Student Handbook
2016 -2017

MA in
Translation,
Writing and
Cultural
Difference
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Welcome to the MA. We hope you will have an excellent year with us!

This is an innovative and interdisciplinary 12 months full-time (24 months part-time) programme of study leading to an MA. The aim of the course is to examine translation between English and either German, French, or Italian in a cultural context, and develop communicative, imaginative and critical abilities related to literary writing. Students are encouraged to develop their interest in intercultural communication and combine the study of theoretical models with active translation work and creative writing.

The MA is run collaboratively by a number of units in the Faculty of Arts, including the departments of English and Comparative Literature, and French, German, and Italian Studies within the School of Modern Languages and Cultures.

This handbook will give you useful information about the procedures and options linked to the MA in Translation, Writing and Cultural Difference (TWCD). 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 School of Modern Languages and Cultures’ website, which will incorporate any necessary updates.
Main Contacts:

Please remember that, whatever your language specialism, for administrative purposes you should always refer in the first instance to the Postgraduate Secretary in the School of Modern Languages and Cultures: Caroline Parker in Room H0.57

Tel: 02476 574 219 caroline.parker@warwick.ac.uk

The PG secretary’s office hours are 9.30 am – 1.00 pm on Monday/Tuesday/Thursday/Friday. The Office is closed on Bank Holidays, and at other times when the University is closed.

The Course Academic Co-ordinator is in:

**Italian Studies** 4th Floor
Jennifer Burns Room H4.11 J.E.Burns@warwick.ac.uk

Below are the members of staff who will be your main contacts in each department. You will also need to get contact details for tutors of individual modules:

**French Studies** 4th Floor
Georgina Collins Room H4.40 G.Collins@warwick.ac.uk

**German Studies** 2nd Floor
Andrea Klaus Room H2.12 A.G.Klaus@Warwick.ac.uk

**English Department** 5th Floor
Course Academic Co-ordinator: John Gilmore
PG Programmes Officer: Daniel Roper Room H5.45 J.T.Gilmore@warwick.ac.uk PGEnglish@warwick.ac.uk

Faculty of Arts

The Arts Faculty Administrative Hub is on the Ground Floor of the Humanities, Room H0.42

- CADRE, Centre for Arts Doctoral Research Excellence
- Careers and Skills
- Faculty Secretary
- Research Impact Services

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

**Contacting Staff**

Email is the best way to contact staff for many purposes, initially at least. 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 and online. 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.

In the unlikely event that you have a problem with one of your modules, you should approach the module convenor in the first instance to see if the issue can be resolved. If you are still not satisfied, then please contact the MA academic co-ordinator as soon as possible. There is no need to wait for an SSLC meeting to raise problems.

**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.

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](http://www.warwick.ac.uk/services/its)

Each department and the Graduate Space has a **Noticeboard** for Graduate Students 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](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/](http://www2.warwick.ac.uk/services/academicoffice/gsp/)

**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)

Transnational Resources Centre

The TRC is based in rooms H0.81, H0.85/6, H0.87 and H0.88 in the Humanities Building, with capacity for approximately 40 students at any one time. The TRC is managed by the Departments of French, German 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 large foreign-language DVD library: [http://trc.lib.warwick.ac.uk/TRClist.cshtml](http://trc.lib.warwick.ac.uk/TRClist.cshtml), 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 TRC Technician (Ext 50652) or check the website: [http://www2.warwick.ac.uk/fac/arts/trc/](http://www2.warwick.ac.uk/fac/arts/trc/)
The 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. 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.

Library contacts:

You may want to contact subject librarians for specific areas of studies.

For English/French/Italian: Kate Courage  Kate.Courage@warwick.ac.uk 024765 (28151)

For German: Richard Perkins  R.Perkins@warwick.ac.uk 024765 (22331)
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** H4.47 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 – 00:00 Monday - Sunday

  To find out more: [http://warwick.ac.uk/pghub](http://warwick.ac.uk/pghub)

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 students. There is also a variety of online resources for training available through the IT Services website.

[http://www2.warwick.ac.uk/services/its](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

All taught postgraduates are allocated a Personal Tutor. The Personal Tutor provides advice and help with personal and academic matters, but not with the content of your work. You will be able to find out who your Personal Tutor is in the first week of term at the induction session. You may request the allocation of a different Personal Tutor at any time.

