Undergraduate

Student Handbook

2016-17

- BA History of Art
- BA History of Art Major/Minor
- BA History of Art and English
- BA Film Studies and Visual Arts
- BA Film Studies Major/Minor
- BA Film Studies and English
- BA Film and Media Studies
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Welcome/Introduction

Welcome to History of Art and Film at Leicester. Whether you are a new or returning student we hope you will enjoy your time with us and that you will find your studies both stimulating and rewarding.

This Course Handbook contains a lot of essential information about the Department, its staff and its courses for the academic year 2016/17. Use it in conjunction with the online Study Skills; both of which can be found at http://www2.le.ac.uk/departments/arthistory/staffandstudents as well as on Blackboard. 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 whom 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. You are also advised to see your personal tutor at least once a term to review your progress and to discuss your Personal Development Plan.

Department Details

Based in the College of Social Sciences, Arts and Humanities, History of Art and Film offers undergraduate and postgraduate taught and research degrees across the full range of visual arts. Our staff have wide-ranging teaching and research interests including Hollywood, British Cinema, European cinemas, television drama, medieval and Renaissance art and contemporary art.

An exceptionally friendly department with a high ratio of staff to students, we are able to provide the necessary environment in which to foster ideas, knowledge and opinions. In a world dominated by the visual image, our graduates are in high demand and former students can be found in advertising and public relations; heritage management; arts administration; auction houses; teaching and education; and journalism and editorial positions.

We also play host to the interdisciplinary Centre for the Study of the Country House, an innovative joint venture between the Lamport Hall Preservation Trust and the University of Leicester. It exists to promote all aspects of the study of great historic houses and their surroundings, design, construction and conservation. To support this, the Centre has developed an external programme of annual guest lectures and individual study days at Lamport Hall. We collaborate, in developing our teaching and research programme, with other country houses and specialised research institutions.

Current courses on offer include the BA History of Art and BA Film Studies and Visual Arts with joint honours available in History of Art or Film with English and in BA Film and Media in collaboration with the Department of Media and Communication. We offer Majors and Minors in Film Studies as well as in History of Art. We also offer Masters Degrees in both Film and Film Cultures and The Country House in Art History and Literature [also available in Distance Learning version]. We have a vibrant Postgraduate Research community with current students studying topics as diverse as J.M.W Turner and German Romanticism, the early career of Michael Balcon, and the twenty-first century reception of Superhero films.

A brief introduction to History of Art and Film at Leicester may be found here: http://www2.le.ac.uk/departments/arthistory/about. We are located in the Attenborough Tower, primarily on floor 17. The School Office is located on floor 15 in room Att 1514.

Campus maps are available at: www.le.ac.uk/maps.

Information on research interests can be found via the staff list at: www.le.ac.uk/departments/arthistory/people
Facilities

The Slide Room
The Slide Room (Att 1708) is usually available to students every weekday from 9.00 a.m. to 5.00 p.m. It is sometimes needed for seminars, open days and meetings but these will be indicated by a notice on the door. There is a small library of both History of Art and Film Studies books in the slide room in addition to the slide collection which contains over 100,000 slides, photographs and prints.

Communications

Office Hours
The School Office in Att 1514 is open from 9.00 a.m. to 5.00 p.m. during weekdays. Academic staff members’ office hours will be posted on the main notice boards and also on individual office doors. Outside of these hours students should e-mail either their Personal Tutors or the Head of Department to make an appointment.

Important Dates 2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26 September 2016</td>
<td>Autumn term and first semester begin</td>
</tr>
<tr>
<td>Friday 9 December 2016</td>
<td>Autumn term ends</td>
</tr>
<tr>
<td>Friday 23 December 2016 – Monday 2 January 2017 inclusive</td>
<td>University closed for Christmas</td>
</tr>
<tr>
<td>Monday 09 January 2017</td>
<td>Spring term begins</td>
</tr>
<tr>
<td>Monday 09 January 2017 – Friday 20 January 2017</td>
<td>First semester examinations</td>
</tr>
<tr>
<td>Friday 20 January 2017</td>
<td>First semester ends</td>
</tr>
<tr>
<td>Monday 23 January 2017</td>
<td>Second semester begins</td>
</tr>
<tr>
<td>Friday 25 March 2017</td>
<td>Spring term ends</td>
</tr>
<tr>
<td>Friday 13 April 2017 – Thursday 20 April 2017 inclusive</td>
<td>University closed for Easter</td>
</tr>
<tr>
<td>Monday 1 May 2017</td>
<td>Summer term begins</td>
</tr>
<tr>
<td>Monday 15 May 2017 – Friday 2 June 2017 inclusive</td>
<td>Second semester examinations</td>
</tr>
<tr>
<td>Friday 23 June 2017</td>
<td>Summer term and second semester ends</td>
</tr>
</tbody>
</table>

Please note that examination dates may be subject to change.

Note: The information in this handbook applies to the 2016-17 session only. We have tried to ensure that the information was correct when the handbook went to press in September 2016.

Staff List and Key Contacts
Details can be found here [https://www2.le.ac.uk/departments/arthistory/people/staff-list](https://www2.le.ac.uk/departments/arthistory/people/staff-list)
Nominated Contacts

Dr. Jack Newsinger (jn107@le.ac.uk) is the nominated Media academic for BA Film and Media students to contact.

For Joint and Major/Minor Students

As a student at the University of Leicester you will be on one of our pathways, taking either one subject or two subjects in combination. As a Joint or Major/Minor degree student you will build up relationships with both departments that you are studying with, however your degree will be linked to a home department. If you are doing a Joint degree your home department is the department for the first subject in the title of your degree programme. If you are doing a Major/Minor degree your home department will be your Major department. You will receive a handbook for both your subjects. Additional information for students studying more than one subject is available through www.le.ac.uk/learnatleicester and http://www2.le.ac.uk/students/info/students-studying-more-than-one-subject

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 at 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.

