![University of Leicester logo]

Undergraduate Student Handbook 2015/16

BA Media and Communication
BA Media and Society

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Welcome

Dr Natasha Whiteman **Programme Director**	Dr Lieve Gies **Undergraduate Tutor**	Jenny Jones **Programme Administrator**
I am the Programme Director. If you have any problems about academic matters which your module or personal tutor cannot help with, I am the person to see. My email is new9@le.ac.uk and, like all academics, I have regular office hours to which you are very welcome.	I take pastoral care of students on the course and oversee student welfare. If you face any personal, health, financial or other matters that might affect your studies, I am the person to see. My email is lg149@le.ac.uk and, like all academics, I have regular office hours to which you are very welcome.	I take care of the administration of teaching, assessment and other activities in the programme. For any queries of administrative nature you can email me at jej11@leicester.ac.uk

Dear Student

We are delighted to welcome you to the Department of Media and Communication and the BA Media and Society / BA Media and Communication. With your enrolment onto the Programmes you are joining a dynamic and diverse Department with a long history of teaching media and communications to students from across the world.

Studying for an undergraduate degree within a higher education environment means that you are introduced to new teaching and learning practices that, while being supported by us, are also highly reliant on your motivation for autonomous, independent study. In this handbook we will provide you with useful information about your course. This includes information about teaching and learning expectations as well as the study and assessment requirements throughout your undergraduate studies. The handbook is designed to prepare you for the start of your undergraduate degree, so please do read it carefully.

This Student Handbook also contains general information about the department and on policies and regulations for undergraduate study.

The three of us are in charge of ensuring excellence in teaching, learning and student welfare in the programme. More information about each of us and our roles can be found above, but you are most welcome to contact us at any point if you need advice or assistance. We are here to support you and will do our best to ensure that you have an excellent study experience with us.

Good luck with your studies!

Natasha Whiteman
Undergraduate Programme Director

Introduction

One of the important things to keep in mind about coming to study with us at Leicester is that not only are you coming to one of the top departments in the UK but one of the top universities. Leicester is very proud of its academic heritage (the discovery of DNA fingerprinting in the 1980s, the finding of Richard III's skeleton in 2012) but it is also part of the very specific context of UK higher education.

The concept of the university as an academic community is very important: you are coming into a university where studying is not just about going to classes but where you will spend lots of time reading for modules and assignments and will have access to open seminars and lectures across the University. In the Department of Media and Communication, for example, we have a schedule of talks given by visiting speakers from other universities and media companies. All students are welcome to attend these. You will also see posters for events and talks elsewhere in the University throughout your time at Leicester. We encourage you to take part and join the academic community of the Department and the University more widely.

All of you who are coming to study at the University for the very first time will have the opportunity to enjoy unique teaching and learning experiences and to enhance your knowledge of yourself while you prepare either for further study at postgraduate level or for a career in the wider world of work.

Many people, no matter where they come from or which course they enrol on, find that there are specific challenges in pursuing undergraduate study which take some time to adjust to. These can be:

- The nature and amount of reading you need to do. Students are required to quickly get used to reading academic articles, book chapters and books, the amount and level of difficulty of which is likely to increase as you progress towards the final year of study.
- The amount of time you spend working alone. Although support is available and training will be offered to you throughout your programme, developing your own independent study skills is essential for success on this programme.
- The need to develop analytical skills and critical thinking so as to engage with all material and readings given to you.
- The need to learn the craft of writing academic assignments, the length, nature and level of which varies depending on the assessment requirements for each module.
- The need to get used to presenting your ideas and your work orally in front of fellow students and teachers as well with participating in small group exercises and projects. Assessment can vary greatly and range from oral presentations to written assignments and individually-supervised research projects (e.g. the final year dissertation).

So when you begin your programme you should expect to be challenged. Studying for a University degree can be one of the most stimulating life experiences and if you start your studies expecting to be pushed to learn and open your mind to whatever material and knowledge is offered to you, you will be beginning with the right attitude. This programme guide aims to provide you with the information and guidance needed so that you can take advantage of the opportunities and meet the challenges that lie ahead.

Department Details

HISTORY OF MEDIA AND COMMUNICATION AT LEICESTER

In 1966, the Centre for Mass Communication Research was established as the first academic centre for the study of media in the UK.

The Department of Media and Communication at the University of Leicester is based within the College of Social Sciences, Arts and Humanities and has been at the forefront of media research since 1966, when it was first established as the Centre for Mass Communication Research.

In 2006, CMCR evolved into the Department of Media and Communication as we celebrated 40 years of Media at Leicester and next year we celebrate 50 years by hosting the International Association of Media and Communication Research here at Leicester. The Department of Media and Communication supports and encourages a variety of research interests and approaches to the study of media, culture, communication and digital technologies. The academic staff members derive from a range of disciplines that have had an important place in the development of the study of media and communications, including cultural theory, film theory, linguistics, politics, psychology, and sociology.