Arrange to meet your personal tutor during week 1. You should see your personal tutor at least twice per term, but you can also arrange additional meetings if you need to discuss any academic or personal issues.

Remember that the personal tutor system is there to support you and that personal issues will be treated confidentially. Your personal tutor will usually be able to help, or may refer you to other University support services. 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.

The Counselling Service also offers help with personal concerns and worries. The service is located at Westwood House, on the Westwood Campus for directions and opening hours see: http://www2.warwick.ac.uk/services/tutors/counselling/contact

Here are some useful pastoral/welfare telephone numbers

Senior Tutor 22761
Senior Tutor’s Office 23671
Financial Adviser 22737
Students’ Union Advice & Welfare 72824
Nightline 22199 (External: 024 7641 7668)
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 (http://www2.warwick.ac.uk/services/student-support-services/health-centre)
- 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 MA TWCD induction meeting with course convenor (Week 1)
2. Completion of module registration (Week 3)
3. Attendance at EN964: Translation Studies in Theory and Practice class (Week 5)
4. Attendance at language-specific core module class (Week 8)
5. Agreement of dissertation topic with supervisor (Week 10)
6. End-of-term meeting with Personal Tutor (Week 10)

Term 2

1. Submission of assessed work for language-specific core module (Week 2)
2. Submission of assessed work for EN964: Translation Studies in Theory and Practice (Wk 6)
3. Confirmation of dissertation title (Week 7)
4. End-of-term meeting with Personal Tutor (Week 10)

Term 3

1. Submission of assessed work relating to Term 2 option module (Week 3)

Summer

2. Submission of dissertation chapter and discussion with supervisor (July)
3. Submission of Dissertation (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: 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.

Term Dates 2015-2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 5 October 2015</td>
<td>Saturday 12 December 2015</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 11 January 2016</td>
<td>Saturday 19 March 2016</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Wednesday 25 April 2016</td>
<td>Saturday 2 July 2016</td>
</tr>
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</table>

Taught Postgraduate students are expected to continue with their studies outside the stated term dates. MA programmes for full-time students include work equivalent to a notional 45 weeks within the year.
Student-Staff Liaison Committee (SSLC)

This consists of one or more members of staff and a student representative from each of the language departments, including representatives from MA programmes. Its Chair and Secretary are students. It provides a forum in which to exchange ideas and feedback about the progress of the MA and other issues concerning the academic life of the students. Notices regarding the SSLC will be circulated by email. Please note that you will be invited to nominate your student representative within the first few weeks of the course. S/he will then canvass your opinions on particular issues, represent your views and interests at subsequent meetings and will report back to you on all SSLC developments.

Remember, the effectiveness of the SSLC does not depend on the teaching staff’s goodwill, but on your commitment to improve the quality of your education. An effective SSLC needs the energetic support of all students. The university’s recommendation is that SSLC should meet four times a year, and we hope that you will make full use of these opportunities for constructive discussion.

Graduate Studies Committee

The Graduate Studies Committee consists of the Head of the School of Modern Languages and Cultures (ex officio), the School's Academic Director of Graduate Studies, and the Directors of Graduate Studies from each language department. The Graduate 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.

Extra-curricular activities

The Departments involved in the MA have a varied programme of extra curricular activities. Guest Lectures and Seminars run throughout the year. The Humanities Research Centre of the Faculty also offers a variety of academic events. Students are also encouraged to organise their own outings and gatherings. We hope that you will show an active commitment to maintaining the cultural vitality of the Faculty by attending and contributing to these events. Please keep a note of their dates in your diary.

Other Commitments

You should always keep in mind that the MA will be your main commitment during your period of study. Especially for full-time students, it is important that other commitments, such as part-time work, extra-curricular courses, etc., should not impinge on the MA’s core activities.
ACADEMIC INFORMATION

Modes of Study

<table>
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<tr>
<th>Award</th>
<th>Period of Registration – Full Time</th>
<th>Period of Registration – Part Time</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>12 Months</td>
<td>24 Months</td>
<td>180 Credits</td>
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</table>

All students will take the following modules.

Core Module (Term 1):
- EN964-30 *Translation Studies in Theory and Practice* (English)

Language specific Core Module (Term 1):
- FR923-30 *Intellectual Contexts I: Intercultural Transactions* (French)
- GE904-30 *Translation and Cultural Difference between German and English* (German)
- IT908-30 *Translation and Communication Skills* (Italian)

Writing Core Modules (Term 2):
- EN908-30 *Writing Poetry* (English)
- OR
- Check website for available English Modules

One Option Module selected from the list of postgraduate modules offered by all the participating departments.

