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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] or me [0116 252 2865].

The course is run by the School of Modern Languages and the Department of History of Art and Film. You will have a Personal Tutor who is either in Modern Languages or History of Art and Film. History of Art and Film will be your ‘home department’.

This Course Handbook contains all the essential information about the Film and Film Cultures degree. It is an important document and you should keep it safe.

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,

James

Professor James Chapman
Course Director

Information contained in this handbook was correct as at 5 October 2015, 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 30 September 2015. This session will include students from the School of English, the School of Modern Languages and the Department of the History of Art and Film. Prof Chapman will also meet with MA Film and Film Cultures students separately at 2.00pm to 4.00pm in Att 202 on 30 September 2015.

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/iswp/welcome 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).

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). 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

Department Details

A brief history of the Centre of the Study of the Country House may be found here:
http://www2.le.ac.uk/departments/arthistory/about

The School is located in the Attenborough Tower, primarily on floor 17, and the School Office is Att 1514. Campus maps are available at: www.le.ac.uk/maps

Departmental Communications

Noticeboards containing information relevant to postgraduates are located on the 17th floor.
Staff pigeonholes are located on the fifteenth floor, in Att 1514.

Prof James Chapman, 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 1713). In emergencies, course directors can be contacted at other times by email, in the first instance. In addition, all students are allocated a personal tutor, whom they are invited to consult about personal and academic difficulties met during the course.

For administrative matters, the School 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

The following table provides key contact information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Guy Barefoot</td>
<td>Lecturer in Film Studies</td>
<td>0116 252 2864</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:gb80@le.ac.uk">gb80@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Att: 1710</td>
</tr>
<tr>
<td>Professor James Chapman</td>
<td>Head of Department/Director of Film Studies</td>
<td>0116 252 2685</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Jrc28@le.ac.uk">Jrc28@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Att: 1713</td>
</tr>
<tr>
<td>Dr Claire Jenkins</td>
<td>Lecturer in Film and Television Studies</td>
<td>0116 252 2863</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:cmj23@le.ac.uk">cmj23@le.ac.uk</a></td>
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<tr>
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<td></td>
<td>Att: 1709</td>
</tr>
<tr>
<td>Prof David Ekserdjian</td>
<td>Professor of Art and Film History</td>
<td>0116 252 2905</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:dpme1@le.ac.uk">dpme1@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Att: 1702</td>
</tr>
<tr>
<td>Mrs Gemma Mayo</td>
<td>Programme Administrator</td>
<td>0116 252 2866</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:hafma@le.ac.uk">hafma@le.ac.uk</a></td>
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<td>Att: 1514</td>
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<tr>
<td>Dr Sheldon Penn</td>
<td>Lecturer in Spanish</td>
<td>0116 252 2666</td>
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<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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<tr>
<td>Dr Marina Spunta</td>
<td>Senior Lecturer in Italian</td>
<td>0116 252 2658</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:ms96@le.ac.uk">ms96@le.ac.uk</a></td>
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<tr>
<td></td>
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<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 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

You can access all of this by visiting: 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 information resources including a print collection of over 1 million items and a Digital Library of over 500,000 eBooks and 50,000 electronic journals which you can use from anywhere on the Web;
- help in finding and using information; online, face to face and by telephone;
- individual and group study space;
- PCs, netbooks and wireless networking for your laptop;
- services for distance learners.

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.

To get started, visit www.le.ac.uk/library.

For information about your subject, please visit http://www2.le.ac.uk/library/find/subjects/artandfilm

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 2010 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- **Student email**: access your email and calendar anywhere, including on your smartphone or other mobile device;
- **Printing**: print, copy or scan on campus; pay by topping up your print and copy account;
- **IT Help**: visit the Help Zone in the Library, phone 0116 252 2253, email ithelp@le.ac.uk or attend a training course;
- **Wifi**: free access to eduroam wifi on campus, in halls 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). Download the map to find a Student PC area on campus from: www.le.ac.uk/pcareas;
- **Files**: store files on your Personal Z: drive, which is backed up and available anywhere;
• **Blackboard Virtual Learning Environment**: support and information for all your courses;
• **Leicester Digital Library**: access to journals, databases and electronic books online;
• **Mobile app**: download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students)

**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](http://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 confidential and impartial 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 a professional and friendly service.

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, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

**Contact:** Students’ Union Education Unit (ED), Students’ Union (First Floor)
+44 (0)116 223 1132/1228 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

**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. We offer 16 different languages including Arabic, British Sign Language, Chinese and Spanish to name just a few, six different levels of learning and two different 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](http://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](http://www.le.ac.uk/hear).

**Contact:** Languages at Leicester:
+44(0)116 252 2662 | lanenquiries@le.ac.uk | [www.le.ac.uk/ml/lal](http://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.

Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University's Examination Regulations (www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
• use of calculators and dictionaries
• absence due to illness
• cheating

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/examsguide)

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 30 September 2015. 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
HA7202 Film and Film Cultures in Historical Contexts (30 credits)
HA7204 American Film (30 credits)

Semester Two
HA7201 Research Methods in Film Studies (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 two further modules, selected from HA7202, 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 1, 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: Prof. James Chapman

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** modules.

