School of Modern Languages and Cultures

MA for Research
Student Handbook
2014-15
# TABLE OF CONTENTS

## WELCOME TO THE SCHOOL OF MODERN LANGUAGES AND CULTURES
- Main Contacts 4
- Faculty of Arts 4

## PRACTICAL INFORMATION
- When you arrive 5
- Contacting staff 5
- Mail, Messages and Notice Boards 5
- The Graduate School 6
- The Library 7
- Other Facilities 7
- Information Technology and Training 8
- Health & Safety and Wellbeing 9
- Personal Tutors and Pastoral Care 9
- Student Support Services 10
- Key Monitoring / Contact Points 11
- Student-Staff Liaison Committee (SSLC) 13
- The Postgraduate Studies Committee 13

## MA FOR RESEARCH
- Rationale, Aims and Structure 14
- Modules 16
- Teaching and Learning Methods 16
- Assessment Methods 18
- Diploma in Research 20
- Marking and Examination Criteria 20

## GENERAL ACADEMIC INFORMATION
- Illness and Absences 23
- Plagiarism and Intellectual Property 23
- Extenuating/Mitigating Circumstances 24
- Appeals 25
- Problems and Complaints 25
- Ethical considerations 26

## PLANS FOR THE FUTURE?
26

APPENDIX A: Student Contact Details 27
APPENDIX B: Research Procedures: Ethical Approval Form 28
Welcome to the School of Modern Languages and Cultures!

The School of Modern Languages and Cultures is made up of four academic Departments - French Studies, German Studies, Italian, Hispanic Studies - and the Language Centre which is responsible for Institution-wide language provision.

The Modern Language Departments are amongst the most vibrant, largest and mostly highly ranked in the country (ranked 26th in the QS world rankings). Each of the four academic departments has its own MA for research but these MAs share the same structure and will run in parallel. In particular, a comparative core module and shared skills module have been created to form a programme that provides you with both coverage in your discipline and experience of research techniques in a transnational and interdisciplinary way. The core critical theory and study skills modules will be shared modules taken by all, regardless of department, and teaching will be provided by colleagues from all four academic departments.

This handbook will give you useful information about the procedures and options linked to the MA programmes. Read it carefully, and keep it in a safe place for future reference (some of the information included in this handbook will not be relevant until later).

The handbook is intended to supplement the information available on the Graduate School website:

http://www2.warwick.ac.uk/services/academicoffice/gsp/

and the University’s procedures for maintaining up-to-date records:

http://www2.warwick.ac.uk/services/academicoffice/ourservices/studentrecords/students

and should be read in conjunction with these. It does not replace the university regulations as published in the University Calendar see: http://www2.warwick.ac.uk/services/gov/calendar

Every effort is made to ensure the accuracy of the information provided, but we reserve the right to make modifications, say, in cases of illness or other unforeseen circumstances. We will advise you at the earliest opportunity of any changes that may affect you, or that you should take into account. The printed version of the Handbook is produced once a year, but an electronic version can be found on the Departmental website, which will incorporate any necessary updates.

Please consult relevant colleagues (listed below) if you have questions about any matters related to your course.
## Main Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Ingrid De Smet</td>
<td>Director of Graduate Studies, French (Term 1)</td>
<td>02476 523 017</td>
<td><a href="mailto:i.de-Smet@warwick.ac.uk">i.de-Smet@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr Kate Astbury</td>
<td>Director of Graduate Studies, French (Terms 1 and 2)</td>
<td>02476 523 333</td>
<td><a href="mailto:Katherine.Astbury@warwick.ac.uk">Katherine.Astbury@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr James Hodkinson</td>
<td>Director of Graduate Studies, German (Term 1)</td>
<td>02476 150 387</td>
<td><a href="mailto:J.R.Hodkinson@warwick.ac.uk">J.R.Hodkinson@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Mary Cosgrove</td>
<td>Director of Graduate Studies, German (Terms 2 and 3)</td>
<td>02476 524 919</td>
<td>TBA</td>
</tr>
<tr>
<td>Dr Alison Ribeiro de Menezes</td>
<td>Director of Graduate Studies, Hispanic</td>
<td>02476 150 719</td>
<td><a href="mailto:alison.menezes@warwick.ac.uk">alison.menezes@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Dr Jennifer Burns</td>
<td>Director of Graduate Studies, Italian</td>
<td>02476 573 096</td>
<td><a href="mailto:j.e.burns@warwick.ac.uk">j.e.burns@warwick.ac.uk</a></td>
</tr>
<tr>
<td>Caroline Parker</td>
<td>Postgraduate Secretary</td>
<td>02476 574 219</td>
<td><a href="mailto:Caroline.Parker@warwick.ac.uk">Caroline.Parker@warwick.ac.uk</a></td>
</tr>
</tbody>
</table>

The PG secretary’s Office is open to students:

- Monday/Tuesday: 9.30 am – 1.00 pm
- Wednesday: closed
- Thursday/Friday: 9.30 am – 1.00 pm

The Office is closed on Bank Holidays, and at other times when the University is closed.

## Faculty of Arts

The Arts Faculty Office is on the Second Floor of the Humanities Building, Room H2.38

The opening times of the Office are as follows:

- Monday – Thursday: 9.30am - 2.00pm

Kerry Drakeley, Arts Faculty Secretary, can be contacted on 02476 524 159

If you would like to receive information each week regarding forthcoming events during term-time in the Faculty of Arts, please email Kerry at: ArtsFaculty@warwick.ac.uk
PRACTICAL INFORMATION

When you arrive

During the morning of the first day of term, please call in at the School’s PG secretary’s Office (located in the Humanities building on the second floor, room H2.43).