Student ID Cards

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

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
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;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- 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 History of Art please visit http://www2.le.ac.uk/library/find/subjects/history-of-art

For information about History of Art please visit http://www2.le.ac.uk/library/find/subjects/film

Where will I find the books I need?

Always consult the Library Catalogue first to find the shelf mark of the item rather than just browsing, as not all books you will need are in proximity to one another.

The books are shelved from general subjects through to the more specific:

709 History of art
709.4 History of European Art

This number is then further subdivided by country so:

709.42 British Art
709.44 French Art
709.45 Italian Art

Specific artists are under their country:

709.45092 Italian Artists
709.45092 MIC Michelangelo
791 Mass entertainment Film
791.4309 American Film

See also: 302.243 Mass Media

Audio-Visual Material

The Library has a growing number of feature films on video and DVD, most of which are available for loan. These are mainly held on the book shelves at 791.4372, followed by the first three letters of the film title, so Jaws would be at 791.4372 JAW. Foreign language films are shelved under their original title, so Jean Luc Godard’s Breathless can be found at 791.4372 BOU as its original title was A bout de Souffle. There are some films in the Short Loan Collection and also those films based on Shakespeare plays are shelved with the Shakespeare books at 822.33 SHA. It’s always best to check the Library catalogue first. Viewing facilities are available in the basement of the Library.
Can I renew my loans?

Most items can be renewed, as long as no other borrower has placed a ‘hold’ on that item. You can renew things online using ‘My Account’ on the Library Catalogue, over the telephone (0116 252 2043), or in person.

How can I reserve items that are out on loan to someone else?

If your chosen book is out on loan, you can place a ‘hold’ using the Library catalogue. We will recall the item and then contact you via your University of Leicester e-mail to say it’s available for collection (from the Express Zone).

If an item on loan to you is required by someone else, you will be sent a recall notice. This shortens the original loan period.

What are journals, and where are they?

For the most up-to-date research on a topic you will need to consult the Library’s journals, as they are published far more regularly than books. Some journals are general in coverage (for example Film Quarterly examines film theory, history, production, world filmmakers and national cinemas) others are more specific (such as the Journal of British Cinema and Television, which limits its scope to Britain). Specific articles may be included on your reading list. The journals are kept in one sequence in the basement of the David Wilson Library. Electronic journal titles are available on Leicester e-link which is on the Library Homepage http://www.le.ac.uk/library

What information is available electronically?

An increasing amount of information can now be found in electronic form. Your starting point is the History of Art or the Film Studies Subject Room linked from the Library Home page, which gathers together all the resources which the Library recommends for your subject. This includes databases for finding journal articles, other Library catalogues and key websites.

Can I photocopy in the Library?

Self-service photocopiers are available at both libraries and all students have an electronic ‘Print & Copy Account’ which can be credited to pay for photocopying and printing.

Can I study in the Library?

Study places are available throughout the Library. Most are in designated ‘silent study’ areas and you are expected to not smoke, eat or drink, except for bottled water. Mobile phones and other devices likely to cause a disturbance may not be used in the Library unless their use is silent. However, when tackling group projects you will be able to make use of the group study rooms. Information on how to book these can be found at http://www.le.ac.uk/library/services/studyrooms.html

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 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)
• **OneDrive:** the online storage location for all your files
• **Blackboard Virtual Learning Environment:** support and information for all your courses
• **Leicester Digital Library:** access to journals, databases and electronic books online

**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 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](http://leicesterunion.com/support/education)

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

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

**Learn a New Language with 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](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 | lan enquiries@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**

You are required to ‘tap in’ at the start of a teaching event using your student ID card. Information on how to swipe into confirm your attendance can be found on the ‘Touch Green to be Seen’ posters around campus and at each teaching venue. It is your responsibility to ensure you carry your student ID card for registering your attendance at each teaching event.

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.

If you miss a class, for whatever reason, you need to complete a Notification of Absence form https://www2.le.ac.uk/departments/arthistory/staffandstudents/absences/fg_base_view_p3 for each absence.

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.

**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)
Course details

Programme and Module Specifications

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

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 details of all modules, including teaching times, screenings, assessment and reading lists will be shown on Blackboard.

HISTORY OF ART MAJOR

FILM STUDIES MAJOR

HISTORY OF ART MINOR

FILM STUDIES MINOR

Content details of individual modules are shown from the bottom of page 15.

BA (Hons.) FILM STUDIES AND THE VISUAL ARTS

Full details of all modules, including teaching times, screenings, assessment and reading lists will be shown on Blackboard.

Brief details of individual modules are below, year by year.

Year 1

In Year 1 students will take 4 Core modules, two in each semester:

• HA1007: Reading Film and Television
• HS1200: Introduction to Film History
• Plus: A Supplementary subject chosen from the current list supplied prior to registration
• HA1224: American Film and Visual Culture
• HA1115: Film and Art: Academic Practice and the Workplace
• Plus: Continue with Supplementary subject chosen in semester 1.

Year 2

In Year 2 students will take 4 Core modules, two in each semester:

• HA2224: American Film and Visual Culture (2016/17 only. From 2017/18 this module will be replaced by Documentary Film and Television.)
• HA2429: Film Production
• Plus 1 Optional module
• HA2030: Researching World Cinemas
• HA2222: Long Essay
• Plus 1 Optional module

Final Year
In the Final Year students will take 2 Core modules - the Dissertation (40 credits), which is spread across the academic year and 4 Optional modules (two in semester 1 and two in semester 2)

**BA (Hons.) HISTORY OF ART**

Full details of all modules, including teaching times, screenings, assessment and reading lists will be shown on Blackboard.

Brief details of individual modules are below, year by year.

**Year 1**

In Year 1, History of Art students will take 4 Core modules, two in each semester:

- HA1120: Words and Pictures
- HA1112: Introduction to the History of Art I
- Plus: A Supplementary subject chosen from the current list supplied at Registration.
- HA1115: Film and Art: Academic Practice and the Workplace
- HA1113: Introduction to the History of Art II
- Plus: Continue with Supplementary subject chosen in semester 1.