Option modules change annually, and an updated list is available at the beginning of the Autumn term. Modules available will most likely include:

- EN971-30 *Literary Translation and Creative (Re)Writing in a Global Context* (English)
- FR930-30 *Advanced Study Option II* (French)
- FR922-30 *The Lure of Italy* (French)
- GE908-30 *The Self and the Others: Identity, Gender and Ethnicity in German Culture around 1800* (German)
- IT904-30 *The Shapes of Knowledge in Early Modern Italy* (Italian)
- IT905-30 *Emigrants, Migrants, Immigrants* (Italian)
- IT911-30 *Advanced Study Option II* (Italian)

NB: The number after the module number is the CAT points and indicates the relative weighting of each module.
Preparatory Reading

Below you will find a core bibliography relating to all compulsory modules students may take (depending on language stream) during the course of the first term. You are advised to start reading as soon as possible:

Core Modules (all students):

EN964 Translation Studies in Theory and Practice

Convenor: Dr Georgina Collina  Autumn Term: Friday, 13:00 –15:00 in Writer’s Room at Millburn House

Preliminary Reading / Anthologies


For further module information:
http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/masters/modules/translationstud

Language Specific Core Modules:

French: FR923 Intellectual Contexts I: Intercultural Transactions


For further module information:
http://www2.warwick.ac.uk/fac/arts/french/pg/culturethought/modules/intellcontexts
German: GE904  Translation and Cultural Difference between German and English

Module bibliography (selected titles)

Theo Hermans (ed.), *The Manipulation of Literature* (Sydney, 1985)
André Lefevere (ed.), *Translation/History/Culture: A Sourcebook* (Routledge, 1992)
L. Venuti and M. Baker (eds.), *The Translation Studies Reader* (Routledge, 2000), especially chapters 4, (Schleiermacher), 14 (Reiss) and 19 (Vermeer).

For further module information:
http://www2.warwick.ac.uk/fac/arts/german/applying/postgraduatesudy/ma_in_translation_writing_difference/german_and_english

Italian:  IT908  Translation and Communication Skills

Short bibliography

Alderson, J.C., & A.H. Urquhart (eds), *Reading in a Foreign Language*, 1984
Baker, M., *In Other Words*, 1992
Halliday, M.A.K., *Spoken and Written Language*, 1985
Venuti, L. (ed.), *The Translation Studies Reader*, 2000
Choosing your Option Module for Term 2

To help you to choose which option courses you wish to take, we suggest you discuss these with relevant contact staff in each department. You need to decide all your options by Friday of week 2 (NB: week 1 for English options). However, you should contact departments and discuss option availability as soon as possible: some options may be filling up already, while others might not be running because of low numbers of students expressing an interest. If you can’t make up your mind you will be assigned to an option by the course co-ordinator. Options attracting fewer than 3 students will not normally take place. Numbers will be limited to 12 students per option (15 if the course is also a core course). We will do our best to see that everyone gets their first choice but please be prepared to be flexible. You may be refused a place on a course if the number of registered students exceeds 12 on option courses and 15 on core courses.

Finalize your first and second choices for term 2 options and notify the PG Secretary of the titles by Friday of week 2 (Friday of week 1 for English options).

There are a number of modules available in term 2 for you to select from. Please see webpages:

EN971: [http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/masters/modules/literarytrans](http://www2.warwick.ac.uk/fac/arts/english/currentstudents/postgraduate/masters/modules/literarytrans)

FR930: [http://www2.warwick.ac.uk/fac/arts/french/current/pg/modules/advancedstudyoptions](http://www2.warwick.ac.uk/fac/arts/french/current/pg/modules/advancedstudyoptions)

FR922: [http://www2.warwick.ac.uk/fac/arts/french/current/pg/modules/otherdepts/lureofitaly/](http://www2.warwick.ac.uk/fac/arts/french/current/pg/modules/otherdepts/lureofitaly/)

GE908 (UG variant GE432): [http://www2.warwick.ac.uk/fac/arts/german/undergrad/undergraduatemodules/ge432/](http://www2.warwick.ac.uk/fac/arts/german/undergrad/undergraduatemodules/ge432/)

IT904: [http://www2.warwick.ac.uk/fac/arts/italian/applying/pg/mashapes/](http://www2.warwick.ac.uk/fac/arts/italian/applying/pg/mashapes/)

IT905: [http://www2.warwick.ac.uk/fac/arts/italian/applying/pg/mamigrants/](http://www2.warwick.ac.uk/fac/arts/italian/applying/pg/mamigrants/)

IT912: Please consult Dr Jenny Burns in the first instance about the Advanced Study Option in Italian.
On-line Module registration

The University uses an online system for students taking taught degrees to register for their modules. 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.