Make sure you give the PG Secretary your full contact details (see Appendix A).

You are also asked to provide two passport-size photographs of yourself.

Remember to inform the Office of any changes in your contact details or circumstances that may affect communication.

Contacting Staff

During term-time all tutors set aside office hours during which they are available for consultation. Times of office hours are posted on tutors’ doors. It is also possible to make an appointment for another, mutually convenient, time. Any confidential messages for staff pigeon-holes should be put in an envelope; particularly valuable or sensitive materials should be handed to the departmental secretaries.

Out of term-time, academic staff are mostly busy with research, which many tend to conduct off campus. Most staff, however, check their emails regularly, but in an emergency the departmental secretary may be able to advise you on the best way of getting in touch with someone: always clearly leave your name and a contact number if leaving a message on voicemail.

Mail, Messages, and Notice boards

Your Warwick Email address will be an important means of communication. Register with the university’s Information Technology Services as soon as you arrive in order to set up your Warwick Email account. Remember also to ask for remote access facilities (user name and password).

Communications from tutors, the PG secretary, the Library etc. are only made to Warwick e-mail addresses. If you intend to operate a commercial e-mail account, then it is your responsibility to set up a forwarding mechanism to it from your Warwick e-mail account. Instructions on forwarding mail can be found on the web page: www.warwick.ac.uk/services/its
Each department has a **Noticeboard** for Graduate Students and there are **Notice boards in the Graduate Space** which display information of general interest to all postgraduate students in the Arts Faculty.

The **School** and **Departmental websites** are an important and flexible source of information. Please check the web pages regularly – we will even link up your own e-Portfolio page to it if you wish. The pages for ‘current postgraduates’ (intranet pages) require logging in, using your normal username and password. You will find information and documents there about administrative matters, support, sources of research and travel funding, prizes and so on. The PG secretary will also regularly send email updates of events and opportunities.

### The Graduate School

All postgraduate students are members of the **Warwick Graduate School**. The Graduate School will provide full details about when and how to enrol with the University:

http://www2.warwick.ac.uk/services/academicoffice/ourservices/enrolment

If you have any queries, the Graduate School Portal will provide an invaluable source of information:

http://www2.warwick.ac.uk/services/academicoffice/gsp/

The **Graduate School Skills Programme** offers online skills training on subjects such as

- Selecting a Conference, Presenting & Networking
- Creating and Designing Academic Posters
- Intellectual Property in the Research Context
- and many more.

See [http://www2.warwick.ac.uk/study/csde/gsp](http://www2.warwick.ac.uk/study/csde/gsp) for full details.

**Student Reception, Senate House** provides a comprehensive reception service for students in a central location on campus. This includes the following services as well as other Academic Office enquiries:

- All tuition fee, accommodation fee and other miscellaneous payments
- Student Finance and Student Funding
- Collecting Student Status Letters
- Student Records

Monday to Thursday: 9am to 5.00pm (4.30pm for financial transactions)

Friday: 9am to 4.00pm (3.30pm for financial transactions)
Library

The Library will be a vital resource for you during your studies at Warwick. The service is open between 08.30 and midnight, seven days a week. Your University card also acts as your Library card, and will enable you to have access to the Library and borrow books. All arts books and journals are located on the third floor of the library. Recent editions of journals and newspapers can be found on Floor 1. In addition DVDs and a selection of core texts can be found in the Short Loan Collection on Floor 1 or in the Learning Grid. The catalogue is available on-line, and many electronic resources can be used through remote access provided you have the requisite username and password to log-in.

See [http://www.warwick.ac.uk/services/library](http://www.warwick.ac.uk/services/library)

The Library website also features a subject page for each of the academic departments which contain links to relevant resources and databases that may be of use to you.

Other useful Library facilities include:

- Flexible and group study spaces on Floors 1 and 2
- Silent study spaces.
- Access to SMART boards, DVD players, PCs, Printers, and Photocopiers.
- The Learning Grid is a 24-hour flexible study facility located on the ground and first floor of University House, where you can book presentation facilities, organize group work and access a selection of core texts.
- Postgraduate computer access outside the Wolfson Research Exchange on Floor 3 of the Library.

Other Facilities

- The Faculty’s **Graduate Space** on the 4th floor of the Humanities Extension Block provides a meeting place for students. The Space can be booked for special events (e.g. workshops or conferences) through the Arts Faculty Secretary. Adjacent to this is a PG computing room with networked PCs available on a first-come, first-served basis. These facilities are shared with other graduate students in the Arts Faculty. You will require a code to gain access, also available from the Arts Faculty Secretary.

- The **PG Hub** on the ground floor of Senate House is a space for Warwick postgraduate taught and research students to access support and to work and share experiences together in the broadest context of postgraduate life, not just study.

Currently open: 09:00 – 20:00 (see website for holiday opening)

To find out more: [http://warwick.ac.uk/pghub](http://warwick.ac.uk/pghub)
The Transnational Resources Centre (TRC) is based in rooms H0.81, H0.85/6, H0.87 and H0.88 on the ground floor of the Humanities Building, with capacity for approximately 40 students at any one time. The TRC is managed by the Departments of French, German, Hispanic and Italian, and is open Monday – Friday during term time, with limited opening throughout the vacation period. The facility provides an innovative, flexible space that supports students by facilitating independent learning. It provides support for individual study, group problem-solving activities, team working and presentation work, including an emphasis on facilitating the development and delivery of student presentations and supporting students in the use of film and digital multi-media for their assignments. It also provides a foreign-language DVD library, a wireless network, a small reference library for languages students, and foreign-language newspapers and other materials. A wide range of equipment includes electronic whiteboards, networked foreign-language satellite television, a home cinema, video-editing facilities, networked PCs, laptops etc. For more information on the use of the TRC, please contact the technician (Ext. 50652), or check the website: http://www2.warwick.ac.uk/fac/arts/trc/

Information Technology and Training

Extensive IT facilities are available to students, including a computer room exclusively for the use of Arts postgraduates (rooms H4.47 just off the Graduate Space), and approximately 200 PCs in the Library. Most of the on-campus student accommodation and faculty buildings have remote access availability.