**Year 2**

In Year 2, History of Art students will take 3 Core modules, one in semester 1 and two in semester 2:

- HA2219: Documents of the History of Art
- Plus 2 Optional modules
- HA2207: (Dependent on student numbers) Italy Field Trip, (sem 2)
- HA2222: Long Essay
- Plus 1 Optional module

It is possible for joint Film Studies and the Visual Arts students to transfer to the four-year European Union degree in order to take a year studying abroad between second and final years. This will be at one of the Erasmus partner institutions of Film Studies. Further details will be provided in Semester 2 of year 1.

**Final Year**

In the Final Year, History of Art students will take 2 Core modules - the Dissertation (40 credits), which is spread across the academic year and:

- HA3020: Classical Aesthetics and its Legacy
- Plus 3 Optional modules (one in semester 1 and two in semester 2).

**BA (Hons.) FILM STUDIES and ENGLISH**

Full details of all modules, including teaching times, screenings, assessment and reading lists will be shown on Blackboard.

**Year 1**

In Year 1, joint Film Studies and English students will take six Core modules, three in each semester. In semester 1, students take 20 credits of Film modules and 40 credits of English modules. In semester 2, students take 40 credits of Film modules and 20 credits of English modules:

- HA1007: Reading Film and Television
- EN1020: A Literary Genre: The Novel
- EN1010: Reading English
- HA1224: American Film and Visual Culture
- HA1115: Film and Art: Academic Study and the Workplace
- EN1050: Renaissance Drama: Shakespeare and his Contemporaries
Year 2
In Year 2, Film Studies and English students will take six Core modules. In semester 1 students take 40 credits of Film modules and 20 credits of English modules. In semester 2, students take 20 credits of Film modules and 40 credits of English modules:

- American Film and Visual Culture (2016/17 only. From 2017/18 this module will be replaced by Documentary Film and Television)
- HA2429: Film Production
- EN2020: Renaissance Literature
- HA2030: Researching World Cinemas
- EN2050: From Satire to Sensibility: Literature 1660-1789
- EN2060: Concepts in Criticism

It is possible for joint Film Studies and English students to transfer to the four-year European Union degree in order to take a year studying abroad between second and final years. This will be at one of the Erasmus partner institutions of Film Studies. Further details will be provided in Semester 2 of year 1.

Final Year
In the Final Year, Film Studies and English students either take a 20 credit dissertation module in English and five module options, or take a 40 credit dissertation module in Film Studies and four module options. You will be contacted regarding module options well in advance of the beginning of the semester and given plenty of time to consider your choices. Students must take a minimum of 40 credits in each subject.

BA (Hons.) FILM AND MEDIA STUDIES
Full details of all modules, including teaching times, screenings, assessment and reading lists will be on shown on Blackboard.

Year 1
Brief details of individual modules are below, year by year. In your first year, you will study core modules from both Film and Media Studies. In Semester One, you will study the following:

- HA1007: Reading Film and Television
- MS1001: Introduction to Media and Communication
- MS1006: Digital Narratives
- In Semester Two, you will study:
  - HA1224: American Film and Visual Culture
  - HA1115: Film and Art: Academic Study and the Workplace
  - MS1008: Television Studies

Year Two
Your second year will consist of core modules from both Film and Media Studies. Students can apply to study abroad in semester one, but otherwise you will study the following:

- HA2429: Film Production
- HA2224: American Film and Visual Culture (2016/17 only. From 2017/18 this module will be replaced by Documentary Film and Television)
- MS2006: Media, Identity and the Popular

In Semester Two you will study:

- HA2030: Researching World Cinemas
- MS2002: Analysing Communication Processes
- MS2004 Creative Audiences
Year Three

Your third year will combine a 10,000 word dissertation in either Film Studies or Media, on a subject of your choice with four optional modules.

BA (Hons.) HISTORY OF ART & ENGLISH

Full details of all modules, including teaching times, screenings, assessment and reading lists will be shown on Blackboard.

Year 1

In Year 1, joint History of Art and English students will take six Core modules, three in each semester. In semester 1, students take 20 credits of History of Art modules and 40 credits of English modules. In semester 2, students take 40 credits of History of Art modules and 20 credits of English modules:

- HA1112: Introduction to the History of Art I
- EN1010: Reading English
- EN1020: A Literary Genre: The Novel
- HA1113: Introduction to the History of Art II
- HA1115: Film and Art: Academic Study and the Workplace
- EN1050: Renaissance Drama: Shakespeare and his Contemporaries

Year 2

In Year 2, History of Art and English students will take 6 Core modules. In semester 1, students take 40 credits of History of Art modules and 20 credits of English modules. In semester 2, students take 20 credits of History of Art modules and 40 credits of English modules:

- HA2218: Modernity and Tradition
- HA2219: Documents of the History of Art
- EN2020: Renaissance Literature
- HA2210: Italian Art and Architecture 1500-1700
- EN2050: From Satire to Sensibility: Literature 1660-1789
- EN2060: Concepts in Criticism

It is possible for joint History of Art and English students to transfer to the four-year European Union degree in order to take a year studying abroad between second and final years. This will be at one of the Erasmus partner institutions of History of Art. Further details will be provided in Semester 2 of year 1.

Final Year

In the Final Year, Film Studies and English students either take a 20 credit dissertation module in English and five module options, or take a 40 credit dissertation module in Film Studies and four module options. You will be contacted regarding module options well in advance of the beginning of the semester and given plenty of time to consider your choices. Students must take a minimum of 40 credits in each subject.

Brief descriptions of modules

Year 1

HA1007: Reading Film and Television

Core module for: Film Studies & the Visual Arts/Film Studies & English/Film Studies & English and Film & Media Studies/Film Major/Film Minor

Optional module for: History of Art
Reading Film and Television is a Level 1 module intended to introduce you to how we go about ‘reading’ (analysing, interpreting, understanding) film and television texts. The module is heavily text-focused and is based on close readings of a range of different types of film and television. Our discussion of the film and television texts will also be informed by critical literature that exemplifies a range of theoretical approaches to film and television studies.