Dissertation

- IT907-60 Dissertation

You should agree a dissertation topic and find a supervisor by no later than the end of the first term. Notify the PG Secretary of your draft dissertation title and the name of your supervisor. If in doubt about how to choose a topic and who might be the supervisor, please consult Dr Jenny Burns, as course convenor, or the Director of Graduate Studies in your department.

Part-time students

Part-time students must submit 50% of their written work in the first year of study, with the remaining 50% to be submitted by the date specified in August of the final year of study. Normally, part-time students produce two essays in their first year of registration and two further essays plus a dissertation in the second year.
**Preparing for Work**

Studying at University has been likened to paying a subscription to a Gym. For your money you expect excellent facilities, personal attention, regular classes and dedicated instructors, but if you don’t do the exercises you won’t achieve results!

<table>
<thead>
<tr>
<th>Students are entitled to:</th>
<th>Students are expected to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Coherent, well taught and well-resourced courses</td>
<td>1. Prepare for, participate in and contribute to lectures, seminars and tutorials</td>
</tr>
<tr>
<td>2. Timely information on course and module requirements, essay submission dates and other arrangements</td>
<td>2. Take notice of requirements and due dates, inform department of unavoidable absences and the relevant tutors of academic or personal problems</td>
</tr>
<tr>
<td>3. Adequate information on the progress of their work and prompt warning if this is thought to be unsatisfactory. This includes access to marks for essays and the results of examinations</td>
<td>3. Respond practically and positively to feedback by investigating ways to improve work</td>
</tr>
<tr>
<td>4. The return in good time of written work, both assessed and non-assessed, together with suggestions for improvement and an opportunity to discuss matters of concern</td>
<td>4. Submit all assessed and non-assessed work in good time and good order</td>
</tr>
<tr>
<td>5. Opportunities to discuss academic work in general with individual module tutors or personal problems with Personal Tutors at advertised office hours or other mutually convenient times</td>
<td>5. Take advantage of the opportunities provided to get advice on academic and personal matters at least once or twice a term. Respect the times provided unless the matter is very urgent.</td>
</tr>
</tbody>
</table>
Time Management

Postgraduate study involves a great deal of work on your own. There will be a considerable amount of general reading as well as preparation and follow up for each seminar and lecture. You should be spending six hours reading/preparing for every one contact hour. Expect to be even busier when preparing assessments! Time management is very important. Try to keep a note of the following points.

- The number of lectures and seminars you have attended
- The number of study groups, support classes and tutorials with your supervisor
- The number of self-study hours you have done (Library, your own reading)
- Cultural events (film, theatre, exhibitions, travel in UK and abroad, field trips etc)
- Guest lectures, talks, conferences

This will help you to compile a personal development profile of what you have achieved while at Warwick.

Get organised

Make sure you have everything you need for your study. Buy the books you are recommended to buy – you will need to use them constantly. Keep a list of books you have read with a brief note of their contents. Investigate the library’s e-learning resources. Whether English is your mother tongue or not, make sure your competence is as good as it can be. Read books and articles in English, read English newspapers and magazines, watch English TV, mix with other English students by joining clubs. If you need extra help go to the in-sessional courses at Centre for Applied Linguistics (http://www2.warwick.ac.uk/fac/soc/al) they are free.