The University’s IT Services provide training in IT skills for graduate students. There is also a variety of online resources for training available through the IT Services website: http://www2.warwick.ac.uk/services/its.

If you feel you have a specific need for training in IT skills, or if you require special computing arrangements (e.g. relating to disability), do not hesitate to speak to your Director of Graduate Studies.

All new students must attend an induction session held by the University IT Services (date and time to be confirmed). In addition, you must also attend the subject-specific library skills sessions organised as part of your core study skills module.
Health & Safety and Wellbeing

Please make yourself familiar with the health and safety information provided on the university’s website and follow fire evacuation procedures as detailed on the noticeboards.

In case of fire DO NOT USE THE LIFTS. If you need assisted evacuation, please make your requirements known to office staff and ensure that you have the university’s Emergency contact number in your mobile phone (024765 22222).

Personal Tutors and Pastoral Care

The Director of Graduate Studies in your department offers advice on procedures and is responsible for granting extensions.

All taught postgraduates are allocated a Personal Tutor in their home Department. The Personal Tutor provides advice and help with personal and academic matters.

You will be able to find out who your Personal Tutor is in the first week of term at the induction session with your department’s Director of Graduate Studies.

You may request the allocation of a different Personal Tutor at any time.

You may also consider talking to a member of the SSLC or the Students’ Union.

Pastoral care within the School of Modern Languages and Cultures is also supported by the University’s Senior Tutor and the team of Student Support Staff.

Here are some useful pastoral/welfare telephone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Tutor</td>
<td>22761</td>
</tr>
<tr>
<td>Senior Tutor’s Office</td>
<td>23761</td>
</tr>
<tr>
<td>Financial Adviser</td>
<td>22737</td>
</tr>
<tr>
<td>Students’ Union Advice and Welfare</td>
<td>72824</td>
</tr>
<tr>
<td>Nightline (internal)</td>
<td>22199</td>
</tr>
<tr>
<td>Nightline (external)</td>
<td>024-7641 7668</td>
</tr>
</tbody>
</table>

Student Support Services

Student Support Services (http://warwick.ac.uk/supportservices) located on the ground floor of University House, can be contacted by telephone on 024 765 75570 or email on studentsupport@warwick.ac.uk and offer a comprehensive support and welfare structure available to help with all kinds of different problems, including personal, health, financial, problems connected with the law and University regulations, problems involving the provision of facilities for students with disabilities, or harassment of any sort. Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations.


Support services available to students through the University comprise the following:

**Student Support:**
- Personal Tutors System (http://warwick.ac.uk/personaltutors)
- University Senior Tutor (http://warwick.ac.uk/seniortutor)

**Residential Life Team:**
- International Office (http://warwick.ac.uk/services/international)
- Counselling Service (www.warwick.ac.uk/counselling)
- Disability Services (http://warwick.ac.uk/disability)
- Mental Health Team (http://warwick.ac.uk/mentalhealth)
- Student Wellbeing Advisor/Practitioner (http://warwick.ac.uk/mentalhealth)
- University Health Centre (www.uhhc.org.uk)
- Chaplaincy (http://warwick.ac.uk/chaplaincy)
- Student Advice Centre (an independent, free and confidential Students’ Union service)
- Student Funding (http://warwick.ac.uk/services/academicoffice/funding/)
- Security Services (http://warwick.ac.uk/security)
Key Monitoring / Contact Points

We want to be sure that you are coping with your work and not falling behind and so we ask that you meet our monitoring points throughout the academic year as follows.

Term 1
1. Attendance at PGT induction meeting with Director of Graduate Studies (Week 1)
2. Attendance at Critical Theory in Modern Languages classes (IT914) (Week 3)
3. Submission of draft work for Skills Module (IT 913) (Week 4)
4. Attendance at Critical Theory in Modern Languages classes (IT914) (Week 8)
5. End-of-term meeting with Personal Tutor (Week 10)
6. Submission of work draft for Skills Module (IT 913) (Week 11)

Term 2
1. Attendance at meeting with Director of Graduate Studies or personal tutor (Week 1)
2. Submission of summative work for Critical Theory in Modern Languages (IT914) (Week 2)
3. Submission of dissertation title form (Week 6)
4. End-of-term supervision session with Director of Graduate Studies or thesis supervisor (Week 10)

Term 3
1. Submission of summative work relating to term 2’s taught module/ASO (Week 3)

Summer
2. Submission of thesis chapter and discussion with supervisor (start of July)
3. Submission of Dissertation (mid-August)

PGT students who are researching outside Warwick must submit monthly reports to their supervisor either via email or Skype conversation (with email or Tabula records). Students provided with an extension will be monitored by monthly reports to their supervisor either via email or Skype conversation (with email or Tabula records).
What happens if you miss your contact points?

After three monitoring points are missed we will contact you to investigate whether you are having problems that are preventing you from fully engaging with your course.

After four contact points are missed we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor, The Disability Co-ordinator or the Mental Health Co-ordinator, as appropriate.

