Postgraduate

MA in English Language and Linguistics
2016/17
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Welcome/Introduction

Welcome to the School of Arts at the University of Leicester. We are delighted that you have chosen our MA programme as a way of expanding your knowledge and extending your skills, and we look forward to getting to know you and working with you.

During the course of your MA programme, you will acquire a well-structured knowledge base for the systematic study of the English language. You will develop your spoken and written communication skills as well as your skills in collecting and handling data. You will learn how to locate and access relevant publications and how to read them critically. As you approach your dissertation, you will move towards a more independent approach to learning, in which you will formulate your own research questions and develop an appropriate methodology for addressing them. Throughout, we will encourage you to reflect upon your own knowledge, understanding and communication skills, and to help your fellow-students to reflect on theirs.

Getting to know us

The Language and Linguistics team in the School of Arts is close-knit, and you will undoubtedly come into contact with all of us during your MA programme. You will find more information about our research interests and contact details on the School of Arts web pages. Each module on this programme has a Blackboard site, and you will be able to find details of the module convener’s office hours there.

You will be allocated a personal tutor for the duration of your time on the MA programme. If you have any general concerns about the programme, please do make an appointment to see them. Otherwise, please contact the course director (Dr Chryso Hadjidemetriou (ch395@le.ac.uk)).

Dr Chryso Hadjidemetriou

Course Director

September 2016

Induction

An induction session will be held 11.00am to 1.00pm on Wednesday 28 September: this session will include all students in the School of Arts. At 2.00pm Dr Julian North will lead an introduction to taught postgraduate study in the School, and Dr Chryso Hadjidemetriou will meet with MA English Language and Linguistics students separately at 3.00pm.

For International Students

International students are encouraged to attend the University’s International Student Welcome Programme (http://www2.le.ac.uk/offices/welfare/international-student-support/iww) prior to the beginning of term. International Student Support also provide ongoing support and advice for International students (http://www2.le.ac.uk/offices/welfare/international-student-support).

Students who are non-native English speakers and/or who are not familiar with UK Higher Education are strongly advised to attend the English Language Teaching Unit’s in-sessional programme Academic English for Postgraduates and Staff (http://www2.le.ac.uk/offices/eltu/insessional/academic-english-language-support-courses/el7000). These classes are provided free of charge for postgraduates and are designed to develop students’ English-language and study skills.

If you will be arriving late and will miss the induction sessions, please contact the School Office at EnglishMA@le.ac.uk at the earliest convenience.
Department Details

A brief history of the School may be found here: www2.le.ac.uk/departments/english/about

The School is located in the Attenborough Tower, primarily on floors 13, 14, and 15. The School Office is Attenborough 1514. Campus maps are available at: http://www.le.ac.uk/maps/documents/uol.pdf and http://www.le.ac.uk/maps/.

Information on School research interests can be found via the staff list at: www2.le.ac.uk/departments/english/people

Departmental Communications

Pigeonholes for postgraduate students are located on the sixteenth floor. Noticeboards containing information relevant to postgraduates are also located on the sixteenth floor. Staff pigeonholes are located on the fifteenth floor, in Attenborough 1514.

Dr Chryso Hadjidemetriou, Director of the MA in English Language and Linguistics, is available for consultation about matters academic and pastoral at the times advertised on the door of her office. To arrange a consultation meeting outside her office hours, please contact her via email in the first instance.

In addition, all students are allocated a personal tutor, whom they are invited to consult about personal and academic difficulties met during the course. Your personal tutor will offer confidential advice and support on a range of matters, from official dealings with the University, College or School (this includes advice on issues relating to modules on which your personal tutor also teaches; as personal tutors their role is to provide you with support, not discipline and guidance on how to proceed in the event of a failure. It is in your interests to ensure that your personal tutor is kept informed about anything that might affect your ability to fulfil your assignment and attendance obligations. Your personal tutor will be able to put you in touch with a range of specialist advisers within the university, qualified to give financial, medical, and welfare advice.

For administrative matters, the Programme Administration team are available in Attenborough 1514 from 9.00am to 5.00pm, Monday to Friday.

Staff List and Key Contacts

The School’s complete staff list may be found online at: www2.le.ac.uk/departments/english/people

The following table provides key contact information:

