Postgraduate

MA in Film and Film Cultures

2016/17
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Welcome/Introduction

Dear Postgraduate students.

A warm welcome to the MA in Film and Film Cultures!

This handbook will provide important information about the course and you should read it carefully. If you have any queries please contact Mrs Gemma Mayo, the course administrator [0116 252 2866], HAFMA@le.ac.uk or me [0116 252 2864].

The course is run by Modern Languages and History of Art and Film. You will have a Personal Tutor in History of Art and Film, The School of Arts will be your ‘home department’.

It includes an explanation of our assessment procedures, details for the submission of your assignments and guidance on writing essays. It also contains details of support services provided by the University, including student welfare and counselling. It advises you what to do in the event of illness or any other difficulties you may experience during the course of your studies, and suggests who to contact for most of the queries that may arise during your degree. In short, it brings together just about everything you will need to know.

With my best wishes for your studies this year.

Yours sincerely,

Guy

Guy Barefoot

Course Director

Information contained in this handbook was correct as at 30 September 2016, but changes may exceptionally have to be made.
Induction

An induction session will be held in the Attenborough Film Theatre at 11.00am to 1.00pm on Wednesday 28 September 2016. This session will include students from the English, the Modern Languages and History of Art and Film. Dr Guy Barefoot will also meet with MA Film and Film Cultures students separately at 2.00pm to 4.00pm in Bennett Link Lower Ground Floor LG83.

International Students

International students are encouraged to attend the University's International Student Welcome Programme: [http://www2.le.ac.uk/offices/ssds/welfare/international-student-support/iww?uol_r=5cc0f26c](http://www2.le.ac.uk/offices/ssds/welfare/international-student-support/iww?uol_r=5cc0f26c) prior to the beginning of term. International Student Support also provides on-going support and advice for International students ([http://www2.le.ac.uk/offices/ssds/welfare/international-student-support](http://www2.le.ac.uk/offices/ssds/welfare/international-student-support)).

Students who are non-native English speakers and/or who are not familiar with UK Higher Education are strongly advised to attend the English Language Teaching Unit's in-sessional programme Academic English for Postgraduates and Staff ([http://www2.le.ac.uk/offices/eltu/insessional/esap](http://www2.le.ac.uk/offices/eltu/insessional/esap)). These classes are provided free of charge for postgraduates and are designed to develop students' English-language and study skills.

Please contact Mrs Gemma Mayo if you arrive late and miss the induction. She is based in Att 1514, E-mail hafma@le.ac.uk, Tel: 0116 252 2866

School of Arts

Communications

Staff pigeonholes are located on the fifteenth floor, in Att 1514.

Dr Guy Barefoot, Director of the MA Film and Film Cultures is available for consultation about matters academic and pastoral at the times advertised on the door of his room (Att 1710). In emergencies, course directors can be contacted at other times by email, in the first instance.

You will be allocated a Personal Tutor in your subject area at the beginning of your degree. If you are a joint degree or Major/Minor student, you will be allocated a Personal Tutor from your Lead/Major department, but will also have access to academic support in both disciplines. Your Personal Tutor can advise you whom to contact in that case.

You can find out who your Personal Tutor is by consulting Blackboard or contacting the School office. You will have regular, scheduled meetings (twice per semester) to discuss academic issues and reflect on your progress; some of these are 1-2-1 meetings (your Personal Tutor will contact you to arrange them), and others are group meetings (which will appear on your timetable). Records are kept for these meetings. You are encouraged to contact your Tutor for further advice and support when you need it.