After five contact points are missed you will be contacted to make you aware that you are at serious risk of being recommended for termination of your registration at the university.

After 6 missed contact points the department is able to invoke Regulation 36 (see Reg. 36 Regulations Governing Student Registration, Attendance and Progress) to begin termination of registration proceedings and your case is handed over to the Academic Office.

International students should be particularly aware of the consequences of missing contact points.

Legislation requires the Academic Office to report to the UK Visas and Immigration any students who have been found not to be engaging with and attending their degree course. This has serious implications for your visa status.
**Student-Staff Liaison Committee (SSLC)**

The Student-Staff Liaison Committee consists of members of staff and elected student representatives. The Student’s Union says that the Chair of the SSLC should be a student. The School of Modern Languages and Cultures has a combined postgraduate SSLC. The elections of SSLC representatives usually take place in the first few weeks of the Autumn Term. **Do volunteer!**

The minutes of SSLC meetings are posted on the website and discussed at the Postgraduate Studies Committee meetings. Postgraduate matters arising from the SSLC meetings may, as appropriate, be referred to Departments’ staff meetings.

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**The Postgraduate Studies Committee**

The Postgraduate Studies Committee consists of the Head of the School of Modern Languages and Cultures (ex officio) and the Directors of Graduate Studies from each department.

The PG Studies Committee meets at least once a term (more often if necessary) to discuss, amongst other things: postgraduate recruitment and admissions; student progress (e.g. discussion of progress reports, or of MA essay marks); and matters relating to postgraduate teaching and research supervision.
The MA Rationale, Aims, and Structure

The **MA for Research** reflects the interests and particular strengths of specialist staff in the School of Modern Languages and Cultures, and caters for students who wish to work within those areas of expertise.

The course offers a taught element (taking into account your prior knowledge of the discipline) alongside an enhanced individual research element, concretized in particular in the individually tutored programme of reading (or viewing / auditing for those working on relevant media) (Advanced Study Options).

The programme thus provides a specific route towards PhD study, but also caters for students who wish to take the MA for its own sake.

The exact content of your degree will be tailored to your individual student interests and needs in consultation with the Director of Graduate Studies. The aim is to construct a programme that provides you both with coverage in the disciplines (in particular, filling in gaps) and experience of research techniques of information retrieval and organization.

The course aims

- to introduce students to advanced study in areas relating to the culture and thought of their chosen language [subject-specific knowledge and skills];
- to enable students to develop their research skills and their ability for critical analysis and meaningful synthesis [transferable skills];
- to give students a firm methodological and theoretical foundation from which to proceed (if they wish) to doctoral research [subject-specific knowledge and skills].

On a **full-time** basis, the MA for Research is a twelve-month programme.

However, the programme can also be taken **part-time** over 24 months. In that case,

- In year one, the student would complete the Critical Theory module IT914 and the Advanced Study Options (reading programmes) resulting in 3 x 5,000 word essays over the year.
- In year two, the student would complete the 20,000 word dissertation.
- The Skills Training Programme IT913 will be distributed over two years.
Your study programme is structured as follows:

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IT914 Critical Theory in Modern languages</td>
<td>5,000 word essay</td>
</tr>
<tr>
<td></td>
<td>IT913 Research Skills in Modern Languages</td>
<td>1 bibliographical exercise and 1 literature review</td>
</tr>
<tr>
<td></td>
<td>Advanced Study Option I (or an alternative module approved in advance by the relevant DGS)</td>
<td>5,000 word essay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th>Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Study Option II (or an alternative module approved in advance by the relevant DGS)</td>
<td>5,000 word essay</td>
</tr>
<tr>
<td></td>
<td>IT913 Research Skills in Modern Languages</td>
<td>Formative assessment only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dissertation</td>
<td>20,000 word dissertation</td>
</tr>
</tbody>
</table>

According to individual needs, students may require other specific skills training (e.g. Image Capture Technologies for those with filmic interests), or learn a further language. Please speak to your tutor and the Director of Graduate Studies if this is the case.
Modules

Module descriptions for both the taught module and Advanced Study Options can be found on the School and departmental postgraduate pages. Individual tutors or module leaders may be able to provide further information or more detailed reading lists.

If you are a part-time student and are unsure of whether a particular tutor will be available to supervise your dissertation in the second year of your course, then please contact the Director of Graduate Studies to discuss the matter.

On-line Module registration

The University uses an online system for most students taking taught degrees to register for their modules and examinations. You will need to use the EMR system to register option modules and assessment methods and/or CATS weights for all your modules as necessary.

The EMR system is accessed via start.warwick; you will need your ITS username and password in order to be able to log on. Once you have logged on, you will be able to view and/or select your module choices, and you will also have access to a forum where you can raise any queries or make comments.

Because of the year-on-year variations in the MA options menu, it is very important that you should discuss and confirm your option choices with the Director of Graduate Studies or Postgraduate Secretary BEFORE using the EMR facility. Failure to do so may result in serious administrative problems.

Teaching and Learning Methods

For IT914 teaching mainly takes the form of weekly 2-hour sessions. The Advanced Study option modules are 1-hour sessions. Teaching methods may vary according to group size and the individual teaching style of the tutor involved. Typically, a tutor may start the session with a mini-lecture or introductory address (sketching the background or context, or putting forward a particular research problem in connection with the theme for the week); this may then be followed by a presentation by individual students, and move on to general discussion, the reading of a communal text, etc… Tutors will give you (oral or written) instructions and reading lists so that you can prepare for each session.

Groups are likely to be small, so your contribution will be essential for the success of the session. It is also fair to your fellow-students that you should take full responsibility for your part in the preparation, as agreed with the group and/or the tutor.