<table>
<thead>
<tr>
<th>Member of Staff</th>
<th>Location</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>ATT 1615</td>
<td>+44 (0)116 252 5365; <a href="mailto:hodarts@le.ac.uk">hodarts@le.ac.uk</a></td>
</tr>
<tr>
<td>Programme Contacts</td>
<td></td>
<td></td>
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<tr>
<td>Course Convenor Tutors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Chryso Hadjidemetriou</td>
<td>ATT 1508</td>
<td>+44 (0)116 252 1838; <a href="mailto:ch395@le.ac.uk">ch395@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Mel Evans</td>
<td>ATT 1403</td>
<td>+44 (0)116 252 7568; <a href="mailto:mel.evans@le.ac.uk">mel.evans@le.ac.uk</a></td>
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<tr>
<td>Dr. Cathleen Waters</td>
<td>ATT 1509</td>
<td>+44 (0)116 223 1286; <a href="mailto:cathleen.waters@le.ac.uk">cathleen.waters@le.ac.uk</a></td>
</tr>
<tr>
<td>Officers and Tutors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of MAs in the School of Arts</td>
<td>ATT 1307</td>
<td>+44 (0)116 252 2776; <a href="mailto:irn8@le.ac.uk">irn8@le.ac.uk</a></td>
</tr>
<tr>
<td>Accessability Tutor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr David Revill</td>
<td>ATT 1514</td>
<td>+44 (0)116 252 2622; <a href="mailto:englishma@le.ac.uk">englishma@le.ac.uk</a></td>
</tr>
<tr>
<td>Examinations Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Mark Rawlinson</td>
<td>ATT 1308</td>
<td>+44 (0)116 252 2639; <a href="mailto:mjr1@le.ac.uk">mjr1@le.ac.uk</a></td>
</tr>
<tr>
<td>Professional Services</td>
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<tr>
<td>Staff:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme</td>
<td>ATT 1514</td>
<td>+44 (0)116 252 2622; <a href="mailto:englishma@le.ac.uk">englishma@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Student Communications and Personal Details

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

You can check and update your details by logging-in to MyStudentRecord [http://mystudentrecord.le.ac.uk] using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University.

Research Seminar Series

The School hosts a number of research seminar series during the year; postgraduate students are very welcome to attend these seminars.

Leicester Linguistics Seminar

The Leicester Linguistics Seminars are held 4 or 5 times during the academic year, at dates and times that will be announced at the beginning of each semester. The talks, many given by scholars from outside the University of Leicester, cover a diverse range of topics in language and linguistics. ELL MA students on campus are expected to attend these sessions.

Victorian Studies Spring Seminar Series

The Victorian Studies Spring Seminar series takes place on Wednesday evenings in Attenborough 1315, the Phillip Collins Seminar Room. The dates for 2016 are to be confirmed.

Early Modern Research Seminar

This seminar covers the period 1500-1800. Dates for 2016/7 are to be confirmed. Please e-mail earlymodern@le.ac.uk to be added to the seminar email list and receive further information.

Centre for New Writing

As students in Creative Writing, you should expect to attend as many of the events hosted by the Centre for New Writing and Literary Leicester Festival during the course. These will include readings, interviews, workshops and panels by guest writers and other professionals, and give you the opportunity to learn from and meet well-known and experienced authors from beyond the university. Details of the programmes for these events will be provided at the beginning of the academic year; news for other events around Leicester (including Leicester Shindig and other open-mic evenings) will be provided via email, Blackboard and the Creative Writing at Leicester University Facebook group (which, if you are on Facebook, you should join). Please also sign up for the Centre for New Writing email list: you can do this on the Centre’s webpages here: [http://www2.le.ac.uk/departments/english/creativewriting/centre](http://www2.le.ac.uk/departments/english/creativewriting/centre).
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, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

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

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

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

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.

Students’ Union Education Unit (ED)

Text for campus-based students (delete if not applicable)

Education help and advice is provided by the Students’ Union for all students.

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

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

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

Online chat facilities are also available for appointments and drop ins.
Facebook – https://www.facebook.com/talktoED (Drop in on Wednesdays, 3:30pm-4:30pm)
Skype - @ed_ucation1 (Drop in on Tuesdays, 9am-10am)

Text for distance-learning students (delete if not applicable)

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 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.

Opening hours are 10.00 am to 4.00 pm, and you can book an appointment by contacting us on the following details:

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

Online chat facilities are also available for appointments and drop ins.
Facebook – 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.

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

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

Other University Facilities

English Language Teaching Unit (ELTU)

The English Language Teaching Unit provides the following in-sessional courses for postgraduate students who wish to improve their English language skills:

- EL7000 Academic English for Postgraduates and Staff
- EL7040 Academic Grammar
- EL7050 Academic Listening
- EL7060 Academic Speaking

If you are new to Higher Education in the UK, we would recommend EL7030 Academic Writing Lectures, a series of four one-hour lectures in which the essentials of academic writing in a UK university are discussed.

Find out more at: www2.le.ac.uk/offices/eltu/insessional

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
**Brookfield House**

Brookfield is the University of Leicester’s new Postgraduate Teaching Centre and is a modern academic and social hub for all our Masters degree and taught postgraduate students and research students. Please visit: [http://www2.le.ac.uk/departments/gradschool/brookfield](http://www2.le.ac.uk/departments/gradschool/brookfield).

**University Regulations**

*Senate Regulations* ([www.le.ac.uk/sas/regulations](http://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](http://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](http://www.le.ac.uk/senate-regulations).

**Attendance and Engagement Requirements**

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

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.
If you are an international student and your course is terminated, this will be reported to UK Visas and Immigration (UKVI) in line with University sponsor obligations.