The module begins by focusing on film encompassing Hollywood and international cinema over a number of decades. The focus is on fiction film, although our weeks studying television diverge from this, considering how we might ‘read’ reality television (a ‘factual’ form that has a strong relationship to fictional styles) and lifestyle television.

**HA1112: Introduction to the History of Art I**

Core module for: History of Art / History of Art & English/History of Art Major/History of Art Minor

Optional module for: Film Studies & the Visual Arts

A basic comprehension of the history of western art from classical antiquity to the present day is essential for all art-historians for three key reasons. First, one of the recurrent phenomena of art’s history is the way individual artists have responded to the achievements of their predecessors. Secondly, because the art of the past - whether of classical antiquity or of the medieval past - has often enjoyed a particular authority in later periods. And thirdly, because art historians have conventionally divided up the history of art into periods, classifying some of them stylistically, some conceptually, to reduce their subject to manageable proportions.

Our objectives in this team-taught module are, first, to introduce terms such as ‘Romanesque’, ‘Gothic’ and ‘Renaissance’ and second, to demonstrate the ways in which they are used. We do not attempt to justify the existence of particular period concepts, or to suggest that they have some intrinsic existence, but rather to inculcate a critical understanding of how they are used, as a means of defining and articulating major change in the history of art. So, the module aims to develop an awareness of the nature of periodisation and to foster an understanding of how period terms are deployed. The history of western art is not an immutable narrative handed down to art historians, but one developed and changed by them, a set of sometimes competing histories which art historians deploy or question as they investigate their material. This module will cover art from classical antiquity to the Rococo.

**HA1120: Words and Pictures**

Core module for: History of Art/History of Art Major

Optional module for: Film Studies & the Visual Arts

This module is intended to introduce students to the particular requirements of writing about works of art. They will be required to examine different kinds of writing - articles, catalogue entries, book chapters, reviews and different approaches within these categories. At the end of the module, students should be better equipped both to read and write art history. The benefits for all their subsequent studies are self-evident.

**MS1006: Digital Narratives**

Core module for: Film Studies & the Visual Arts/Film Studies & English and Film & Media Studies

This module will introduce you to aspects of both narrative and digital production, including concepts of narrative and how these contribute to digital storytelling. Students will plan their narrative, focusing on either fiction or documentary, working in a small group, to a tight deadline. Students will gain practical skills in photography and still image editing, creating a narrative from still images and basic editing skills in both audio and video. Students will gain an appreciation and understanding of digital creation tools available on the internet as well as applications designed to share and log their production experience. In addition to the digital
artefact, students will have the opportunity to critically reflect on their own practical digital work and the work of their peers, developing their ability to work both individually, and in a group to a deadline.

**MS1001: Introduction to Media & Communication**
Core module for: Film and Media Studies

A popular view of mass media audiences renders them "couch potatoes" who passively consume whatever media fare is placed in their lap. More recently, others have argued for a more celebratory view of the media audience. Indeed, in place of a naive and vulnerable audience (in the singular sense) we encounter audiences (in the plural sense) who are able to resist media power in creative, pleasurable and meaningful ways. The module addresses these conflicting accounts of media audience(s) as they take us to the heart of media effects.

**EN1010: Reading English**
Core module for: History of Art & English/Film Studies & English

This module combines an exploration of the methods and theories of literary study with workshops on the practical knowledge and skills that students need to survive and flourish on a degree programme in English. It takes an exploratory approach to the challenges of reading, talking about, and writing about English literature, raises questions about the basic premises of literary criticism, and introduces students to recent developments in literary theory.

**EN1020: A Literary Genre: the Novel**
Core module for: History of Art & English/ Film Studies & English

This module will enable students to study the origin, progress and characteristics of generically related texts. It will foster an awareness of literary conventions and literary history and how both may be related to social and cultural contexts. Students will be encouraged to think and write about the influence authors have had on one another, and to relate the personal experience of reading to the discipline of English as an academic study.

**HA1224: American Film & Visual Culture**
Core module for: Film Studies & the Visual Arts /Film Studies & English/ Film & Media Studies/Film Major/Film Minor

Optional module for: History of Art

In this module we will examine American films and visual culture from the beginning of the twentieth century to the beginnings of the twenty-first, and from the mainstream to the margins, key developments within the American film industry and in the relationship between that industry and changes within the United States, the narrative, stylistic and industrial features and limits of ‘Classical Hollywood cinema’ and the relationship between film and other forms of American visual culture, particularly television.

**HA1113: Introduction to the History of Art II**
Core module for: History of Art/History of Art & English/History of Art Major/History of Art Minor

Optional module for: Film Studies & the Visual Arts

This module introduces students to the purposes, aims and problems of studying the History of Art through an overview of European Art and Architecture from the Rococo to Surrealism.

**EN1050: Renaissance Drama: Shakespeare and his Contemporaries**
Core module for: Film Studies & English/History of Art & English

This module will enable you to build on existing knowledge and skills to develop a more independent and broad approach to the plays of Shakespeare and his contemporaries within their theatrical and cultural context. You
will become familiar with different dramatic genres, and will be asked to consider questions of genre, class, gender, race and education. You will learn more about how early modern drama developed between the late 1580s and the 1620s. In turn, you will be asked to analyse the plays within their social and political context, taking account of early modern staging methods, theatrical conditions, composition and printing practices. Crucial to this module is the screening of film versions of renaissance plays, which you will be expected to, attend alongside lectures and seminars.

**HA1115: Film and Art: Academic Study and the Workplace**

Core module for: Film Studies and the Visual Arts/Film Studies and & English/Film and Media Studies/Film Major/History of Art Major

This module draws on the expertise and experience of bringing film and art to the wider public shared by staff within the Department of History of Art and Film, as well as that of those employed in cinema management and film programming, and of the Career Development Service at the University of Leicester. It will introduce students to the related but different approaches adopted within Film Studies and Art History. Building on this, students will work as a group to pitch a one day ‘Film and Art’ event and to design a web page promoting this event. This is a seminar and workshop based module which will include session on curating and programme, developing a business proposal and web design.