From Term 2 onwards, and through the Summer Term as well as part of the Summer Vacation, you will concentrate on researching and writing up your dissertation.

The dissertation is designed to help you undertake original research and make a genuine contribution to our knowledge and understanding of your chosen topic. We will ensure adequate supervision to direct/guide your initial researches, to monitor your progress and to discuss concrete issues of
research methodology and scholarly presentation, as well as problems relating to contents. Depending on the number of students on the course and the topics of their dissertations, supervision may either be in shared or individual sessions with the dissertation’s supervisor.

Supervision may also be provided by a team of suitably qualified tutors, to allow for the department’s study leave and teaching load distributions. There may also be communication by e-mail, as and when required.

It is important to plan your work well in advance and agree a schedule of meetings with your supervisor at an early date. From these meetings you should be able to develop a time-table for completion, with clear deadlines which you should aim to observe. You are advised to confirm at the end of each meeting with your supervisor when and how you will next be in touch, and what work you should have undertaken by then. Most academics and administrative staff take up some of their annual leave (holiday) entitlement over the summer vacation. Please take this into account when arranging your supervision schedule with your supervisor. Note that the date for submission (see below: assessment) of your dissertation is final.

Much of your time, therefore, will be spent in independent reading and research, and in drafting your class presentations, essays or dissertations. You are expected to demonstrate initiative and to develop your ability to organize and direct your own work: so the onus is upon you to raise any problems with your tutors or supervisor.

Attendance at all classes, tutorials and supervisory meetings is obligatory. If you are unable to attend a particular session, you should contact your tutor in advance to explain your absence.

You must also make sure that any other commitments you take on (e.g. if you are also in part-time paid employment) leave you enough time and flexibility to read, go to the library, attend research seminars etc. Please consult university guidelines on how much time a student is expected to spend on their study, is allowed to work etc.

Other learning opportunities

In addition to your departmental classes, supervisions and seminars you are encouraged to attend research seminars, colloquia and skills workshops organized elsewhere in the University. Please check the notice boards for details.

There are a number of programmes of research seminars for visiting speakers, Warwick internal staff and research students. You are expected to attend your departmental ones as they provide invaluable insight into the academic community and will give you access to cutting-edge, unpublished research.

In some cases it can be useful to audit other relevant postgraduate or even undergraduate modules, or to take on extra language tuition. Please discuss your plans with the Director of Graduate Studies.
Assessment Methods:

Essays

The taught module and advanced study options are assessed on the basis of a termly essay of 5,000 words. We allow a leeway of 10% in the word count.

“Essay” need not necessarily be understood in the conventional sense: in strict agreement with the Director of Graduate Studies and the relevant module tutor, you may substitute ONE of the 5,000 word essays with other pieces of work related to the field of your studies (broadly defined): e.g. you might wish to present a portfolio consisting of an agreed number of critical reviews of seminal or recent works on a particular topic, or of commentaries and/or close readings of a given text, or a combination of such materials. Other activities might include a critical edition (with or without translation and/or commentary) of a suitable text or extract [assessment of subject-specific research skills], explorations of computer assisted research tools [methodology] etc. Such submissions should be accompanied by a brief reflection on the rationale behind the chosen method or topic, as well as on their significance or outcome.

You should not use substantially the same material in more than one piece of work, nor write at length on the same text in more than one essay.

Students should agree with their module tutors by when they should submit a detailed outline or draft of their assessed essay; they are then entitled to a ½ hour tutorial, at a mutually agreed time, for discussion and feedback. In the Advanced Study Option, discussion of the essay is an integral part of the tutorial scheme.

Please note that the onus is on the student to arrange this schedule with his/her tutor – where the student does not take the initiative or does not leave a reasonable amount of time for the dialogue to take place, it will be surmised that he/she did not wish to take up this opportunity for feedback.

Tutors will give advice designed to help you to pass, but may not express an opinion on whether the work will pass or fail, since final assessment is undertaken by both first and second markers and external examiners.

All the work submitted for summative assessment should be printed on A4 paper (single sided and double line spacing) and neatly presented in an appropriate scholarly format including page numbering and a title page. Please remember to anonymise your work and only include your Student ID number but not your name.

The School of Modern Languages and Culture’s recommended style sheet for bibliographical references etc. is the MHRA Style Guide.
Online submission and hard copy submission

The University has a system called Tabula for the online submission of essays and the return of feedback: [https://tabula.warwick.ac.uk/coursework/](https://tabula.warwick.ac.uk/coursework/)

When submitting via Tabula you **must** include your Student ID number in the saved name of your uploaded assignment as this is how the system can identify your work. Please also try and include the module number of your assignment for ease of reference.

Online submission will close at midnight on the day prior to the submission deadline. You will need to bring a copy of your online submission receipt with you when you submit 2 hard copies to the PG office by mid-day on the submission deadline together with a signed cover sheet (to be provided by the PG Secretary).

The University’s expectation is that feedback on essays will be provided within 20 working days, with the exception of the dissertation. Feedback on the dissertation will follow the exam board in late September.

Dissertation

All taught MA for Research students write a 20,000 word dissertation, roughly the size of four essays or three scholarly articles. We allow a leeway of 10% in the word count. In accordance with university regulations, MA dissertations are written in English. The university also requires that “a dissertation submitted in part fulfilment of the requirements for the award of a Master’s degree shall constitute an ordered, critical and reasoned exposition of knowledge in an approved field and shall afford evidence of knowledge of the relevant literature, and be submitted in accordance with the appropriate course regulations.”