We promote and engage in multi-disciplinary research that embraces different epistemological and methodological approaches and believe that research can have value by being theoretical sound and having real-world applications. In only its second submission to the National Research Excellence Framework the research profile of the University of Leicester's Media and Communication Department was judged to be 82% World Leading or Internationally Excellent. It was placed 15th overall for media research in the country, and in the top ten when factoring in the high numbers of research active staff. Media and Communication at Leicester is therefore a dynamic and diverse department and an increasingly exciting place to conduct research in the UK.

Our research feeds our teaching. Students therefore benefit from being taught by academics who are involved in leading edge research in their specialist fields.

THE DEPARTMENT CURRENTLY HAS THE FOLLOWING DEGREE PROGRAMMES:

Campus Based	Distance Learning
BA Media and Communication	MA Mass Communications
BA Media and Society (Run with Sociology Dept.)	MA New Media and Society
BA Film and Media (Run with History of Art & Film Dept.)	MA New Media, Governance and Democracy
MA Mass Communications	MA Communications, Media and Public Relations
MA in Global and Media and Communication	MA Communications, Media and Advertising
MA New Media and Society	
MA Media Culture and Society	
MA Media and Advertising	
MA Media and Public Relations	
MA Journalism Studies	

The Department also recruits and teaches doctorate level research degrees (PhD, MPhil) by Distance Learning and Campus Based.

Details relating to each of these degrees can be found on the Department's website at http://www2.le.ac.uk/departments/media/undergraduate

Important Dates

University Semesters / Terms in 2015-16

SEMESTER 1	28 September 2015 – 22 January 2016
SEMESTER 2	25 January 2016 – 24 June 2016

AUTUMN TERM	28 September 2015 – 11 December 2015
SPRING TERM	11 January 2016 – 18 March 2016
SUMMER TERM	25 April 2016 – 24 June 2016

Examinations

FIRST SEMESTER EXAMINATIONS:	January 2015
MIDSUMMER EXAMINATIONS:	May –June 2015
SEPTEMBER EXAMINATIONS:	September 2015

Students are required to remain in attendance for the full period of each term. Any absence of more than three days through illness **MUST** be notified to the Department, and a medical certificate must be forwarded to cover absence of more than one week.

Departmental Communications

The address of the Department is:

Bankfield House

132 New Walk

Leicester LE1 7JA

CAMPUS-BASED ADMIN TEAM: Room 1.10

Student access to the office is at the following times:

Monday to Friday   9.00am – 5.00pm

CONTACTING ACADEMIC AND ADMINISTRATION STAFF

We strongly recommend that students use email as their primary method of contacting Academic Staff in order to arrange appointments. Students are welcome to email or phone members of the Administration Team for any general questions relating to their Programme or assignments and hand-ins.

STUDENT MAIL AND NOTIFICATIONS

Any letters to students, including internal University mail (e.g. letters from the Library) will be held in the Campus Based Admin Team Office and students will be notified by email.

PLEASE CHECK YOUR EMAILS ON A DAILY BASIS – CLAIMING IGNORANCE OF EMAILS NOT RECEIVED IS NO DEFENCE.

ALL INFORMATION REGARDING YOUR PROGRAMME WILL BE SENT OUT BY EMAIL IN THE FIRST INSTANCE. REMEMBER THAT STAFF MAY ALSO WISH TO CONTACT YOU BY EMAIL

Academic staff will post weekly sets of appointments on their doors for students to book times to see them. Please note that these appointments cannot be made through the Campus Based Admin Team Office.

Please check **Blackboard** frequently because important information is regularly posted there, including your timetable, seminar group lists, and personal tutor lists. Important information will be posted under Media and Communication Postgraduates.

STUDENT LETTERS

If you need an official letter confirming student status / completion of studies at the University of Leicester you should contact the Registry Office (registry@le.ac.uk), located in the Fielding Johnson Building on Campus.

Please note that Registry require three days' notice to produce student letters and that this may vary at busy times of the academic year.