**Neglect of Academic Obligations**

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

**Course details**

**Programme and Module Specifications**

View the programme and module specifications for your course via [www.le.ac.uk/sas/courses](http://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-time structure**

**Semester 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN7232</td>
<td>English Language and Linguistics Research Methods</td>
<td>20</td>
</tr>
<tr>
<td>ED7044</td>
<td>Grammar Awareness</td>
<td>15</td>
</tr>
<tr>
<td>ED7046</td>
<td>Language and Society</td>
<td>15</td>
</tr>
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<td>EN7233</td>
<td>Gender, Language and Discourse</td>
<td>20</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN7115</td>
<td>Multilingualism</td>
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</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ED7045</td>
<td>Phonology and Pronunciation</td>
<td>15</td>
</tr>
<tr>
<td>ED7047</td>
<td>Discourse Analysis</td>
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</tr>
<tr>
<td>EN7233</td>
<td>Gender, Language and Discourse</td>
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</tr>
<tr>
<td>OR</td>
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<td></td>
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<tr>
<td>EN7239</td>
<td>World Englishes</td>
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<tr>
<td>EN7231</td>
<td>Dissertation (15,000 words)</td>
<td>60</td>
</tr>
<tr>
<td>EN7238</td>
<td>Extended Dissertation (25,000 words)**</td>
<td>90</td>
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** If the 90-credit dissertation is chosen in place of the 60-credit dissertation, the 90-credit dissertation will replace EN7044: Grammar Awareness and ED7045: Phonology and Pronunciation.
**Part-time structure**

**Year 1**

**Semester 1**

- ED7044: Grammar Awareness (15 credits)
- EN7233: Gender, Language and Discourse OR EN7115: Multilingualism (20 credits)

**Semester 2**

- ED7045: Phonology and Pronunciation (15 credits)
- EN7233: Gender, Language and Discourse OR EN7239: World Englishes (20 credits)

**Year 2**

**Semester 1**

- ED7046: Language in Society (15 credits)
- EN7***: Option Module (TBC) (20 credits)

**Semester 2**

- ED7047: Discourse Analysis (15 credits)
- EN7231: Dissertation OR EN7238: Dissertation (60 credits)

Or 90 credits

**If the 90-credit dissertation is chosen in place of the 60-credit dissertation, the 90-credit dissertation will replace EN7044: Grammar Awareness in Year One Semester One and ED7045: Phonology and Pronunciation in Year One Semester Two.**

**Modules**

**EN7232: English Language and Linguistics Research Methods**

This module trains students in the essential skills and resources of research in English linguistics at postgraduate level. The module is designed to give students both knowledge and practical experience of research methods vital to the subfields of linguistics, and to ensure that all students are familiar with the academic conventions governing the presentation of a bibliography, an essential part of essays and the dissertation. Topics covered include conducting a literature search; gathering data: research design, ethics, and practices; working with data: datasets, corpora, and software packages for analysis; presenting and disseminating research; and collaborative research: constructing, performing, and evaluating.

See readinglists@Leicester for reading list.
ED7044: Grammar Awareness

Grammar consists of choices available to users of the language to express their meanings. Whether you already have a very good grounding in English grammar, or feel that your grammar knowledge is lacking, this course is an opportunity to develop your conscious knowledge about how English grammar works. You will gain the knowledge and confidence needed to use and understand grammar concepts and terminology, to predict and understand your students’ grammar problems, to explain grammar when/if it is needed, to answer students’ questions, and to evaluate the linguistic challenges presented by texts and tasks you use in your own classroom.

See readinglists@Leicester for reading list

ED7046: Language and Society

In this module you will investigate how and why the way we use English varies according to social, regional, and other dimensions (for example, age, gender or social class). We will explore how and why language use becomes more standardised over time, and how this process influences attitudes to different varieties or dialects. We will also look at how the status of English as a global language has been described and theorised, and at the methods used to collect and study sociolinguistic data.

See readinglists@Leicester for reading list

EN7233: Gender, Language and Discourse

This module will introduce you to a range of issues relevant to research in the field of language and gender. It gives you experience of preparing a small-scale research project and the opportunity to reflect critically on your own and others’ language use, especially as this relates to gender issues.

Topics covered include the main critical debates that underpin the study of language and gender. The evolution from second- to third-wave feminism, gender dominance, difference, diversity, and discourse are reviewed. We'll consider gender and speech communities, masculinities, gayspeak, queer theory, transnational feminism, and cybertulture. There will be a strong emphasis on the importance of contextualisation, both in terms of the data analysed and the theoretical approaches adopted. Students will be required to carry out independent fieldwork, making use of relevant data types (for example, electronic corpora, written and visual media, recording and transcribing conversations, and questionnaires), and to make connections with other fields of study where appropriate.