The topic of your dissertation will normally spring from your own interests but should also be within the research interests and/or expertise of a permanent member of departmental staff. (Study leave arrangements for staff may place some restrictions on the areas in which the Department is able to provide appropriate supervision.)

You will be allocated a dissertation supervisor or supervisors at an appropriate stage during the course.

The topic will be formally agreed between yourself, the Director of Graduate Studies and the dissertation supervisor. **Please hand in the appropriate form for signing so as to have your topic formally approved.**
The dissertation is the most important piece of work you will produce in the year. **Do not, therefore, delay thinking about the dissertation until the first term is over.** The **deadline** for the **provisional title** is the **end of Week 6 in the Spring Term.**

You will also need some time to work out what kind of argument you can reasonably develop within the word-limit: the dissertation is not an essay, nor is it a book!

The dissertation should be bound (soft binding), contain a table of contents, and have a page-number on every page (except the title-page and end-papers).

Remember that for the dissertation three or four weeks are required for final typing, correcting and printing, since a very high standard of accuracy and literacy is demanded; and a month at least is usually needed to revise the full draft. Any detailed plans or (partial) drafts of the dissertation should therefore be submitted for tutorial advice according to the agreed time-table.

**The submission date for the dissertation will be mid-day on Thursday, 13th August 2015. Esubmission will close at mid-night on Wednesday, 12th August 2015.**

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**Diploma in Research**

The MAs run within the School of Modern Languages and Cultures offer a Diploma in Research as an exit qualification only. This means that you cannot register for it as a regular degree course. This Postgraduate Diploma may in exceptional circumstances be granted to students who have submitted and passed the written work for the taught module and the Advanced Study Options (i.e. 3 essays of 5,000 words), but not the dissertation. The award of the Diploma is at the discretion of the Exam Board.

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**Marking and Examination Criteria**

The **Pass Mark** on all postgraduate courses is 50. The maximum pass mark on reassessment is 50.

**Penalties for Late Submission of Assessed Work**

All work submitted for assessment must be handed in by the given deadlines. Once a submission date is published it has the force of a University Regulation. Lateness of submission will only be excused on medical or compassionate grounds. Medical grounds must be supported by a doctor’s certificate or note. Requests for extensions on compassionate grounds must normally also be supported by suitable documentation. All written evidence concerning grounds for lateness of submission must be submitted to the PG Office (F.A.O. the Director of Graduate Studies) at the same time as, or soon after, the event or events to which they refer.
If you believe you are going to miss a deadline, you must explain the problem as soon as possible to the relevant module tutor. Application for an extension of deadline must be supported by him/her, and submitted to the Director of Graduate Studies (with any supporting evidence). Under University Regulations, only the Chair of Department/Director of the Centre and, in the case of graduate students, the Director of Graduate Studies may grant an extension of submission date.

Where no formal extension has been granted, a penalty of 3 marks per day for postgraduate students will be imposed for the late submission of work. "Marks" mean marks on a percentage scale. A late piece of work that would have scored 65% had it been handed in on time would thus be awarded 62 if it were one day late, 59 if two days late etc. Penalties accrue only on working days (not weekends, public holidays). (AQSC, 13 May 2004, minute 86/03-04; Senate, 30 June 2004, minute 126/03-04).

Word-length of Assessed Work

A published maximum word-length has the force of a University Regulation. All assessed work submitted for a Master’s degree must conform to the word-lengths given in this handbook, and published elsewhere. You will be asked to provide a word count of your essays and dissertation. Writing over-length places you at a considerable disadvantage, and marks may be deducted if you do so. It is of course, impossible to write to an exact word-length; we think that between 5% and 10% is a reasonable margin for flexibility. If your essay is judged to be over-length, the Examination Board for Taught Master’s Degrees is allowed to impose penalties. There is no penalty for essays submitted under the word-length, provided that quality has not been sacrificed to brevity (!).

Feedback and Progress on Taught Master’s Courses

Core and option module tutors will give you verbal feedback on your class preparations and/or presentations. You will also receive advice and feedback on a detailed plan of your essay if submitted before or at the time agreed with your module tutor.

For all your assessed essays, you will be given access to written comments and a provisional mark agreed by two internal examiners, normally within 20 working days of the submission date. The mark will be provisional at this stage, as your work will not have been seen by the External Examiner, nor confirmed by the Examination Board. You will be given access to feedback and agreed mark for the dissertation only after the exam board has met in late September.

Remember: all assessed work should conform to the MHRA Style Guide. Bad writing, inadequate proof-reading, and incoherent footnoting will lower your grades.
Descriptive Marking Scheme

The MA for Research operates the University’s Descriptive Marking Scheme for Taught MAs in the Arts (assessed and examined work):

These guidelines assume a pass mark of 50. Some of the qualities listed below apply only to examinations, some only to assessed work, and some to both.

80+: (Distinction): Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents an advance in scholarship or is judged by the examiners to be of a standard publishable in a peer-reviewed publication.

70-79: (Distinction): Methodologically sophisticated, intelligently argued, with some evidence of genuine originality in analysis or approach. Impressive command of the critical/historiographical/theoretical field, and an ability to situate the topic within it, and to modify or challenge received interpretations where appropriate. Excellent deployment of a substantial body of primary material/texts to advance the argument. Well structured, very well written, with proper referencing and extensive bibliography.

60-69: Well organised and effectively argued, analytical in approach, showing a sound grasp of the critical/historiographical/theoretical field. Demonstrates an ability to draw upon a fairly substantial body of primary material, and to relate this in an illuminating way to the issues under discussion. Generally well written, with a clear sequence of arguments, and satisfactory referencing and bibliography.