**MS1008: Television Studies**

**Semester 2**

Tutor: Team Taught

Core module for: Film and Media Studies

This module introduces students to the study of television as a popular medium. We will study television form and content (including television genres and formats such as ‘quality’ drama and reality TV), production and industry contexts and television audiences such as online fan communities.

**Year 2**

**HA2015: Film Journalism**

Optional module for: Film Studies and the Visual Arts /History of Art

Students taking this module will study the craft of writing film reviews and articles about cinema for a wide range of English-language (predominantly UK and US-based) publications. These will include specialist film magazines (monthly and weekly), as well as general magazines and newspapers local and national) that carry regular film review columns and occasional features.

**HA2218: Modernity and Tradition**

Core module for: History of Art & English

Optional module for: History of Art/ Film Studies and the Visual Arts

The 19th and early 20th centuries in Europe were on one reading characterized by the explosive growth, enticements and dangers of the great world cities such as London and Paris, the development of new manufacturing, transport and communications technologies to fuel the industrial revolution and colonial expansion, as well as by advances in the sciences and psychology that gave startling insights into how we saw and understood the worlds around and within us. Countless new ‘avant-garde’ movements were infatuated by and sought to respond to these developments, breaking away from the staid teaching and established themes of the art academies and the consumer expectations of the ‘bourgeois’ art market to explore fresh and confrontational ways of making ‘modern’ art, for example by exploring the beauty of machine technology or reducing each art-form to its abstracted essence. But running alongside this were counter-tendencies committed
to upholding a much more appreciative relationship with different types of artistic tradition and historical value, for example in the emergence of historical museums as well as the heritage movements with their preservationist agendas, the nostalgia about the loss of traditional, medieval urban space in the drive for urban renewal, and in the desire to return to an art of handicraft rather than mass-production. This course explores the tensions and complexities in the interplay of the ideals of 'modernity' and 'tradition' during this period through a number of well-chosen case-studies in the fields of painting, sculpture, architecture, film and museology.

**HA2219: Documents of the History of Art**

Core module for: History of Art/History of Art & English

Optional module for: Film Studies and the Visual Arts

The purpose of this module is to alert students to some of the problems and methods of dealing with source materials within the history of art. It will sharpen your analytical skills and help you develop research methods which will be helpful to you in the preparation of your second year Long Essay and third year Dissertation.

**HA2224: American Film and Visual Culture**

Core module for: Film Studies/Film Studies & English/American Studies/English & American Studies

Optional module for: History of Art

In this module we will examine American films from early twentieth century to the beginning of the twenty-first. The focus will be on film and the American film industry, but we will also look at other forms of visual culture (including painting, photography and television) and the changing cultural context within which these were produced and received. Students will develop their knowledge of American film history as well as the skills necessary for the critical understanding of particular texts and their relationship to American cultural contexts.

**EN2020: Renaissance Literature**

Core module for: Film Studies & English/History of Art & English

This module aims to introduce you to a variety of genres and to authors writing in the sixteenth and seventeenth centuries. It covers a longer period than EN1050 Renaissance Drama: Shakespeare and his Contemporaries, and seeks to set your knowledge of Renaissance drama within a wider context. You will become familiar with some of the following literary genres: the sonnet, the epic poem, `metaphysical’ poetry, satire, political allegory, philosophical writing, spiritual autobiography, radical writing. Since, however, the majority of texts written and published in the Renaissance were of a religious nature, as fuelled by the controversies following the Reformation, a substantial part of the module is designed to help you grasp the impact of religion and politics on the literature of the period.

**HA2429: Film Production**

Core module for: Film Studies and the Visual Arts /Film Studies & English

Optional module for: History of Art

Basic Literacy in the principles of film production is important for those graduating in Film Studies; it is such literacy that this module will provide. In this module students learn to understand the amount of effort and planning which go into the production of even a very short piece of cinema. The module aims to help students learn about the technical and creative processes that go on behind the camera and about how these shape the films they may watch. Cinema has evolved over time as technology has increased the portability and technical quality of production equipment, and also as film grammar has evolved. Students will be divided into groups of 4 to 6. Each team will work towards the independent creation of a 2-5 minute piece of video drama, filmed and edited using modern digital video equipment. This will be made up of one or two scenes, rather than being an
entire short film and can either be something written by the students or a re-interpretation of a part of an existing script. The main taught part of the course will consist of 6 x 3 hour lecture/workshops followed by a three week gap for filming and editing and a final screening session in week 10 of the semester. The module will include student presentations which will not be assessed. The process of camera work and editing will be unpicked by analysing clips from films as well as by short trial pieces of filming and there will be time devoted to teaching the students to use the video equipment so that they can work independently in filing their drama piece.

EN2020: Renaissance Literature
Core module for: Film Studies & English/History of Art & English

This module aims to introduce you to a variety of genres and to authors writing in the sixteenth and seventeenth centuries. It covers a longer period than EN1050 Renaissance Drama: Shakespeare and his Contemporaries, and seeks to set your knowledge of Renaissance drama within a wider context. You will become familiar with some of the following literary genres: the sonnet, the epic poem, ‘metaphysical’ poetry, satire, political allegory, philosophical writing, spiritual autobiography, radical writing. Since, however, the majority of texts written and published in the Renaissance were of a religious nature, as fuelled by the controversies following the Reformation, a substantial part of the module is designed to help you grasp the impact of religion and politics on the literature of the period.

HA2030: Researching World Cinemas
Core module for: Film Studies and the Visual Arts/Film Studies & English
Optional module for: History of Art

This core module challenges the orthodox view of film history which implicitly assumes that American and Western European cinemas are the main (and sometimes only) sites where valuable cinema exists. Non-western traditions of filmmaking are too often marginalised in film studies degrees which do not, therefore, recognize the full artistic and cultural diversity of the medium. To this extent, the module considers films from Eastern Europe, the Middle East, Africa, Asia and South America. The module is historically based and the emphasis throughout is on understanding films in relation to the cultural and industrial circumstances in which they were produced and consumed. We focus on five themes with two films chosen to represent each: (1) Cinema and nation; (2) Form and aesthetics; (3) Politics and film; (4) New waves, new cinemas; (5) Popular genres, popular pleasures. Through studying the module students will gain a fuller understanding of different modes of film practice from the political radicalism of so-called ‘Third Cinema’ to the exotic pleasure of ‘Bollywood’.

