ul style="list-style-type: none"> • Work well below standard (i) Barely meets assessment criteria (ii) Demonstrates little understanding of key issues and concepts (iii) Poor response to tasks set out (iv) Poor in terms of analysis, research and understanding of scholarly conventions (v) Serious shortcomings in command of English (vi) Needs to improve considerably in all areas
F: (0-39%)	<ul style="list-style-type: none"> • Fail- Not satisfactory (i) Fails to meet assessment criteria (ii) Demonstrates no understanding of key issues and concepts (iii) Shows no understanding of tasks set out (iv) Very basic analysis and understanding of academic conventions (v) Little or no research carried out (vi) May have violated policies and regulations of Department (See Section on PLAGIARISM) <p style="text-align: center;">All essays which have scored an F will be moderated</p>

Plagiarism Statement

Plagiarism constitutes an act of intellectual dishonesty or fraud because it misappropriates credit. Word-for-word copying or paraphrasing of wording or unacknowledged use of others' ideas constitutes plagiarism. Students must acknowledge all their intellectual debts through rigorous citation. If students are confused as to what constitutes plagiarism, they should consult the University of Mauritius policy on plagiarism as well as their tutor. Ignorance of citation conventions is no excuse for plagiarism. The University of Mauritius recommends Harvard referencing.

Please note that students will be required to fill out a plagiarism statement for every coursework that is submitted.

UNIVERSITY OF MAURITIUS
Department of English Studies
Semester [I/II]
Assessed Coursework (Seminar Paper/Essay)
[Module Code and Title]
Lecturer: [.....]

Instructions

1. You must pay attention to the requirements of each assignment (e.g. critical/theoretical approach, number of pages);
2. Your paper should be typed in Times New Roman, Arial or Calibri font (font size 12), and should be at least 1.5-spaced.
3. You must use only one side of paper. Page numbers should be included and set on the top-right hand corner of each printed page.
4. Each printed page must have a wide left margin.
5. You must include your lecturer's name and your name in a header on each printed page of the assignment.
6. You must use footnotes (Note: NOT endnotes) for references.
7. **ALL** material used or referred to **MUST** be referenced. **Plagiarism will result in an automatic fail.**
8. A full bibliography of all books and articles used must be attached to the paper. According to University Regulations, your references and bibliography should be in accordance with the Harvard referencing style.

[Full details available at <http://www.uom.ac.mu/Admissions/Calendar/regulations/MPhilPhd/harvardsys.pdf>]
9. You must fill in and attach **TWO copies of the Assessed Coursework Cover Sheet** to your assignment when submitting (these will be available in the Registry).
10. In addition to the hard copy that you will submit, you are also required to provide an electronic soft copy of your paper to your lecturer by email.

Deadline

Your assignment must be submitted to the Registry by or before the due date and specified time. No assignments will be accepted beyond the deadline.

UNIVERSITY OF MAURITIUS

Department of English Studies

Assessed Coursework Cover Sheet

(To be attached to the front of the paper submitted)

Name		Student ID	
Module Code & Title			
Degree Course			Year
Deadline	Date of Submission	Word Count*	
Topic/Title			
Submitted to (Name of Lecturer)			
<p>Student Declaration: "I have read and understood the Department's notes concerning plagiarism, and I am aware of University Regulation 7.1 (see University's website under "Regulations") concerning cheating in a University assessment. The essay I have submitted is my own work and, with the exception of quotations (which are clearly marked and referenced), is written entirely in my own words."</p> <p>Student Signature:</p>			
<p>Please check that your essay: (i) has <u>2</u> attached Assessed Essay Cover Sheets, (ii) is typed in an accepted font and size, (iii) is page-numbered, (iv) is single-sided, (v) includes a wide left margin, (vi) has an attached Bibliography in accordance with the Harvard referencing style, and (vii) includes your name and your lecturer's name in a header on all pages.</p>			
Criteria		Max. Mark	Your mark
Understanding & knowledge of subject being discussed		20	
Structure & organisation of argument		30	
Range of reference to primary and secondary literature		30	
Quality of English (incl. presentation, language and academic conventions)		20	
Total		100	
<u>Lecturer's Comments:</u>			
Marked by: Name		Date	FINAL MARK
Signature			

*Note: The word count excludes the bibliography, all footnotes and appendices (if any).