50-59: A lower level of attainment than work marked in the range 60-69, but demonstrating some awareness of the general critical/historiographical/theoretical field. Mainly analytical, rather than descriptive or narrative, in approach. An overall grasp of the subject matter, with, perhaps, a few areas of confusion or gaps in factual or conceptual understanding of the material. Demonstrates an ability to draw upon a reasonable range of primary material, and relate it accurately to the issues under discussion. Clearly written, with adequate referencing and bibliography.

40-49 (Fail/Diploma): This work is inadequate for an MA award, but may be acceptable for a Postgraduate Diploma [although some departments may wish to set the pass mark for a diploma at a level higher than this]. Significant elements of confusion in the framing and execution of the response to the question. Simple, coherent and solid answers, but mainly descriptive or narrative in approach. Relevant, but not extensive deployment of primary material in relation to the issues under discussion. Occasional tendency to derivativeness either by paraphrase or direct quotation of secondary sources. Some attempt to meet requirements for referencing and bibliography.

39 (Fail): Work inadequate for an MA or Diploma award. Poorly argued, written and presented. Conceptual confusion throughout, and demonstrates no knowledge of the critical/historiographical/theoretical field. Failure to address the issues raised by the question, derivative, very insubstantial or very poor or limited deployment of primary material.
For an MA in modern languages, there is an assumption that the student’s command of the relevant language is unproblematic. An inaccurate use, or grasp, of the foreign language, therefore, is likely to lower your grades. Markers will exercise discretion but may take recourse to the following linguistic guidelines, as a complement the faculty’s general marking scheme, particularly where written work involves translation.

70+ (Distinction):

The standard of language, where used, is very high (flawless or near flawless in spelling, grammar, register; rich in vocabulary, idiomatic use etc.).

60-69:

The standard of language, where used, is high (only sporadic and small errors in spelling, grammar, register; good range of vocabulary, idiomatic use etc.).

50-59:

The standard of language, where used, is fair (several errors in spelling, grammar, register; a reasonable range of vocabulary, idiomatic use etc.).

40-49 (Fail/Diploma):

The standard of language, where used, is low (multiple errors in spelling, grammar, register or comprehension; a limited range of vocabulary, idiomatic use etc.).

40- (Fail):

The standard of language, where used, is poor (frequent and/or serious errors in spelling, grammar, register or comprehension; a very limited range of vocabulary, idiomatic use etc.).

Exam Board Conventions

The University’s requirements for Taught Postgraduate Awards apply to this degree:
http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt
GENERAL ACADEMIC INFORMATION

**Illness and Absences**

If, for any reason, you are not able to study for a period of more than two or three weeks, it is essential that you contact your Director of Graduate Studies, and ask about the advisability of applying for a Suspension of Study (Temporary Withdrawal). If he/she thinks this is advisable, s/he will ask you to supply in writing your needs and your reasons for seeking a Temporary Withdrawal. You should also supply medical evidence where appropriate. He/she will then forward your letter, along with a covering letter indicating the Department’s support of your need for a suspension of study, to the Chair of the Warwick Graduate School. If you do not hear within a reasonable period of time, ask the Director of Graduate Studies to contact the Graduate School on your behalf.

**Plagiarism and Intellectual Property**

All the work and ideas presented in your class presentations, essays and dissertations should be your own or their source should be clearly indicated. Especially in the context of assessed work, you must be careful to avoid plagiarism. So where you have cited, or drawn on, the work and ideas of others (including material found on the Internet), full acknowledgement must be made. Not to do so is a form of cheating which the University (University Regulation 12) defines as follows:

“In these Regulations ‘Cheating’ means an attempt to benefit oneself, or another, by deceit or fraud. This shall include deliberately reproducing the work of another person or persons without acknowledgement. A significant amount of unacknowledged copying shall be deemed to constitute prima facie evidence of deliberation, and in such cases the burden of establishing otherwise shall rest with the candidate against whom the allegation was made.”

Do protect your own interests by acknowledging the source of quotations and paraphrased argument (“As Smith claims...”; “Jones has shown that...”), and by providing a bibliography at the end of all your essays, your dissertation, and thesis. The methodological components of your MA will help you adopt proper referencing systems, bibliographies. Proper scholarly presentation is at any rate an integral component of academic research and writing.

The School’s preferred referencing system is laid out in the MHRA Stylebook, copies of which can be found in the library. The text is also on the MHRA website (to which there is a link from the University Library’s website). The University Library website also offers guidelines on how to quote electronic sources.

The Graduate School Portal [http://www2.warwick.ac.uk/academicoffice/postgrad/gsp/](http://www2.warwick.ac.uk/academicoffice/postgrad/gsp/) also provides Guidance, to amongst other things, how to avoid Plagiarism. Check out the on-line tutorials: [http://www.warwick.ac.uk/services/elearning/plato/](http://www.warwick.ac.uk/services/elearning/plato/)
Extenuating/Mitigating Circumstances

Extenuating or mitigating circumstances are those events which have had a detrimental effect on your study, to the point that it is in your interest to draw our attention to them and ask for them to be considered in mitigation of poor performance.

Such circumstances include (but are not limited to) illness, both physical and emotional; the severe illness or death of a close family member; a shocking or traumatic personal experience. In addition, sudden, unexpected changes in family circumstances might affect your ability to make academic progress as a consequence of their demonstrable emotional impact upon you, and may also be considered as mitigation.