HA2207: Italy Field Trip (dependent on student numbers)
Core module for: History of Art
Optional module for: Film Studies and the Visual Arts

Students will visit works of art and architecture from Antiquity to the present in Rome, Siena and Florence. Students will develop a range of transferable skills: visual analysis, critical evaluation, oral presentation and debate, organizational skills and be able to work in groups. The field trip takes place during the Easter vacation and lasts three weeks. Students are accompanied by Dr Thomas Frangenberg.

HA2222: Long Essay
Core module for: Film Studies and the Visual Arts/History of Art

This is a Core module for both Film Studies and History of Art students. The Long Essay will be based largely on the student’s independent work, which will be supervised by a member of staff. This includes planning, drafting, writing and revising a long essay of 5000 words, under the guidance of their supervisor. Through independent study, students will be aware of the value of specific transferable skills in the production of their research.
HA2210: Italian Art & Architecture 1500-1700
Core module for: History of Art & English
Optional module for: History of Art /Film Studies and the Visual Arts

This course is designed to provide a broad historical overview of painting, sculpture, and architecture in Italy during the sixteenth and seventeenth centuries. It is concentrated above all upon Florence, Venice, and Rome, but will also consider such centres as Mantua, Parma and Turin. Similarly, while many of the most prominent artists of the Italian Renaissance and Baroque periods and their major works will be covered, the achievements of their less well-known contemporaries will not be neglected. Students will be encouraged to read primary sources from the period, especially Vasari’s and Bellori’s Lives of the Artists, and to develop a critical awareness of subsequent approaches.

HA2432 Contemporary Hollywood
Optional module for: History of Art /Film Studies and the Visual Arts

Contemporary Hollywood Cinema is a level two module. The focus is on post-1990 Hollywood both in terms of industry trends and ‘new’ genres – those that emerged or dominated Hollywood since the 1990s including the superhero movie, the new disaster film, the bromance and the mom-com. Films to be discussed include Meet the Fockers (2004), Armageddon (1998), Iron Man (2008) I Love You Man (2009), and 27 Dresses (2008). The aim of the module is to answer the question of what contemporary Hollywood cinema means to us: are there particular production values or aesthetics, economic considerations, industry requirements or ideological standpoints that are necessary for a film to be deemed a ‘Hollywood’ movie? The module will be divided into two sections, ‘industry’ and ‘genre’ before culminating, in week ten, in a class discussion of how we define a contemporary Hollywood film.

EN2050: From Satire to Sensibility: Literature 1660-1789
Core module for: Film Studies & English/History of Art & English

This module has three aims: to introduce students to a wide variety of authors crucial to the development of the cultural and political landscape of modern Britain (the period covers the literature of the Restoration and the subsequent ‘ages’ of neo-classicism and sensibility); to foster awareness of different genres (chiefly, the rise of satire and dramatic comedy, the development of the novel, and, in poetry, the shift from formal precision to self-conscious expressionism); to enhance understanding of the cultural and intellectual issues shaping the works (e.g. the split between court and popular culture in the Restoration; the ‘rise of the novel’; the development of print culture; public and private spheres; gender and genre; and civility and civilisation).

EN2060: Concepts in Criticism
Core module for: Film Studies & English/History of Art & English

During an undergraduate degree in English, you will come across a range of complex critical readings. Building on work completed in the first year, the aim of this module is to enhance your understanding of the theoretical issues that have impacted on the study of English by exploring the dominant critical positions that have emerged over the last 50 years. The module aims to provide an overview of the rise, development and character of critical theory in order that you can evaluate the applicability of particular theories to literary and cultural problems on your own and in groups.

Year 3

HA3401: Dissertation (40 credits)
Semesters 1 & 2
Tutor: All staff
Core module for: this is core for Film Studies and the Visual Arts and History of Art students, and Film Studies & English and History of Art & English either take this module or the 20 credit English dissertation.

Students are required to research and write a 10,000 word dissertation, on a subject of their own 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 bibliographical research. Students are also required to give a presentation outlining their topic in the spring term in front of their tutors and fellow students. Students are given individual tutorials with the member of staff appointed as their supervisor.

Assessment: 100% - Dissertation, 10,000 words

**HA3020: Classical Aesthetics and its Legacy**

Core module for: History of Art

Optional module for: Film Studies/Film Studies and English

This module provides an overview of different theories in the history of art and aesthetics that proliferated in the nineteenth and twentieth centuries. Our main aim, however, will be to demonstrate how many of the most powerful ideas – the ones we take for granted – rest upon the most ancient sources. Much of the course, therefore, will be devoted to a close examination of the aesthetics of Plato and Aristotle. In order to prepare for this module, students must conduct a close reading of Plato’s Symposium (Penguin Classic edition, translated by Christopher Gill).

**HA3015: The Death and Life of Modernist Architecture**

Optional module for: History of Art/History of Art & English/Film Studies and the Visual Arts/Film Studies & English

In 1958 the ‘International Congress of Modern Architecture’ was officially dissolved. This marked the symbolic end of the dominant architectural orthodoxy of the twentieth century, which has been characterised by three ideals: comprehensive social overhaul, functionalism, and a machine aesthetic. The architectural profession was in crisis, and the 1960s and ’70s became an extremely fertile time during which architects sought for new ideals to replace the old. Among the ideals that emerged was a newfound fascination for history, language, community and the environment. In this module we will do three things. Firstly, we will examine the forces that undermined architectural modernism. Secondly, we will trace the emergence of the various Post-Modern ideals. Thirdly, we will look at the complex ways in which elements of architectural Modernism survived and were rehabilitated in the Post-Modern period. Among the many architects and theorists to be covered are: Le Corbusier, Robert Venturi and Denise Scott Brown, Aldo Rossi, Peter Eisenman, Rem Koolhaas, Daniel Libeskind.