Staff List and Key Contacts

Academic Staff (Please note, all our Staff are located in Bankfield House, 132 New Walk)

NAME	ROOM	POSITION / DUTIES	TEL (Prefix 0116)	EMAIL
Dr. Jessica Bain	2.05	Programme Director for MA Globalization & Communications / Lecturer	252 3867	jb441@le.ac.uk
Prof. Mark Banks	0.01D	Deputy Head of Department / Director of Research / Department Research Director	229 7222	mb612@le.ac.uk
Dr. Vincent Campbell	3.09	Distance Learning Director	252 5294	vpc2@le.ac.uk
Dr. Anna Claydon	1.18	PGT Director for the College of Social Sciences / Lecturer	252 2089	eac14@le.ac.uk
Dr. Ranjana Das	1.02	Lecturer	223 1626	rd207@le.ac.uk
Dr. Scott Davidson	2.06	Programme Director for MA Media & Public Relations / Lecturer	223 1284	sd310@le.ac.uk
Dr. Roger Dickinson	3.14	Director of Strategy	252 3860	dik@le.ac.uk
Dr. Lieve Gies	1.14	UG Tutor / Senior Lecturer	252 3869	lg149@le.ac.uk
Dr. Qian (Sarah) Gong	1.03	Lecturer	252 5293	qg8@le.ac.uk
Mr. Anders Hansen	2.12	Department Research Director / Careers & PDP Officer	252 3866	ash@le.ac.uk
Dr. Alison Harvey	2.13	Exams Officer / Lecturer	294 4851	ah463@le.ac.uk
Dr. Athina Karatzogianni	1.16	Department Research Director	229 7290	ak547@le.ac.uk
Dr. Julian Matthews	3.08	Programme Director for MA Journalism Studies / Mitigating Circumstances Officer / Lecturer	252 2582	jpm29@le.ac.uk
Dr. Kaitlynn Mendes	0.01C	Equalities Officer / Director of Postgraduate Research	229 7229	km350@le.ac.uk
Mr. Jim McKenna	3.01	Teaching Fellow	252 3871	mjm7@le.ac.uk
Dr. Galina Miazhevich	2.17	Deputy Director of Postgraduate Research / Lecturer	229 7455	gm223@le.ac.uk
Ms. Verity Milligan	1.15	Video Production Assistant / Teaching Assistant	229 7235	vm121@le.ac.uk
Dr. Katie Moylan	1.01	UG Admissions Officer / Lecturer	252 5061	km264@le.ac.uk
Dr. Jack Newsinger	3.18	BA Film and Media Programme Director / Lecturer	223 1631	jn107@le.ac.uk
Dr. Jonathan Corpus	2.03	Events Coordinator / Lecturer	252 1620	jco10@le.ac.uk

Ong				
Dr. Giovanna Puppin	0.01E	Programme Director for MA Media and Advertising / Lecturer	252 2768	g.puppin@le.ac.uk
Dr. Maria Rovisco	2.01	Programme Director for MA Media, Culture and Society / Lecturer	223 1619	mr268@le.ac.uk
Dr. Kostas Saltzis	3.03	Director of Teaching and Learning Quality / Plagiarism Officer	252 2818	ks82@le.ac.uk
Dr Tracy Simmons	2.02	Lecturer / Programme Director for MA in Global Media and Communication	223 1881	tas11@le.ac.uk
Dr. Jingrong Tong	3.01	Lecturer / Programme Director for MA Mass Communications	252 2440	jt183@le.ac.uk
Dr. Maria Touri	3.07	Study Abroad Co-ordinator / Lecturer	252 2859	mt141@le.ac.uk
Dr. Panayiota Tsatsou	2.08	Academic Programme Director	252 2889	pt133@le.ac.uk
Dr. Giuseppe Veltri	0.01A	Programme Director for MA New Media & Society / Lecturer	223 1626	gv35@le.ac.uk
Dr. Stefania Vicari	1.05	Lecturer	252 1616	sv32@le.ac.uk
Dr. Jo Whitehouse-Hart	0.01B	Deputy DL Director / Lecturer	223 1654	jwh23@le.ac.uk
Dr. Natasha Whiteman	1.09	UG Programme Director / Lecturer	252 2797	new9@le.ac.uk
Prof. Monica Whitty	2.07	Director of Grant Capture	229 7329	mw229@le.ac.uk
Prof. Helen Wood	3.15	Head of Department	223 1816	hw177@le.ac.uk

Campus-Based Administration Team – Located in room 1.10, Bankfield House

NAME		POSITION / DUTIES	TEL (Prefix 0116)	EMAIL
Yvonne Lee	1.10	Campus Based Team Leader	223 1611	yl304@le.ac.uk
Siobhan Brocklehurst	1.10	Postgraduate Administrator – MA Mass Communications / MA New Media & Society / MA Media, Culture and Society	223 1615	sb105@le.ac.uk
Pauline Carroll	1.10	Postgraduate Administrator – MA Globalization & Communications / MA Media & Advertising / MA Media and Public Relations	223 1614	pvl1@le.ac.uk
Liz Bonnett	3.13	Research Support Administrator	252 2785	lb264@le.ac.uk
Jenny Jones	1.10	Programme Administrator	229 7986	jej11@le.ac.uk
Carla Starmer	3.13	Administrative Assistant	223 1627	cs272@le.ac.uk

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.