Peer Support

Graduate work by its nature is often a solitary activity. Support from your classmates can be very helpful. Why not join the Postgraduate association, represent your degree on the postgraduate SSLC, or use the Graduate space (fourth floor of the Humanities Building) as an available meeting place? It has a comfortable seating area and useful notice boards. You might consider forming a reading group to read a specific text each week and then meet to discuss it, or joining one of the School’s PG reading groups in an area in which you have research interests. Think about working with a fellow student and exchanging ideas about your seminar preparation, your essay research and your writing. Read each other’s work and offer constructive suggestions. Get involved also with the wider community of postgraduate students and researchers in the School: you will be welcomed at doctoral seminars and reading groups, departmental research seminars in SMLC and other departments, and the annual postgraduate forum. In the summer term especially, look out for the Library’s dedicated provision for MA students, such as the popular ‘Dissertation Station’.
Research Study Skills Modules

The School runs a module entitled Research Skills in Modern Languages: [http://www2.warwick.ac.uk/fac/arts/modernlanguages/currentstudents/postgraduate/mres/skills](http://www2.warwick.ac.uk/fac/arts/modernlanguages/currentstudents/postgraduate/mres/skills). You are required to attend weeks 2 and 3 of Term 1, although submitting the assignments is optional. We recommend that you attend all the sessions in the course of the year.

If the module is not running, please discuss any study skills needs with your personal tutor.

Preparing assessed work

In order to be awarded a degree you need to attend the prescribed number of courses, to attend the required special training sessions, guest lectures and seminars and to produce written work of acceptable academic quality.

Module assessment

- Most modules are assessed by a 5000 word essay (excluding footnotes and bibliography), or a translation with a commentary, or a commentary on the publication history/reception of a translated text. We allow a leeway of 10% in the word count. A 5% penalty will apply if this leeway is exceeded.
- Writing Core Modules taught in Term 2 are assessed by 4,500 words of fiction/non-fiction (OR 20-25 pages of poetry OR a mixture agreed with the tutor) PLUS 1,500 words of critical commentary.
- In the summer term students will work on a 15,000 word dissertation (excluding footnotes and bibliography). This may be a translation with a commentary (normally up to 1/3 translation to 2/3 commentary), a comparative commentary on existing translations, or a dissertation on a topic related to translation studies or intercultural difference.

You will be given specific details of assessment requirements and relevant deadlines at the start of each module.

Essay and dissertation plans

Module tutors and supervisors will be more than happy to read and comment on a detailed plan of your written work. Please allow at least a week for this process. It is unreasonable to expect comments on work that you have handed in or e-mailed the day before, and even more unreasonable to bring work to a tutorial and expect instant feedback!
Dissertation

Your dissertation will relate to your taught courses, but you will be able to choose your own topic within those confines, in consultation with your supervisor. We strongly suggest that you keep your dissertation at the back of your mind throughout the first term and make a note of possible avenues of study as you go along. It is quite difficult to identify a research area, narrow down a suitable topic and collect material if you leave everything until the last minute. You should also think about who might be most suitable to help you with your dissertation topic.

Each staff member involved in the MA will be able to supervise a limited number of students. Discuss your research project with the person you have identified as a suitable supervisor as soon as you can.

By the end of week 10 in Term 1 you should have selected a dissertation topic, approached and confirmed an MA dissertation supervisor from the relevant department. A working dissertation title and the name of the supervisor are required by this Friday deadline. Please inform the Postgraduate Secretary in writing.

Finalise the dissertation title by week 7 of term 2. Please notify the Postgraduate Secretary.

Your next stage will be to work closely with your dissertation supervisor, agree your work plan, time-scale and organise your own research and reading time-table. Students should aim to see supervisors every 4 weeks for full time and 4-8 for part time.

During holiday periods, if direct contact with the supervisor is not available, supervisions can take place via email or telephone. Students can expect to receive guidance from supervisors on the nature of research and the standards expected (including standards of presentation), the planning of the research programme, literature and sources. However, it is the students’ responsibility to consult a current MHRA Style Book (published by the Modern Humanities Research Association, http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml for guidelines on the presentation of the thesis: grammar, spelling conventions, bibliography, references etc.

Dissertation checklist

All TWCD students write a dissertation of 15,000 words, excluding footnotes and bibliography. We allow a leeway of 10% in the word count. A 5% penalty will apply if this leeway is exceeded. If students wish to add additional appendices, they are advised to get permission first from the course co-ordinator. 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’.


It may be a translation with a commentary (normally up to 1/3 translation to 2/3 commentary), a comparative commentary on existing translations, or a dissertation essay on a topic related to translation studies or intercultural difference.