**HA3478 Television Drama**

Optional module for: Film studies and the Visual Arts/History of Art/Film and English/History of Art and English

Television Drama is a level three module that closely investigates contemporary television drama from Britain and America focusing on production trends and contexts, and the ideologies and representations that underpin contemporary programming. The aim of the course is to consider how we define contemporary television drama, what the current production trends are, the relationship between British and American popular programming and the cultural trends and politics that underpin contemporary shows. The module will do this by taking a detailed look at three areas of popular, contemporary production: US Quality TV, exported British television and current trends in British and American sitcoms, focusing on programmes such as Breaking Bad (2008-13), Sex and the City (1998-2004), Sherlock (2010- ), Modern Family (2009- ) and The Office (2005-13). As such the module will explore the reciprocal relationship between the British and American television industries as well as situating individual programmes within their national context.
HA3424: Conceptual Art and its Aftermath
Optional module for: History of Art/History of Art &English/Film Studies and the Visual Arts/Film Studies &English

This module will focus on art produced in Britain during the last decade, with particular reference to the developments in conceptual art from the 1960s onwards. Students will consider key works of conceptual art within their aesthetic, theoretical context, and within the context of commercial patronage and the contemporary art market. Issues of display will also be analysed. Students will develop a range of transferable skills through seminar discussions, peer group presentations, assessed coursework, and site visits.

MS3014: The Media on Film
Optional module for: Film Studies and the Visual Arts/History of Art

The module focuses on how film represents other media such as film itself, television, radio, newspapers, the internet, music or other forms of writing. It centres on an examination of self-reflexivity and postmodernism. Consequently, we shall engage in some philosophical concepts of repetition and replication as well as situating all of the films within their socio-historical contexts. Students shall also develop further textual analysis skills through working on films like This is Spinal Tap (Rob Reiner, 1984), The Truman Show (Peter Weir, 1998), The Boat that Rocked (Richard Curtis, 2009), Anchorman: The Legend of Ron Burgundy (Adam McKay, 2004) and All the President’s Men (Alan J. Pakula, 1976).

HA3464: Screen Gothic
Optional module for: History of Art/History of Art &English/Film Studies and the Visual Arts/Film Studies &English/Film and Media Studies

The Gothic novel emerged in the second half of the eighteenth century, seemed to die early in the nineteenth century, but took on different shapes in and beyond the Victorian era. In the twentieth century it found a new home, initially in the cinema, later on television. In this module we examine the nature, appeal and significance of varieties of this ‘Screen Gothic’. We examine the adaptation of Gothic fiction for the screen and the relationship between the Gothic, the fantastic, the uncanny and the horror film. We look at distinctions within the Gothic, examining the case for a female Gothic, teen Gothic and children’s Gothic, as well as the questions Gothic films and television raise about generation, gender and sexuality. We conclude with an examination of the significance of screen Gothic in post-World War Two America, England and Italy.

HA3465: Serial: Film, Television and Other Media
Optional module for: Film Studies & the Visual Arts/Film Studies & English/Film & Media Studies/History of Art/History of Art & English

While much criticism and media analysis focuses on the individual work, this inter-disciplinary module (taught by staff from Media and Communication as well as History of Art and Film) explores the ways in which films, television and different forms of print and electronic media are produced, distributed and consumed as part of a sequence. This seriality has always been a defining characteristic of mass media; developments in television broadcasting and digital media have helped to give it a new prominence and to steer it in new directions. Examining how the serial and the series has changed and taken different forms, from Hollywood cliffhangers to 21st century television drama, the module will address topics such as the distinctions between the ‘open’ and ‘closed’ serial, the significance of the film franchise and cross-media relationships, and the space that long-form narrative may give for complexity, diversity and acknowledgement of audience response.

HA3030: Women in Cinema
Optional module for: Film Studies & the Visual Arts/Film Studies & English/Film & Media Studies/History of Art/History of Art & English
This module will examine the history and current status of women in the cinema, both behind and in front of the camera: as directors, writers and producers, as well as actresses and stars. We will cover early women pioneers such as Alice Guy through to contemporary directors such as Kathryn Bigelow and her recent Oscar success with The Hurt Locker (2009). Through a series of weekly screenings, lectures and seminars we will look at action heroines past and present; at films made for women from 1940s melodramas and ‘women’s pictures’ to Sex in the City (2010); at iconic women stars from the 1910s to the present; and at women’s involvement in key international cinema movements such as the French New Wave, as well as within the British and American film industries. This module will combine theories of representation and spectatorship along with the economics and organisation of cinema as a global industry.

HA3426: British Gothic Sculpture

Optional module for: Film Studies & the Visual Arts/Film Studies & English/History of Art/History of Art & English

This module will provide a detailed investigation of sculpture in Britain in the late fifteenth and first part of the sixteenth centuries. Great attention will be paid to technical analysis and critical appraisal of works of art, but you should read widely, particularly in areas of political, religious, social and military history. Works of art are never hermetically sealed from the environment which saw their creation and in this period particularly, the historical contextualisation of sculpture is essential.

HA3484: From Drawing to Painting in the Italian Renaissance

Optional module for: History of Art/History of Art & English/ Film Studies/Film Studies & English

This module is designed to introduce students to the study of the way in which Italian Renaissance artists employed drawings in a variety of media to make their paintings. Each weekly seminar will concentrate upon a specific artistic commission - whether for an altarpiece or fresco cycle - with the result that students will gain a general grasp of a broad historical development through detailed study of individual projects. At the end of the module, students should have acquired a range of transferable skills, above all in the evaluation of visual evidence and analysis of written sources.

ERASMUS Exchanges, Years Abroad, Industrial Placements

Who does the scheme apply to?