See readinglists@Leicester for reading list: http://readinglists.le.ac.uk/lists/D0F1F139-54FC-502C-7CAB-2C4C08802859.html

EN7115: Multilingualism

The module will explore bilingual/multilingual data and communities in the UK and around the world. You will develop an advanced understanding of linguistic diversity and bi/multilingualism within the UK and elsewhere. The module will examine the interrelationships between language and culture, the reasons of language maintenance, language shift, language endangerment, and language death.

You will be required to carry out thorough investigations of case studies related to the topics examined during the module with primary data collection and analysis. A list of project topics are provided to assist you in the assessment preparation with the option of devising a new project topic pending approval from the tutor.

See readinglists@Leicester for reading list

ED7045: Phonology and Pronunciation

This module will provide you with an introduction to the formal description of the English sound system, based on pedagogic as well as descriptive models. You will learn about consonant and vowel sounds in isolation (segmental phonology) and sounds in connected speech (supra-segmental aspects), improving your awareness of how the English sound system works and enabling you to apply this knowledge to your own teaching.
We will look at key concepts, terminology and approaches in phonology and pronunciation teaching and discuss contemporary issues and debates within the field. You will learn how to conduct phonological analysis of English native and learner languages, including phonemic transcription, and how to analyse and assess your learners’ pronunciation difficulties and needs.

See readinglists@Leicester for reading list

**ED7047: Discourse Analysis**

In this module you will discover how we recognise and use distinctive types and styles of language in different situations and across different media, whether spoken, written, digital or multimodal. We will explore how factors such as communicative intention, politeness and indirectness affect our use of language. We will also explore how power is conveyed (explicitly or implicitly) through language and look at the methods used to collect and study discourse data.

See readinglists@Leicester for reading list

**EN7239: World Englishes**

This module explores varieties of English from around the world as well as the main models and critical debates that underpin research on the topic. We'll discuss models for describing the use and spread of English; the features that distinguish different varieties of English (e.g., US, Australia, Singapore); the results of language contact situations, including pidgins and creoles; the role of English in multilingual nations and its use as a lingua franca; ‘ownership’ of English; and the impact of literature, media, and the internet.

At the end of the module, you'll be able to:

- Describe the linguistic, historical, and social reasons for the diversity of English around the world today
- Independently collect and analyze data and create a logically argued, coherently structured, fluent, and professionally presented essay with the collected data
- Demonstrate the relationship between data and theory, including the formulation and testing of hypotheses
- Critically reflect upon and engage with scholarship on varieties of English, especially in relation to your chosen area of research

See readinglists@Leicester for reading list

**Dissertation Preparation (EN7231/8)**

**Choosing Your Dissertation**

The dissertation module is worth 60 (or 90) credits: one third or more of your MA. It consists of eight key phases. They may overlap with one another, but are presented here in more or less chronological order:

- identifying your focus and developing your project (working through six activities on Blackboard): We recommend that you begin this process at the start of December. You will need to complete the dissertation proposal form by the 20 February 2017 and submit it via Turnitin. You will be allocated to a supervisor by the mid-March 2017.
- undertaking background reading to enable you to situate your project within existing research in the field ongoing throughout the project
- considering the ethical implications of your project (by completing the online ethics form
- working with your supervisor (in one-to-one meetings and by feedback on your drafts): From March to the end of August
- collecting your data (you may choose to make a start on this before your presentation): From the beginning of March
• analysing your data (as above, it might be useful to undertake a preliminary study before your presentation): From the **beginning of March**
• presenting your dissertation (by oral presentation): This will take place in late April or early May (dates will be communicated in semester 2).
• completing your dissertation (writing up, re-writing, and proof-reading): You should submit your dissertation via Turnitin by **3 October 2017**.

**Identifying an Appropriate Dissertation Topic: FAQs**

**Can I write about another language instead of English?**

No, this is an MA in English Language and Linguistics, therefore your dissertation must focus on English. We are not qualified to supervise your work on other languages and the library will not be able to provide you with sufficient support either.

**Can I write about another language as well as English?**

A meaningful comparative study compares languages that are closely related to one another. Therefore, although it makes sense to write a comparative dissertation on English and Dutch, for example, it makes little sense to write one on English and Chinese. The only possible conclusion this dissertation could draw is that English and Chinese are very different from one another, which is hardly a surprise.

**Can I write about EFL learners?**

Yes, if you want to build on your knowledge of another language in your dissertation, you could analyse the use of the definite article by Kurdish learners of English (for example).

**Can I write about the influence of another language on English?**

Yes, if you want to build on your knowledge of another language in your dissertation, you could analyse the use of Arabic vocabulary within English (for example).