Your Personal Tutor is there to provide academic support, advice and guidance on an individual level, overseeing your progress and reflecting on your development during your degree. This support includes guidance on feedback and assessments, crisis support and signposting to other university services, help with study skills, module choices, and CV building, and access to careers information. The School’s personal tutor system operates in accordance with the [Code of Practice on Personal Support for Students](http://www.le.ac.uk/sas/quality/personaltutor): [www.le.ac.uk/sas/quality/personaltutor](http://www.le.ac.uk/sas/quality/personaltutor)

It is your responsibility to:
• respond to contact from your Personal Tutor (including emails and invitations to meetings);
• request a meeting or make contact if the need arises, seeking timely advice from your Tutor when you are faced with issues (academic or personal) for which you need support;
• bring examples of work and feedback to meetings, when appropriate, to discuss academic development.

It is in your interests to ensure that your Personal Tutor is kept informed about anything that might affect your ability to fulfil your work.

As well as the scheduled sessions, your Personal Tutor is there to help if you have more urgent issues arising. If your tutor is unavailable (for instance, if s/he is unwell or away from campus) and you need to talk to someone immediately, please contact one of the Senior Tutors: Mary Ann Lund (maejl1@le.ac.uk) and Mel Evans (mel.evans@le.ac.uk). If you should experience any problems with the Personal Tutoring system, or wish to change Personal Tutors, then you should also contact one of the Senior Tutors.

Additionally, the Student Services Centre in Charles Wilson (open from 9am every day) is a central point for information and advice for all students. If you need help with any practical matters, the Centre will always be happy to help you.

For administrative matters, the School of Arts Office (Att 1514) is open Monday-Friday, 9.00am-5.00pm. The Programme Administrator is Mrs Gemma Mayo. E-mail hafma@le.ac.uk, Tel: 0116 252 2866.
Staff List and Key Contacts

The Departments complete staff list may be found online at: [http://www2.le.ac.uk/departments/arthistory/people](http://www2.le.ac.uk/departments/arthistory/people)

The following table provides key contact information:

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<thead>
<tr>
<th></th>
<th>Dr Guy Barefoot</th>
<th>Dr Gozde Naiboglu</th>
<th>Dr Claire Jenkins</th>
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<tr>
<td></td>
<td>Lecturer in Film Studies</td>
<td>Teaching Fellow</td>
<td>Lecturer in Film and Television</td>
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<td></td>
<td>Director of Studies, History of</td>
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<td></td>
<td>Art and Film</td>
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<td></td>
<td>0116 252 2864</td>
<td><a href="mailto:gn63@le.ac.uk">gn63@le.ac.uk</a></td>
<td>0116 252 2863</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gb80@le.ac.uk">gb80@le.ac.uk</a></td>
<td>Att: 1607</td>
<td><a href="mailto:cmj23@le.ac.uk">cmj23@le.ac.uk</a></td>
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<td></td>
<td>Att: 1710</td>
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<td>Att: 1709</td>
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<td></td>
<td>Dr Prof David Ekserdjian</td>
<td>Mrs Gemma Mayo</td>
<td>Dr Sheldon Penn</td>
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<td></td>
<td>Professor of Art and Film History</td>
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<td></td>
<td>0116 252 2905</td>
<td>Programme Administrator</td>
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<td></td>
<td><a href="mailto:dpme1@le.ac.uk">dpme1@le.ac.uk</a></td>
<td>0116 252 2866</td>
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<tr>
<td></td>
<td>Att: 1702</td>
<td><a href="mailto:hafma@le.ac.uk">hafma@le.ac.uk</a></td>
<td>0116 252 2666</td>
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<td>Att: 1514</td>
<td><a href="mailto:scp10@le.ac.uk">scp10@le.ac.uk</a></td>
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<td>Att: 1103</td>
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<td></td>
<td>Dr Marina Spunta</td>
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<td></td>
<td>Senior Lecturer in Italian</td>
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<td>0116 252 2658</td>
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<td><a href="mailto:ms96@le.ac.uk">ms96@le.ac.uk</a></td>
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<tr>
<td></td>
<td>Att: 1111</td>
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Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord [http://mystudentrecord.le.ac.uk](http://mystudentrecord.le.ac.uk) using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.
It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

**Learn at Leicester**

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: [www.le.ac.uk/learnatleicester](http://www.le.ac.uk/learnatleicester)

**University Library**

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at [www.le.ac.uk/library/about](http://www.le.ac.uk/library/about).