Each year single-subject BA History of Art, BA Film Studies and the Visual Arts and BA History of Art/Film Studies and English and BA Film Studies or History of Art Major students from Leicester can ask to transfer from the three year BA to the four year (European Union) BA and spend their third year studying in mainland Europe. BA Film and Media Studies students are able to apply to spend the first semester of their second year at one of our partner universities, in the USA, Canada or Australia.

Where can I go?

Prior to 2016 we had links with: Pisa in Italy, Montpellier in France, Groningen in the Netherlands and Berlin in Germany.

Post Brexit we cannot guarantee specific links but there will definitely be a year abroad opportunity.

What if I don’t speak the language?

To enable you to make the most of your ERASMUS year, language classes are provided during your second year in Leicester, as well as during the year abroad. However, some classes are taught in English.
What about money?

Prior to 2016

All BA (European Union) students receive a student mobility allowance from the EU towards accommodation and travel expenses during the year abroad. Tuition fees paid to the University of Leicester for that year are much reduced; currently £1,250 for the year abroad. You do not pay tuition fees to your EU university.

From 2016

Post Brexit we do not know exactly how the Year Abroad funding or tuition fees will work for that period.

Dr Marion Krauthaker (mk467@le.ac.uk) is the School of Arts contact for students spending their third year studying abroad under the Erasmus Student Exchange Scheme.

All first year single subject BA History of Art, BA Film and Visual Arts, BA History of Art/Film Studies and English, and Film Studies/History of Art Major students will be invited to a meeting in the Slide Room mid-way through their first year. A representative from the International Office will be present to answer queries and explain how to apply.

The Film and Media Studies semester abroad scheme is operated through Media and Communication, who will inform students taking this degree about the scheme in their first year.

How does it fit in with my degree?

You are expected to take and pass all appropriate courses (60 ECTS) although this does not contribute directly to your final degree classification. You will receive attestations of your study abroad from the European university you have attended.

What if I don’t want to go on my own?

Apply with a friend.

Coursework Submission

Students are only required to submit an electronic copy of their coursework assignments.

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 HAFUG@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.

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.

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-undergraduate

**Essay/Assignment Submission Dates**

Essays for assessed work must be submitted by 12.00pm (noon) on the deadline date shown in Blackboard for each module. Exam dates and venues will be shown on MyStudentRecord.

Submission/exam dates for modules taken in other departments will be shown on their Blackboard pages.

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE TITLE</th>
<th>ASSIGNMENT TYPE</th>
<th>SUBMISSION DEADLINE</th>
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<tbody>
<tr>
<td>HA1113</td>
<td>Introduction to the History of Art II</td>
<td>Coursework Essay, 2000 words</td>
<td>17/03/2017</td>
</tr>
<tr>
<td>HA1115</td>
<td>Film and Art: Academic Study and the Workplace</td>
<td>Web Project (group project)</td>
<td>15/03/2017</td>
</tr>
<tr>
<td>HA1115</td>
<td>Film and Art: Academic Study and the Workplace</td>
<td>Essay</td>
<td>25/04/2017</td>
</tr>
</tbody>
</table>
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 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)

Programme specification (see http://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. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. 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.

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

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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.
Notification of Ill Health and Other Mitigating Circumstances

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.

Personal Support for Students

Student Support Arrangements

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 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: 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 (maejjl1@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.

**Peer Mentoring**

The Peer Mentoring scheme was set up to give all first year undergraduates access to a student who is in their second or third year to gain all the best advice and support about starting University.

Mentors are there to listen, as well as give advice on the best places to go should Mentees needs any help or assistance during their first year. They will share experiences – good and bad! As well as all the tips they picked up whilst they were a first year to make sure new students settle into life at The University of Leicester.

If you haven’t signed up for your mentor please go to: peermentoring.su.le.ac.uk/apply and follow the link for New Students.
University Student Support Arrangements

Student Services Centre

The Student Services Centre in the Charles Wilson Building provides you with convenient and easy access to many support services all in one place. The recent move involves six services including: Student Welfare, Student Counselling and Mental Wellbeing, Career Development Service, Unitemps and Fees and Payments.

The opening hours are:

- **Term time**: Monday to Thursday 9.00 a.m. to 7.00 p.m.
- **Vacation**: Friday 9.00 a.m. to 5.00 p.m.

**Contact**: Student Service Centre, Charles Wilson Building
http://www2.le.ac.uk/offices/ssc

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 | accessable@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, Student Services Centre, Charles Wilson Building.

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](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service, Student Services Centre, Charles Wilson Building.

+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), Student Services Centre, Charles Wilson Building.

+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk

[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://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](http://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](http://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/offices/healthy-living-for-students/new-students/uk-students

**Careers and Skills Development**

**Career Development Service**

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, 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 Student Services Centre, 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 in the Student Services Centre in the Charles Wilson Building 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

@uolcds | fb.com/uolcds

**Feedback from Students**

**Student Feedback Questionnaires**

A module questionnaire will be issued to all students at the end of each module being studied. Staff will discuss the feedback from the questionnaires at departmental staff meetings and students will be informed of any action to be taken at Student/Staff Committee meetings.
Student Staff Committees

Our main forum for student input is the Student-Staff Committee. The SSC is attended by both tutors and student representatives from each year, and meets every term to discuss issues that affect all areas of the Department, its students, and their degree courses. Most importantly, the committee is an essential channel for constructive feedback to be given by students to the Department on modules and courses, and it offers the opportunity for students to initiate improvements wherever possible. Volunteering to be a representative is the best way to get your views heard. Volunteers are sought at the beginning of each academic year; the Students’ Union will circulate details about Course Rep elections. The agenda and minutes of Student-Staff Committee meetings will be posted on Blackboard. Information about the support the Students’ Union provides for representatives can be found on the website at: http://leicesterunion.com

Societies

All students are invited to join:

http://leicesterunion.com/groups/film

and

http://leicesterunion.com/groups/lust

Safety and Security

The School Safety Officer is Andrea Vear (av128@le.ac.uk). First Aid equipment is kept in the departmental office Att 1514.

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.

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).