**Can I write about the influence of English on another language?**

You would need to discuss this with a potential supervisor before you submitted your proposal form.
Coursework Submission

Please see the Referencing and Academic Integrity section for details of coursework submission. Please note the following coursework submission deadlines, as well as the dates on which you should receive your marks and feedback:

<table>
<thead>
<tr>
<th>Module Code and Title</th>
<th>Assignment</th>
<th>Submission Deadline (all 12 noon)</th>
<th>Mitigating Circumstances Deadline</th>
<th>Return Date of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN7232: English Language and Linguistics Research Methods</td>
<td>Portfolio Entry 1</td>
<td><strong>02-Nov-2016</strong></td>
<td>09-Nov-2016</td>
<td>23-Nov-2016</td>
</tr>
<tr>
<td>EN7232: English Language and Linguistics Research Methods</td>
<td>Portfolio Entry 2</td>
<td><strong>23-Nov-2016</strong></td>
<td>30-Nov-2016</td>
<td>14-Dec-2016</td>
</tr>
<tr>
<td>EN7232: English Language and Linguistics Research Methods</td>
<td>Portfolio Entry 3</td>
<td><strong>12-Dec-2016</strong></td>
<td>19-Dec-2016</td>
<td>09-Jan-2016</td>
</tr>
<tr>
<td>ED7044: Grammar Awareness</td>
<td>TBC</td>
<td>TBC</td>
<td></td>
<td>TBC</td>
</tr>
<tr>
<td>ED7046: Language and Society</td>
<td>TBC</td>
<td>TBC</td>
<td></td>
<td>TBC</td>
</tr>
<tr>
<td>EN7233: Gender Language and Discourse (Semester 1)</td>
<td>4,000-word essay</td>
<td><strong>16-Jan-2017</strong></td>
<td>23-Jan-2017</td>
<td>06-Feb-2017</td>
</tr>
<tr>
<td>EN7115: Multilingualism</td>
<td>Project proposal</td>
<td><strong>05-Dec-2016</strong></td>
<td>12-Dec-2016</td>
<td>02-Jan-2017</td>
</tr>
<tr>
<td>EN7115: Multilingualism</td>
<td>Project</td>
<td><strong>16-Jan-2017</strong></td>
<td>23-Jan-2017</td>
<td>06-Feb-2017</td>
</tr>
<tr>
<td>EN7045: Phonology and Pronunciation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN7047: Discourse Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EN7233: Gender Language and Discourse (Semester 2)</td>
<td>4,000-word essay</td>
<td><strong>03-May-2017</strong></td>
<td>10-May-2017</td>
<td>25-May-2017</td>
</tr>
</tbody>
</table>

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-regulation](http://www.le.ac.uk/senate-regulation) or [www.le.ac.uk/sas/assessments/late-submission](http://www.le.ac.uk/sas/assessments/late-submission)).
Teaching Timetable
You can access your teaching timetable via My Student Record. While we aim to notify students directly of any late changes, we would advise you to check your timetable on a regular basis.

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

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

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

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

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

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

General principles:
- Feedback and provisional grading on coursework will be returned within 15 working 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
*see guidance notes about additional content
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 the Regulations governing taught postgraduate programmes of study (www.le.ac.uk/senate-regulation6). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

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

Should you fail to achieve a pass mark (50%) in a module, you will be entitled to re-sit or re-submit any of the failed components of assessment associated with that module, on one occasion only. Please note, however, that the number of credits of taught modules that you are entitled to re-sit or re-submit is half of the credit value of the taught component of the programme (i.e. up to 60 taught credits if you are undertaking a short dissertation or up to 45 taught credits if you are undertaking a long dissertation). One resubmission of the dissertation will normally be allowed. For further details, please refer to Senate Regulation 6: Regulations governing taught postgraduate programmes of study.

Please also see your Study Skills Guide.

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.

Your coursework must meet each of the following conditions:

- You should agree your essay question with the module tutor before commencing to write. If you have been provided with a list of possible essay questions but have decided not to use any of the, then you must consult with your module tutor to get approval before commencing your essay.
- The School of Arts recommends the MHRA referencing system (www.style.mhra.org.uk), but if you are familiar with an alternative system, such as MLA or Harvard, you may use this instead. (Please note on your work the name of the alternative referencing system.) Please consult an appropriate style guide to ensure you are using your chosen system correctly.
- Your essay should be within the stated word limit. Word limits include footnotes and appendices but exclude bibliographies.
- Your essay must be word-processed (or typed). If, exceptionally, you have been given permission to submit it in hand-written form, you MUST write legibly.
- Make sure that you put your student number and module title in the header of your essay, as well as on the cover sheet. Do not put your name on either.
- Your essay should be on one side of the paper only and in double-line spacing. There must be a wide margin on the left-hand side of the page.
- The pages must be numbered.
- It is ESSENTIAL for you to keep a copy of your work.
- Students are required to submit an electronic copy of their assignments by the relevant deadline. Each assignment should be submitted via the Turnitin link of the relevant Blackboard site.
• Please note that if your assignment is submitted after the 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; each subsequent day will see a deduction of 5 further marks until your work reaches the level of a bare pass.

• Once you have submitted the electronic copy of 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 submission, and will provide you with a submission ID. 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.

• If your piece of work does not meet all the School’s requirements, it will not be accepted as examinable material.