To get started, visit [www.le.ac.uk/library](http://www.le.ac.uk/library).

For information about your subject, please visit [http://www2.le.ac.uk/library/find/subjects/film](http://www2.le.ac.uk/library/find/subjects/film)

**IT Services**

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students) for more information about:

- **Student email**: access your email and calendar anywhere; on your laptop or mobile device
- **Printing**: print from any device to a University printer
- **Microsoft Office**: available at no cost whilst you study at the University
- **IT Help**: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- **IT Training**: attend our workshops in Word, PowerPoint and Excel
- **Wifi**: free access to eduroam wifi on campus, in student accommodation or at other universities
- **PCs on campus**: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
Student Learning Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies

Students’ Union Education Unit (ED)

Education help and advice is provided by the Students’ Union for all students. If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

Contact: Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132 | educationunit@le.ac.uk | http://leicesterunion.com/support/education

Online chat facilities are also available for appointments and drop in sessions.

Facebook – https://www.facebook.com/talktoED (Drop in on Wednesdays, 3:30pm-4:30pm)
Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

Languages at Leicester

There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016.

We offer 16 different languages including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/ml/lal.

The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal
Other University Facilities

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library. All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:
- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop
Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

Student Responsibilities

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination
These can be found at www.le.ac.uk/senate-regulations

**Attendance and Engagement Requirements**

Attendance and engagement with your course is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see www.le.ac.uk/senate-regulation4). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see http://www.le.ac.uk/senate-regulation4 ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.

**Teaching Timetable**

You will be notified of the timetable during induction on Wednesday 28 September 2016. Any timetable changes will be sent to you by email; please check your University email account frequently.

**Course details**

**Programme and Module Specifications**

View the programme and module specifications for your course via www.le.ac.uk/sas/courses/documentation

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

**Course Structure**

**Full-Time**

**Semester One**

HA7201 Research Methods in Film Studies (30 credits)

HA7202 Film and Film Cultures in Historical Contexts (30 credits)
Semester Two
HA7204 American Film (30 credits)
HA7203 Approaches to Textual Analysis (30 credits)

Semester Two and summer
Either HA7200 Dissertation (90 credits) or
HA7205 Dissertation (60 credits)
Students who take HA7205 need to also take HA7201, HA7202, HA7203 and HA7204. Students who take HA7200 need to take HA7201 and HA7202, and one further module selected from HA7203 and HA7204. It is necessary to have passed HA7201 in order to proceed to HA7200 or HA 7205.

Modules and Other Weekly Activities

HA7202 Film and Film Cultures in Historical Contexts
Tutor: Dr. Marina Spunta and Professor David Ekserdjian
Semester 1, 30 credits
This module will provide students with a comprehensive introduction to studying film and film cultures in Historical Contexts and enable them to explore two distinct areas: The Golden Age of French Cinema 1930-1955 and Post-war Italian Cinema, with a main focus on 1943-1962. It will examine the relationship between French and Italian cinema and their society and culture, address questions of ‘national’ cinema, and analyse a number of key texts, genres and directors. Our main focus will be on social film histories, film aesthetics and authorship, as well as on history, cultural identities and representations of space.
Assessment for the module will consist of:

1) A 3000 word essay (50%)
2) A 3000 word review essay (50%)

HA7204 American Cinema
Tutor: Dr Claire Jenkins
Semester 2, 30 credits
This module provides an overview of key developments in American cinema since 1960. The module loosely divides into three sections, the first outlines dominant production styles in the early period of post-classical Hollywood, focusing on the shift from classical filmmaking, through more independent film, to the emergence of the blockbuster. The next block spends four weeks focuses on issues around gender and film – men’s films and male heroes, and then the representation of women in action films and the more traditional genre of romantic comedy. The final part of the module focuses on contemporary developments in American film – the emergence of so-called Indiewood and the move towards franchise cinema that dominates the international box office. The module as a whole will allow students to interrogate the shifting nature of American cinema and to draw links between its past and present.
Assessment for the module will consist of:

1) A 3000 word Research Project (50%)
2) A 3000 word essay (50%)
HA7201: Research Methods in Film Studies

Tutor: Dr Gozde Nailoglu

Semester 1, 30 credits

This module will provide you with a comprehensive introduction to research methods in film studies. It will cover the historiography of film studies; aesthetic and social film histories; researching histories of production and reception; researching audiences; and analysing non-filmic primary sources (e.g. scripts, trade papers, press books, reviews). The module will be taught through key secondary texts but will allow you to follow your own particular interests.

Assessment for the module will consist of:

1) A 4800 word portfolio (4 items) (50%)
2) A 3000 word case study (50%)

HA7203: Approaches to Textual Analysis

Tutors: Dr. Guy Barefoot and Dr. Sheldon Penn

Semester 2, 30 credits

This module examines different approaches to the analysis of film texts, including both individual films and groups of films. It will analyse the complex formal and ideological processes at work in the creation of meaning and affect and will consider different theoretical frameworks that have been used to understand the films and those processes. These issues will be addressed through the study of film melodrama. In the first part of the module we will focus on Hollywood melodrama and its place within film studies. The second part will be devoted to melodrama in Mexican cinema; here we will examine the relevance of debates about Hollywood melodrama as a mode, genre or style to a different national cinema as well as the particular functions and limits of melodrama in a Mexican context.

Assessment for the module will consist of:

3) A 3000 word sequence analysis (50%)
4) A 3000 word essay (50%)

HA7200: Dissertation

Semester 2/Summer, 90 credits

Students are required to research and write a dissertation on a relevant subject of their choice, and to this end are instructed in the selection, researching, writing and presentation of their research topic and appropriate research methods, including archival and bibliographic research. All students will be required to present their work-in-progress, including a dissertation plan, to other students and the teaching team in a Dissertation Seminar during Semester 2: this will be an important forum for providing feedback in addition to supervisory meetings. Students choosing this option will take three taught modules.

Each student will be assigned a supervisor who will provide further specific advice in defining the topic and who will read and comment on drafts. The supervisor will be permitted to assist for no more than four hours (including reading and commenting on your work). The supervisor is not permitted to read and comment on a "final draft" of the Dissertation.

Assessment for the module will consist of:

A dissertation (20,000 words including footnotes but not including bibliography)

This module is for students who have taken HA7201 and two of the following: HA7202, HA7203, HA7203
HA7205: Dissertation

Semester 2/Summer, 60 credits

Students are required to research and write a dissertation on a relevant subject of their choice, and to this end are instructed in the selection, researching, writing and presentation of their research topic and appropriate research methods, including archival and bibliographic research. All students will be required to present their work-in-progress, including a dissertation plan, to other students and the teaching team in a Dissertation Seminar during Semester 2: this will be an important forum for providing feedback in addition to supervisory meetings. Students choosing this option will take four taught modules.

Each student will be assigned a supervisor who will provide further specific advice in defining the topic and who will read and comment on drafts. The supervisor will be permitted to assist for no more than four hours (including reading and commenting on your work). The supervisor is not permitted to read and comment on a ‘final draft’ of the Dissertation.

Assessment for the module will consist of:

A dissertation (15,000 words including footnotes but not including bibliography)

This module is for students who have taken HA7201, HA7202, HA7203 and HA7204.

Completed dissertations can be bound on campus by Print Services. There is a choice of bindings and the cost is usually reasonable. For further information see http://www2.le.ac.uk/offices/printservices/printing-and-binding

The submission and assessment of work

Submitting Your Work

Students are only required to submit an electronic copy of their coursework assignments. You will receive an email from the School Office ahead of each submission deadline with instructions on how to submit your work:

- Your assignment should be submitted via the Turnitin link on the relevant Blackboard site.
- Click on ‘Assessment’ on the left-hand side of the page.
- Click on the folder in the middle of the page relevant to this assignment.
- Click on the relevant ‘View/Complete’ Turnitin link. Please follow the instructions on the subsequent pages to submit.