Contents:
The dissertation should consist of the following, in this order:

- title page (see attached document for format)
- table of contents (giving page refs for list of illustrations, intro, chapters, bibliography, any appendices)
- list of illustrations (if applicable) (give brief description, museum inv no. and source of illustration)
- introduction
- chapters
- conclusion
- appendices (if included, see below)
- bibliography
- page numbers

Illustrations:
These should be numbered as fig 1 etc. They can either be placed in a section at the end of the thesis, or integrated into the text. Remember to give a brief caption.

Notes:
It is preferable to present these as footnotes, though endnotes at the end of chapter can be used if necessary. Use them primarily for references and not for additional content or digressions. You should use the current MHRA Style Book (http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml) for guidelines on the presentation of the references.

Appendices:
For most dissertations appendices should not be included but it is appropriate to include in an appendix a copy of the text(s) translated or the texts of published translations used for comparison.
Supervision

During the summer term you will need to work closely with your dissertation supervisor. In the first instance this will be to agree your work plan, time-scale and organise your research and reading timetable.

You should aim to see supervisors every 4 weeks for full time and 4-8 for part time students. It is important that agreed schedules should be adhered to and sufficient time should be allowed for the supervisor(s) to read and comment on the material before supervisions.

During holiday periods, if direct contact with the supervisor is not available, supervisions can take place via email or telephone. After the end of term office hours may vary and tutors may take some holiday as well as undertake research trips, so be sure you know the vacation arrangements for your dissertation supervisor. In an emergency any member of staff will be happy to help.

You can expect to receive guidance from supervisors on the nature of research and the standards expected (including standards of presentation), the planning of the research programme, literature and sources. However, it is the students’ responsibility to consult a current MHRA Style Book (published by the Modern Humanities Research Association; available to download at http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml for guidelines on the presentation of the dissertation: grammar, spelling conventions, bibliography, references etc. If you are not a native speaker of English or have concerns about writing style and expression, it is also your responsibility to identify a native speaker who can copy-edit your dissertation for you.

Students may submit up to two drafts of any part of the dissertation for the supervisor to read but no draft material may be submitted for reading after the last supervision.

Remember to leave sufficient time 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 of the dissertation should therefore be submitted for tutorial advice according to the agreed time-table.
Presentation and Assessment of Written Work

Writing an Academic Essay at Masters level

For guidance on all matters of writing style, from punctuation to setting out bibliographies, please consult the MHRA Style Book regularly. It is the standard guide for producing academic work in the Humanities. There is a free, downloadable Style Book available at www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml.

Language

Essays and dissertations must be consistent in presentation, typography and referencing, and they should show mastery of the conventions for presenting scholarly work. Although your supervisor will correct some language errors she/he may find in your work, it is not his/her responsibility to do so. The task of copy-editing and proper referencing is the responsibility of the student, not the supervisor. Remember that inadequate presentation of postgraduate work can mean failure.

Help with language and writing

The University offers courses devoted to some aspects of academic English. The website of the Centre for Applied Linguistics (CAL) will give you details. The English department may provide academic writing sessions devoted to the presentation of written work. Please see above under ‘Academic research and writing skills’. It is essential that you attend all these sessions. See also the courses provided by the University at: http://www2.warwick.ac.uk/services/scs/skills/msp/

Use of sources

Try to have a variety of sources for your written work. Use mainly books and articles and make limited and judicious use of the Internet. If an article or book you are reading quotes another person’s work, try to find the original piece of work and do not rely on secondary sources. There are several readers or anthologies available that reprint the most important primary sources. If you use material from a foreign language source you should provide the original quote as well as a translation and be sure to reference the quotation properly. Where you are analysing the translation of a source text, ensure that you reference BOTH the relevant edition of the source text and any translation/s fully, in notes and bibliography.
Please consider the following points before you decide to use material on the Internet for your research:

- How reliable is the information? Is it supported by other sources, preferably printed?
- Are the views represented unbiased, or does the site have some ideological purpose?
- Have you referenced the Internet source properly, including date of access?
- Have you printed off the relevant pages to include in an appendix?

**Referencing**

It is essential that your written work should be properly referenced to avoid suspicion of plagiarism (see also the section on plagiarism). Referencing conventions are set out in the *MHRA Style Book*, downloadable free at [www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml](http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml).

Submission of essays

The University has an online system called Tabula for the submission of essays and the return of feedback: 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 mid-day. Please note that the mark for work submitted late, without prior approval of an extension, will be reduced by 3% (i.e. 3 marks) per day. The University’s expectation is that feedback on essays will be provided within 20 working days.