• Work submitted for assessment which does not meet the requirements of the examiners in respect of presentation (including grammar, spelling and punctuation) will be referred back for amendment.

• Candidates who have not passed their coursework will not be permitted to proceed to the dissertation, or, in the case of part-time students, will not be permitted to enter the second year of the course.

Essays and exercises are double marked. Work is usually marked within 21 days of submission. Work which is submitted late, for any reason, falls outside of this schedule.

In addition, for dissertations:

• Supervisors may read and offer feedback on all of a dissertation in draft but must not be asked to look at multiple drafts of the same section/chapter.

• Dissertations should not be more than 15,000 words in length (25,000 words for the MAELL 90-credit version) including notes, but excluding the bibliography. This limit may only be exceeded by prior permission of the supervisor.

• Put your student number, not your name, on the dissertation.

• Front cover (cardboard) of dissertation should bear same details as title page, i.e.

  DISSERTATION TITLE
  MA in English Language and Linguistics
  University of Leicester
  2016

  CANDIDATE NUMBER (NOT NAME)

• We recommend that dissertations be bound by the University's Print Services (website http://www2.le.ac.uk/offices/printservices; drop-off and collection service via the Bookshop), who require one day for binding or three days for printing/copying and binding. Enquiries to 0116 252 2851 or printservices@le.ac.uk. You are free to select your own choice of colour for the cover.

• Dissertations should be handed in at the School Office (Att.1514) and also submitted electronically on Turnitin.

• It may not be possible for dissertations submitted after Tuesday 3 October 2017 to be considered by the next Board of Examiners. Thus, failure to submit by the deadline may mean the award of the degree and the opportunity to graduate will be delayed.

Turnitin plagiarism software is used in the School of Arts. You are also required to submit each essay electronically via the Turnitin plagiarism-detection database on Blackboard:

• Log on to the relevant Blackboard module site
• Click on 'Assignments'
• Click on 'View/Complete' for the relevant assignment
• Fill in your name and the title of the essay. The title of your essay should be your nine-digit student number.
• Click on 'Browse' and select the essay as you would an attachment to an email (the software accepts the following file types: Word, Text, Postscript, PDF, HTML, and RTF)
• Click 'Open' (this will return you to the Turnitin page)
• Click 'Submit'

You will be sent an email to confirm that you have submitted your essay successfully. You will not be able to see the originality report.

If you have any concerns about plagiarism you should talk to your supervisor, seminar tutor or personal tutor about it.

The University views academic integrity as one of the foundations of academic development. A key part of this is the acknowledgement of the work of others. You must always be sure that you credit ideas, data, information, quotations and illustrations to their original author. Not to do so is plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

The University expects students to conduct their studies with exemplary standards of academic honesty and will penalise students who submit work, or parts of work, that have been:
• plagiarised;
• completed with others for individual assessment (collusion);
• previously submitted for assessment, including self-plagiarism;
• prepared by others;
• supplied to another for copying

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.

Mitigating Circumstances

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

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

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

A student may submit a mitigating circumstances claim if they feel that the submission of one or more pieces of work has been or will be affected by a serious or significant event. You will be automatically enrolled on a Blackboard site titled Mitigating Circumstances through which you should submit your form and evidence.

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

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

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

**Ethical Approval of Student Projects**

Ethical approval is needed for all research and consultancy undertaken by University staff and students (both undergraduate and postgraduate) wherever research and related activities involves human participants or raises ethical issues. All research and related activities within the University which involves human participants, or which raise ethical issues, require approval through the University’s ethical review system: [http://www2.le.ac.uk/institution/ethics/approval](http://www2.le.ac.uk/institution/ethics/approval).

**Personal Support for Students**

**Departmental Student Support Arrangements**

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

Your personal tutor will offer confidential advice and support on a range of matters, from official dealings with the University, College or School (this includes advice on issues relating to modules on which your personal tutor also teaches; as personal tutor their role is to provide you with support, not discipline) to guidance on how to proceed in the event of a failure. It is in your interests to ensure that your personal tutor is kept informed about anything that might affect your ability to fulfil your assignment and attendance obligations. Your personal tutor will be able to put you in touch with a range of specialist advisers within the university, qualified to give financial, medical and welfare advice.

The writing of references for potential employers is generally done by your personal tutor. Please do remember to ask your personal tutor, though, before giving his or her name as a referee. It would also help your tutor if you could provide an up-to-date curriculum vitae, and specific details about the position applied for.

**Equal Opportunities**

The School Equal Opportunities Officer is TBC.

The School AccessAbility contact is Mr David Revill ([dar22@le.ac.uk](mailto:dar22@le.ac.uk)).

If you have any concerns related to equal opportunities (ethnicity, gender, disability, etc.), these may be raised via your course representative via a Postgraduate Student-Staff Committee meeting.
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 printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk | www.le.ac.uk/accessability

Student Welfare Centre

The Student Welfare Service offers wide ranging practical support, advice, and information for students.

Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

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

Contact: Student Welfare Service, 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

+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)

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**Careers and Skills Development**

The School’s Career’s Tutor is Dr Chryso Hadjidemetriou.

**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
@uolclds | fb.com/uolclds

Feedback from Students

Students are asked to complete an online course questionnaire at the conclusion of the taught section of their course (at the end of the spring term or beginning of the summer term). The School uses this questionnaire feedback within the process of reviewing individual modules and the course as a whole. The Course Convenor will respond to feedback verbally (where appropriate) at the end-of-course meeting and will communicate actions taken via Blackboard.

Student Staff Committees

The School Postgraduate Student-Staff Committee meets three times each year.

Representatives are drawn from each of the School’s MA programmes and also from the English Research (PhD) programme. Volunteers are sought at the beginning of each academic year; the Students’ Union will circulate details about Course Rep elections.

The Postgraduate Staff-Student Committee will meet on the following dates and times:

[1] TBC
[2] TBC
[3] TBC

If you would like to raise an issue at a PGSSC meeting, please contact your course representative. (Details are listed on Blackboard.)

Minutes of each meeting are posted on Blackboard; they are also forwarded to the School Meeting, the Students’ Union Education Unit and to the College Academic Committee.

The University’s Code of Practice on the Work of Student-Staff Committees may be downloaded here: www2.le.ac.uk/offices/sas2/quality/codes/documents/sscommittees.pdf
Societies

SPELL is the social and academic society for postgraduates in the School of Arts. We exist to nurture a lively postgraduate community within the department, acting as the social hub for both MA and PhD students. The society aims to support postgraduate students throughout their studies, whether that’s simply by offering a chance to make new friends and catch up with old ones, or through the development of research skills and interests at a workshop or Postgraduate Forum. Throughout the year we coordinate formal and informal events to bring postgraduates together, from casual socialising in the pub and/or afternoon tea to academic workshops. Regular events include an annual welcome reception, the Postgraduate Forum, Café Spell and a theatre trip, in addition to special events such as the Shakespeare workshop, creative writing workshop and the summer picnic held over the past year. We also maintain links with other societies across the College, such as the New History Lab.

The SPELL Committee is focused on reaching out to all postgraduates in the School of Arts and hope to run activities that everyone can enjoy. Please get in touch with any member of the committee if you have any suggestions/ideas for the future. We look forward to meeting you in October.

The new membership year will begin at our welcome reception at the beginning of term.

If you would like to join the Society, please see the SPELL web pages on the School of Arts site (http://www2.le.ac.uk/departments/english/studentresources/societiesandcommittees) or join our Facebook Group page: https://www.facebook.com/groups/208586385844425

Safety and Security

The School Safety Officer is Andrea Vear (av128@le.ac.uk, ext. 2662, Attenborough 1514).

Emergency Numbers

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

Attenborough Building

The Attenborough Building is open from 8.00am to 6.00pm, Monday to Friday.

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

Paternoster

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

Student ID Cards

If you need to order a replacement Student ID Card, please visit https://www2.le.ac.uk/offices/sas2/registration/librarycard.

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](http://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](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s [Regulations governing student appeals](http://www.le.ac.uk/senate-regulation10) and [Regulations governing student complaints](http://www.le.ac.uk/senate-regulation12).
## Marking Criteria

<table>
<thead>
<tr>
<th>Clarity of Aims and Argument</th>
<th>Distinction (&gt;70)</th>
<th>Merit (60-69)</th>
<th>Pass (50-59)</th>
<th>Fail (40-49)</th>
<th>Fail (&lt;49)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear and sophisticated aims, with excellent organization and illustration of arguments</td>
<td>Clear aims with effective organization and illustration of arguments</td>
<td>Clear</td>
<td>Weakly conceived, with a lack of clarity and purpose in the organization and illustration of the argument</td>
<td>Organization of material is incoherent</td>
<td></td>
</tr>
</tbody>
</table>

| Project Design | Thoughtful project informed by background reading and making excellent use of data. Clear evaluation of methodological limitations. | Thoughtful project design, showing some evidence of background reading and consideration of limitations. Good quality data. | Coherently designed project, though not always acting on background reading or methodological limitations to produce good quality data | Insufficient project design producing little or poor analysis of data. Major methodological limitations |

| Ethics (where applicable) | Ethical issues central to all aspects of the project | Careful and informed approach to ethical issues | Some thought given to ethical issues, and conforms to the University guidelines | Does not fully conform to the University guidelines for ethical research |

| Independent Thinking | Independent approach to project design, evidence selection, and interpretation of results | Substantial evidence of effective research and independent thinking | Evidence of research, with some independent thinking | Little evidence of independent thinking or critical analysis of texts and concepts | Poor and/or derivative use of secondary sources |

| Data Analysis | Sophisticated, subtle and probing analysis throughout | Detailed and thorough analysis throughout | Some analysis offered in support of arguments | Little or inaccurate analysis. |