The University is aware that in some cultures it is considered shameful or embarrassing to disclose the details of these kinds of circumstances to those outside one’s family. This is not the case in the prevailing UK culture and you should be aware that your department and the University are fully supportive of students in difficult circumstances and want to assist if at all possible. If you feel inhibited from talking to a tutor or other member of staff in the first instance, you may also consider talking to a member of your SSLC, the Students’ Union, the University Senior Tutor or a member of staff in Student Support for initial, informal advice.

Clearly, though, in order for your circumstances to be considered as mitigating, they must be conveyed formally to someone in the department (your personal tutor and/or the Director of Graduate Studies, for instance). The University expects that you will discuss your circumstances before Exam Boards meet, so that they may be taken into account in good time. You should be aware that, in the event you feel you need to appeal the outcome of an Exam Board, offering extenuating or mitigating circumstances at that point will need to be accompanied by a good reason why you withheld the information earlier.

Without wanting to invade your privacy, the University does expect that you bring such circumstances to our attention in a timely manner, despite the discomfort you might feel in so doing. Failure to disclose such circumstances at a time when you could have done so may subsequently be problematic. Your department will do all it can to support you in difficult situations.
Appeals

There are both informal and formal channels for making a complaint or providing feedback about a department or service at the University of Warwick. The University encourages informal resolution where appropriate and also has a formal Student Academic Complaints procedure. Full details of the various channels are detailed on the website, along with information about the Office of the Independent Adjudicator and support open to students across the University.

Academic Appeals

Under certain defined circumstances, and as per the University Calendar (University Regulations), students may appeal against decisions relating to their academic progress or outcomes. These may be summarized broadly as follows:

Postgraduate taught students have the right to appeal if it is decided that their performance merits the award of a lower qualification than the one for which they were registered or does not merit the award of a qualification at all.

Further information can be found in the University Calendar (see Regulations 8, 37.5 and 38.9) or at: http://www2.warwick.ac.uk/services/aro/academiccomplaints/studentappeals/

Problems and Complaints

We want to be as sympathetic and helpful as possible to any worries or difficulties you may experience. Your Director of Graduate Studies is normally the first port-of-call.

If you wish to raise concerns about your course you are advised to do this initially within the Department, through discussion (in confidence) with the Director of Graduate Studies, your personal tutor, supervisor, or the Head of Department. (Where necessary and appropriate, the matter can be referred for discussion to a meeting of the Postgraduate Studies Committee.)

You can also take up matters of concern through the SSLC (though this is normally not the forum for discussion of matters relating to specific individuals).

If you are not happy with the outcome of these discussions, then you may follow the University's Academic Complaints Procedure. A summary is provided in the Postgraduate Student Guide, issued by the Graduate Office. The full procedure is set out online at www.warwick.ac.uk/info/complaints

There are separate guidelines or procedures for:

- Academic Appeals
- Disciplinary Regulations
- Research Misconduct
- Harassment (sexual, racial or personal)
Ethical Considerations

The University is committed to ethical practice in research and to providing support to researchers with emerging issues in relation to ethics across all research fields. It expects that staff and students will behave ethically and professionally in all their activities. It is the responsibility of staff and students to consider the ethical implications of their research using the University Ethical Scrutiny Framework (http://www2.warwick.ac.uk/services/rss/) and all relevant guidelines of appropriate professional bodies to assist them in fulfilling their obligations.

If you feel that your MA research has ethical implications, please complete a Research Ethics Approval Form which can be downloaded following the link below. Please return the form to the departmental office or to the DGS. A copy can be found at Appendix B to this handbook.
http://www2.warwick.ac.uk/fac/arts/french/pg/currentstudents/admin/forms/

PLANS FOR THE FUTURE?

As an MA student at Warwick, your year will no doubt seem to fly past. So it is worthwhile thinking of the future well before the academic year draws to a close.

If you have your hopes set on continuing your graduate work with an MPhil/PhD (at Warwick or elsewhere), then discuss your ideas as early as possible with the Director of Graduate Studies and any tutor (or other member of staff) whose expertise is closest to your own research interests.

Bear in mind that deadlines for admission and funding for the next academic year occur as early as January (Warwick postgraduate research fellowships and AHRC studentships).

Do also visit the Student Careers and Skills service for advice:
http://www2.warwick.ac.uk/services/careers
APPENDIX A:

School of Modern Languages and Cultures

STUDENT CONTACT DETAILS

MA for Research: 2014/15

Department:

STUDENT NAME: STUDENT NO:

EMAIL ADDRESS:

PHONE NUMBER:

TERM TIME ADDRESS:

HOME ADDRESS:

SIGNED: DATED:
APPENDIX B

School of Modern Languages and Cultures

Research Procedures: Ethical Approval Form

Student:

Research project:

The University’s Humanities and Social Science Research Ethics Committee requires the Department to check that all research conducted conforms to ethical standards.

Please mark with an X your answer to each question. If you answer Yes or No to any question please provide explanations and details in the space provided below.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has informed consent from participants (e.g. surveyed groups, witnesses)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>obtained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will participants be informed of your aim in securing their participation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will participants be informed of the use to which your data will be put?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will CRB checks of participants be required?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you store any such data securely – i.e. in a private and lockable state?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor any potential risks to you as a researcher arising from involvement of participants in your research?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where the research is observational only, and consent is not necessary, can you confirm that the cultural sensitivities, and the privacy, of individuals will be respected?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor a protocol for dealing with any ethical dilemmas which may arise during your research?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you discussed with your supervisor the ethical dimensions of publication of your findings?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide explanations and details here:

You MUST supply a new form if any changes in the ethical dimension of your research project occur, or if any ethical issues arise for any other research project you undertake.

This form must be signed and dated by:

Student/Researcher

Project supervisor

Director of Graduate Studies