NB: You may not submit any work which has previously been submitted either in whole or in part for another qualification at this or any other institution, unless you have the prior approval of your department to do so. Failure to comply may make you liable to proceedings under Regulation 11.

Submission of dissertation

Please use the link to the Tabula site where you must upload your dissertation and access feedback: https://tabula.warwick.ac.uk/coursework/

Esubmission will close at mid-day on Wednesday, 16th August 2017.

We also require 2 soft bound copies to be submitted to the PG Secretary in Room H0.57.

The deadline for submission of the hard copies is mid-day on Thursday, 17th August 2017.

Feedback on the dissertation will follow the exam board in late September.
Descriptive Marking Scheme for Taught Courses in the Arts

(assessed and examined work)

These guidelines assume a pass mark of 50 for the MA and 40 for the Diploma

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.

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
Marking and feedback

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.

Your work will be marked anonymously by two markers, one of whom will normally be your supervisor. Marks will be agreed by the two markers but may be changed by the external examiner. When you have read the markers’ comments thoroughly, you may make an appointment to see your supervisor or your personal tutor to discuss your mark. We suggest you consult the marking scheme before you write your assessment.

Extensions

Applications for extensions must be made through the Course Co-ordinator. An extension will not normally be considered unless there are medical grounds or comparable circumstances. Where the length of extension means that a candidate’s work cannot be considered at the Exam Board during the third week of September, graduation may be delayed for one year. Deadlines for coursework extensions will be made clear to the student and to all staff concerned with the assessment of the piece of coursework in question. All documentation regarding extensions will be kept on file by the Postgraduate Secretary.

Failed Coursework

Failed coursework essays for this programme can normally be resubmitted on one occasion only. All resubmitted coursework for this programme must be handed in to the Postgraduate Secretary.

NOTE: the maximum mark for resubmitted work is 50%.

Exam Board and Results

The Board of Examiners for the MA includes the relevant external examiner who has the right to raise or lower marks at the exam board meeting. Consequently any mark received before the exam board meeting must be considered provisional.

Return of work

Students wishing to collect one copy of their dissertation may do so between 1st October and 10th December following the end of their MA registration.
GENERAL ACADEMIC INFORMATION

**Illness and Absences**

If, for any reason, you are not able to study for a period of more than two 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.

**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.
Plagiarism

What is plagiarism?

All written work produced for assessment must be entirely your own. You must not ask other people to do your work for you, and you must not present other people’s thoughts, words or ideas as if they are yours.

If you do, you will be guilty of cheating and will receive a mark of zero.

- Your work will be based on your reading and what you have covered in lectures and seminars. You are expected to demonstrate familiarity with critical views and debates, but these must all be referenced. If you summarise another person’s ideas, points of view, figures, software or a table, you must make a reference to that person in the text and the work referred to must be included in the bibliography. Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

- Any quotation from the published or unpublished works of other persons must be clearly marked as such by the use of quotation marks, and you should identify your sources as accurately and fully as possible.

- A compilation of short quotations from several sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source.

- Don’t forget to include your own response to the question and say how you position yourself in relationship to the current debates on your topic.

How to avoid plagiarism

In order to avoid unintentional plagiarism follow these procedures while you are studying:

- always make a detailed reference for each text that you read and take notes from.
- while copying quotations, make sure you clearly mark them as quotations in your working notes and make sure you copy them correctly.
- gather and use your own examples whenever you want to support a particular view.

An interactive learning page on how to avoid plagiarism is available: http://www2.warwick.ac.uk/services/scs/skills/asd/referencing
**Self-plagiarism**

Besides ensuring that all essays you submit are your own work, you must also avoid self-plagiarism. This means that you must not submit the same piece of work, or use the same material (with or without stylistic variation) more than once.

**Detection and consequences**

As you have read, you are required to esubmit your essays and dissertation via Tabula. All submitted work is automatically checked for plagiarism. The university regulation covering cheating can be found at:

[http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/cheating/)

Item B clearly spells out how individual Departments and the University will deal with cases of cheating and plagiarism.

**All students are requested to declare on the submission cover sheet that their work is all their own.**

**Useful reading**


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/)
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) 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 your language section, or Head of School. (Where necessary and appropriate, the matter can be referred for discussion to a meeting of the Graduate 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)