<p>| Knowledge and Accuracy (including linguistic terminology) | Near-faultless use of linguistic terminology; extensive knowledge of the field | Accurate use of linguistic terminology; Thorough coverage of the field | Largely accurate use of linguistic terminology. Good coverage of relevant issues | Poor use of linguistic terminology or conventions. Limited range of reference to key work in the field | Serious errors in use of linguistic terminology |</p>
<table>
<thead>
<tr>
<th>Use of Academic Conventions</th>
<th>Near-faultless presentation in accordance with the appropriate academic conventions</th>
<th>Very good presentation in accordance with appropriate academic conventions with evidence of careful proofreading and correction</th>
<th>Good presentation in accordance with appropriate academic conventions, but evidence of insufficiently thorough proofreading and of some shortcomings in referencing, bibliography, citation and matters of style</th>
<th>Inaccurate presentation, evidence of weak or inconsistent use of academic conventions, poor proofreading and serious problems with referencing, bibliography, citation, formatting or style</th>
<th>Serious and persistent failure to use academic conventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readability</td>
<td>Clear and lucid academic writing in a discriminating register</td>
<td>Clear academic writing in an appropriate register</td>
<td>Writing in an academic register with satisfactory levels of precision and clarity</td>
<td>Writing in an inappropriate register, with lack of clarity and precision</td>
<td>Serious errors in written expression</td>
</tr>
</tbody>
</table>
## MA Oral Presentation Marking Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Distinction (&gt;70)</th>
<th>Merit (60-69)</th>
<th>Pass (50-59)</th>
<th>Fail (40-49)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge, and relevance of content</td>
<td>Evidence of systematic, independently-minded reading and thought. Directly relevant to the nuances of the topic</td>
<td>Evidence of careful and resourceful reading and thought. Directly relevant to the topic</td>
<td>Evidence of some careful reading and thought. Mainly relevant to the topic</td>
<td>Significant gaps in reading and thought. Often irrelevant to the topic</td>
</tr>
<tr>
<td>Critical analysis and evaluation of material</td>
<td>Subtle, detailed and independent-minded analysis. Confident and balanced evaluation</td>
<td>Detailed and thorough analysis. Clear effort made to weigh up evidence carefully</td>
<td>Usually thorough analysis, going into some detail. Some effort made to weigh evidence</td>
<td>Limited or superficial analysis. Tendency to describe rather than evaluate</td>
</tr>
<tr>
<td>Clarity and range of expression</td>
<td>Highly articulate, fluent, wide-ranging expression with strong command of critical language and/or proper terminology</td>
<td>Clear expression, generally fluent, very good command of critical language and/or proper terminology</td>
<td>Some minor losses of clarity. Largely accurate use of critical language and/or terminology</td>
<td>Flaws in clarity at times. Limited expression. Problems with accurate use of critical language and/or terminology</td>
</tr>
<tr>
<td>Pace and timing</td>
<td>Excellent time keeping and excellent delivery pace</td>
<td>Good time keeping and well paced delivery</td>
<td>An ability to keep to agreed time and an attempt to keep the delivery paced</td>
<td>Unable to keep to agreed time; issues with delivery pace severe enough to affect audience’s comprehension.</td>
</tr>
<tr>
<td>Appropriateness to audience (specialist/non-specialist)</td>
<td>Expertly adjusted to cater to all present, with well-judged levels of explanation.</td>
<td>Well-adjusted to the needs of the majority of the audience, with suitable levels of explanation.</td>
<td>Attention given to explaining terms and contexts likely to be unfamiliar to the audience.</td>
<td>Not adapted to the levels of knowledge of the majority of the audience.</td>
</tr>
<tr>
<td>Engagement/ rapport with audience</td>
<td>Excellent ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
<td>Very good ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
<td>Good ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
<td>Limited ability to establish eye-contact (in-person) or tone of voice (pre-recorded), to directly address and to engage the audience</td>
</tr>
<tr>
<td>Use of handout, visual and other aids</td>
<td>Highly confident use of aids, which are fully integrated, thoroughly relevant to the presentation, and entirely clear</td>
<td>Assured use of aids, which are well integrated, directly relevant to the presentation and very clear</td>
<td>Satisfactory use of aids, which are largely well integrated, relevant to the presentation and clear</td>
<td>Limited confidence in use of aids, which are not always well integrated, relevant to the presentation or clear</td>
</tr>
<tr>
<td>Response to Questions (if applicable)</td>
<td>Direct and thoughtful responses, revealing broader subject knowledge</td>
<td>Direct responses, indicating good knowledge of subject material and/or awareness of potential challenges.</td>
<td>Satisfactory responses, indicating questions and their implications for work were understood</td>
<td>Responses indicate significant gaps in understanding of subject / lack of appreciation of challenges for research.</td>
</tr>
</tbody>
</table>
and/or clear sense of potential challenges for research