Please note that if your assignment is submitted after the aforementioned deadline, lateness penalties will be applicable, unless you can provide evidence of mitigating circumstances which explain your late or non-submission. Under current University Regulations, 10 marks are deducted for the first day of non-submission (i.e. between 12 noon on the date of submission and 12 noon on the next working day); each subsequent day will see a further deduction of 5 marks until your work reaches the level of a bare pass.

Once you have submitted your assignment via Turnitin, you will receive a TurnitinUK Digital Receipt to confirm that your assignment has been successfully uploaded. This receipt will also be sent as an email to your University of Leicester I.T. account. It will confirm the date and time of your submission, and it will provide you with a submission ID number. Please ensure that you have received your TurnitinUK Digital Receipt prior to the submission deadline, as lateness penalties cannot be waived if the electronic copy of your assignment has not been submitted on time, and this receipt will be the only proof that your submission has been successfully uploaded to Turnitin.

If you are unsure whether your assignment has successfully uploaded, you should send a copy of your assignment by email to HAFMA@le.ac.uk by the relevant submission deadline that it can be uploaded on your behalf by the School Office.
If there are mitigating circumstances which you feel may affect your submission of this assignment, you may declare this to the School by completing a mitigating circumstances form and submitting any relevant and appropriate third-party evidence. You can do this via the Mitigating Circumstances Blackboard site, which you have been enrolled onto. Please note that your mitigating circumstances claim must include a completed mitigating circumstances form and appropriate third-party evidence by the relevant mitigating circumstances deadline, otherwise they will not be considered. All mitigating circumstances claims will then be considered by a Mitigating Circumstances Panel and you will be notified of the outcome via email within two weeks.

All work should be word processed. First-year students within the College of Social Sciences, Arts and Humanities can take a self-teach Basic Computer Skills course at http://www2.le.ac.uk/offices/ithelp/my-computer/programs/office/word/get-started/training which will equip them with the necessary word-processing skills. You should try to master these skills and to word-process as much of your work as possible. The ICT skills you acquire are likely to prove very useful when it comes to seeking employment after your degree.

You MUST keep a copy of your essay: this is useful both as evidence if the original goes missing and also in case you need a reference-copy before the essay is returned.

Please be aware that Turnitin uses plagiarism detection software.

Coursework Submission

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at: www.le.ac.uk/sas/assessments/external/current-postgraduate-external-examiners

Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:
- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

**Examinations**

The Department complies with the University’s policy for the return feedback on examinations (see www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:
- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

**Progression and Classification of Awards**

The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing Postgraduate programmes of study (www.le.ac.uk/senate-regulation5) Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/progression-ug

Any specific progression requirements for your course are stated in its programme specification (see www.le.ac.uk/sas/courses/documentation)

**Referencing and Academic Integrity**

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

**What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’**

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:
- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).
Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial

If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. To find out which referencing style each department uses, and for information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

Mitigating Circumstances

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

You must keep your department(s) informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. You need to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.
A student may submit a mitigating circumstances claim if they feel that the submission of one or more pieces of work has been or will be affected by a serious or significant event. You will be automatically enrolled on a Blackboard site titled Mitigating Circumstances through which you should submit your form and evidence.

If a student has submitted a mitigating circumstances form along with supporting evidence, their case will be considered by the Mitigating Circumstances Panel. Our Mitigating Circumstances Panel meets weekly during term-time. Its membership comprises colleagues from the School of Arts, which allows us to schedule regular Mitigating Circumstances Panel meetings so as to present timely responses to our students. Please note that student confidentiality is of utmost importance to the Mitigating Circumstances Panel, and specific information will never be disclosed outside of the Mitigating Circumstances Panel.