Each student will be appointed 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** modules.

Each student will be appointed 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](http://www2.le.ac.uk/offices/printservices/printing-and-binding)

**The submission and assessment of work**

**Submitting Your Work**

All assignments need to be submitted electronically to Turnitin by the assignment deadline. No hard copy is required except for the dissertation. The dissertation will need to be submitted electronically and two hard copies provided to the school office by the advised deadline.
Assignments will be marked electronically using GradeMark. When you are notified that feedback is available you must log on to Blackboard to view this. Feedback cannot be collected from the school office.

Turnitin software accepts the following file types: Word, Text, Postscript, PDF, HTML, and RTF.

Electronic submissions need to be done through the Turnitin facility available through the University’s Blackboard site. The procedure is as follows:

1. Log on to Blackboard.
2. Select the course title. (Film and Film Cultures MA).
3. Click on Assignments on the left-hand side.
4. Click on the relevant coursework title (‘For instance essay’).
5. You will automatically be directed to the turnitin.co.uk page. Click on the submit icon.
6. Fill in the required information (first name, last name, title of your assignment).
7. Click on the Browse button to find the piece of coursework on your computer. Click on the file and press the open button.
8. Click on the submit button (top right-hand corner).
9. You will be shown the contents of the file you have selected. If it is the correct file, answer the “Is this the paper you want to submit?” question by pressing the “yes, submit” button.
10. You will be directed to a new screen confirming the successful submission of your coursework with a digital receipt. You will also receive an e-mail receipt confirming your submission, and the exact time at which it was submitted.

Save a copy of your e-mail receipt: this is your proof that you submitted your essay on time.

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 the University’s Registry 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**

With the exception of oral presentations and non-assessed work, all coursework and examinations will be marked anonymously, in accordance with University policy.

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.
Feedback and the Return of Work from Staff

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 for campus-based programmes; 28 days for distance learning and approved programmes.
- 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.

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 undergraduate 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.

**Notification of Ill Health and Other Mitigating Circumstances**

Students should submit evidence of mitigating circumstances within five working days of the relevant assessment deadline. This should be submitted to the Programme Administrator either via the School Office (Attenborough 1514) or by email.

Completed mitigating circumstances forms and supporting documentation will be considered by a Mitigating Circumstances Panel. Mitigating Circumstances Panel meetings are held every week during term time, and you can expect to receive a decision in relation to your form and evidence within ten working days of this having been submitted.

The Mitigating Circumstances Panel membership comprises colleagues from the School of English, School of Modern Languages, and the Department of History of Art and Film. This 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.

If you have any questions about this, or if you would like to find out when the next Mitigating Circumstances Panel meeting will be held, please contact the Programme Administrator for your degree.

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.

**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
Personal Support for Students

Departmental 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

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). Low-level 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 |

Student Welfare Centre

The Student Welfare Centre 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 and guidance is available in relation to private rented accommodation.

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 counselling on a one-to-one or group basis 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.

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 and emotional one-to-one and group support to students managing mental health issues whilst at the University.

**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**
Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre (www.victoriaparkhealthcentre.co.uk) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.

If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/students/info/new/postgrad/health
Careers and Employability

Career Development Service

You need a first-class education; that’s a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students’ Union, your award winning Career Development Service is here to guide and support you from your arrival at Leicester through to graduation and beyond.

Throughout your studies you will engage with the Career Development Journey which is your personal guide to working out what you want to do after University and how to get there. Starting early is key, and completing the first step of the journey is simply achieved by logging onto MyCareers with your university username and password. You can access this through our homepage.

MyCareers is your 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;
- Invitations to employer events;
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and enterprise and business start-up activities.

Get involved by:

- Signing up to Unitemps If you are looking for part time work whilst studying. We are based next to the Career Development Service in the Students’ Union.
- Coming along to fantastic employer events throughout the year including the Festival of Careers. We are one of the top 25 universities targeted by the largest number of top employers!
- Reflecting on your skill development throughout your academic studies and extra-curricular activities, as you will need to show employers how you can communicate, work in a team and much more. For more information on the Transferable Skills Framework go to our website.

Come and visit us in the Students’ Union and log onto your MyCareers account to get started. We’re here to support you throughout your time at university so make the most of the services we offer, to make the most of you.

Contact: Career Development Service, Level 0, Students’ Union, Percy Gee Building
0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers | @uolcds | fb.com/uolcds

Personal Development Planning

Personal Development Planning (PDP) is designed to enable you to think about, and plan for, your own personal, academic and career development. Throughout your degree you will be encouraged to reflect on your progress and achievements, and to identify areas you wish to develop and improve on. PDP will help you to:

- recognise the skills and abilities you are developing;
- identify areas for improvement and development; and
- think about how you can improve your employability and career prospects

To find out more about how the Department supports PDP, please speak with your personal tutor. In addition, Learning Development provides some more general information about what PDP is, and how you can engage with it: www2.le.ac.uk/offices/ld/personal-development-planning-pdp.
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 Department of the History of Art & Film has a 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).