The Mitigating Circumstances Panel has the power to make one of the following recommendations:

a. To waive a lateness penalty automatically applied to a piece of coursework will be or has been submitted after the submission deadline
b. To be provided with an opportunity to take a piece/pieces of assessment again, as if the first time, with the full marks available (i.e. not capped at 50) rather than imposing a cap
c. Determine that there is sufficient evidence of the achievement of the intended learning outcomes from other pieces of assessment in the module(s) for an overall mark to be derived;
d. The mitigating circumstances be noted against a module so that the Board of Examiners can take this into account when making a decision about the degree classification being awarded

Students should submit evidence of mitigating circumstances within five working days of the relevant assessment deadline. You can expect to receive a decision (via email) in relation to your form and evidence within ten working days of this having been submitted.

**Ethical Approval of Student Projects**

The University Protocol for Ethical Approval of student work is available at: [http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects](http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects)

**Personal Support for Students**

**Student Support Arrangements**

From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: [www.le.ac.uk/sas/quality/personaltutor](http://www.le.ac.uk/sas/quality/personaltutor)

**University Student Support Arrangements**

**AccessAbility Centre**

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students’ Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for
students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk |
www.le.ac.uk/accessability

Student Welfare Centre
The Student Welfare Service offers wide ranging practical support, advice, and information for students. Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service. Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Percy Gee Building (First Floor).
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare

Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

Student Counselling Support
Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support
Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

Contact: Student Support (mental wellbeing)
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing
**Student Healthy Living Service**

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

**Contact:** Student Healthy Living Service  
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

**Health Care and Registering with a Doctor**

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career— what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: [https://mycareers.le.ac.uk](https://mycareers.le.ac.uk), our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Students’ Union, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us and log-in to your MyCareers account to get started!

**Contact the Career Development Service:**

0116 252 2004 | careershelp@le.ac.uk | [www.le.ac.uk/careers](http://www.le.ac.uk/careers)

@uolcds | fb.com/uolcds

**Careers and Skills Development**

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through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career—what it is that really drives, motivates and inspires you.

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0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers
@uolcds | fb.com/uolcds

Feedback from Students

Student Feedback Questionnaires

Students are asked to complete a course questionnaire at the conclusion of the taught section of their course (at the end of the spring term or beginning of the summer term).

The School uses questionnaire feedback within the process of reviewing individual modules and the course as a whole.

Student Staff Committees

The School of Arts has a postgraduate Student-Staff Committee which meets regularly through the year. Volunteers are sought at the beginning of each academic year for a course representative. Once a representative has been chosen we will contact you by e-mail with their contact details and you will be able to raise any issues. Minutes of each meeting will be e-mailed to all postgraduate students.

The University’s Code of Practice on the Work of Student-Staff Committees may be downloaded here:
http://www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf
Societies
The University of Leicester Student Union has lots of societies and groups that you may be interested in joining, for further information please see http://leicesterunion.com/groups.

Safety and Security
The School Safety Officer is Andrea Vear.

Emergency Numbers
To summon the fire brigade, police, or ambulance from an internal phone: dial 888
If there is no reply: dial 9 then 999
From an external phone / payphone: dial 999

Attenborough Building
The Attenborough Building is open from 8.00am to 6.00pm, Monday to Friday.
The fire alarm is tested once a week, usually on Thursday at 9.30am. If the alarm sounds at another time, please exit the building via the stairs. Do not collect personal belongings. Follow any instructions issued by the fire wardens. The assembly point is the area in front of the Mathematics Building.

Paternoster
In order to prevent the Paternoster from malfunctioning, students are asked to observe strictly the safety instructions posted in each car.

Student ID Cards
If you need to order a replacement Student ID Card, please visit http://www2.le.ac.uk/offices/sas2/studentrecord/access

Personal Belongings
Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Complaints and Academic Appeals Procedures
The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.
Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).