Department Facilities

The Department does not provide any workspaces for students at present. Students are advised to check the IT Services website for more information about using the University computing facilities. Printing, Photocopying and fax facilities can also be found on campus.

Students are welcome to use the seating areas that are situated on each floor in Bankfield House.

In line with the University's general policy, smoking is NOT ALLOWED anywhere within Bankfield House or any other University buildings.

Learn at Leicester

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

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

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

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

The Library provides you with:

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

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

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

For information about your Media and Communication, please visit www.le.ac.uk/library/find/subjects/media

IT Services

Whilst studying at the University you will have a **University IT account** and **email** address. There are hundreds of University PCs available with Office 2010 and many specialist programs to help you with your studies.

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

- **Student email:** access your email and calendar anywhere, including on your smartphone or other mobile device;
- **Printing:** print, copy or scan on campus; pay by topping up your print and copy account;
- **IT Help:** visit the Help Zone in the Library, phone 0116 252 **2253,** email ithelp@le.ac.uk or attend a training course;
- **Wifi:** free access to eduroam wifi on campus, in halls or at other universities;
- **PCs on campus:** there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods). Download the map to find a Student PC area on campus from: www.le.ac.uk/pcareas;
- **Files:** store files on your Personal Z: drive, which is backed up and available anywhere;
- **Blackboard Virtual Learning Environment:** support and information for all your courses;
- **Leicester Digital Library:** access to journals, databases and electronic books online;
- **Mobile app:** download the University mobile app to find a University PC available near you or access Blackboard Mobile Learn.

More information can be found at www.le.ac.uk/it4students

Student Learning Development

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

Students' Union Education Unit (ED)

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

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

You will find the Education Unit staff in the Students' Union Building on the first floor within the West Wing. Opening hours are 10.00 am to 4.00 pm, online chat facilities are available (visit our website for further details), you can either pop in or book an appointment by contacting us on the details below:

Contact: Students' Union Education Unit (ED), Students' Union (First Floor)

+44 (0)116 223 1132/1228 | educationunit@le.ac.uk | http://leicesterunion.com/support/education

Languages at Leicester

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

Study with the *Languages at Leicester* Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages. We offer 16 different languages including Arabic, British Sign Language, Chinese and Spanish to name just a few, six different levels of learning and two different course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive 'fast track' courses on Saturday mornings.

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

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

Other Important University Services

There are a number of other University services that you might helpful during your time here at Leicester:

- English Language Training Unit (ELTU) http://www2.le.ac.uk/offices/eltu
- Languages at Leicester http://www2.le.ac.uk/departments/modern-languages/lal
- Victoria Park Health Centre http://www.victoriaparkhealthcentre.co.uk/
- University Chaplaincy and Prayer rooms for students http://www2.le.ac.uk/institution/chaplaincy

University Bookshop

The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

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

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

The opening hours are:

Monday to Friday   9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)

Saturday   10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library

+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

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

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

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

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

Student Responsibilities

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

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University's regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations

Attendance and Engagement Requirements

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

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

The Department of Media and Communication currently run two Undergraduate Programmes:

BA Media and Communication

BA Media and Society

This part of the handbook informs you of your Programme-Specific requirements, how your studies will look on a module and Semester basis, and advise you on assignment submission. Please go to the Programme you have registered on to find your tailored information.

BA Media and Communication

Programme Content and Structure

The programme consists of core modules in year 1, core modules and a few different option modules in year 2 and a range of options and a dissertation based on individually supervised research in year 3. All our modules fall in one or more of the following pathways: Mass communication; New/digital media; Media practice /employability; Film and cultural studies.

Most modules consist of 3 hours teaching per week. You would expect to have three modules per week as a standard structure. If you register and get a place (numbers are competitive) with the English Language Teaching Unit for language classes during term time, you will also have 2 hours a week with them.

The programme structure is as follows:

	SEMESTER 1		SEMESTER 2	
	Modules	**Credits**	**Modules**	**Credits**
YEAR 1	MS1001 Introduction to Media and Communication	20	MS1002 Topics in Media and Communication	20
	MS1006 Digital Narratives	20	MS1003 Media and Globalisation	20
	SY1001 Social Change, Identity and Media	20	MS1008 Television Studies	20
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**
YEAR 2	MS2000 The Production of News	20	MS2002 Analysing Communication Processes	20
	MS2009 New Media and Everyday Life	20	MS2004 Creative Audiences	20
	One option	20	One option	20
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**
YEAR 3	MS3030 Dissertation	20	MS3030 Dissertation	20
	Two options	40	Two options	40
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**

Options available in Semester 1

MS2001 The Communication of Politics

MS2006 Media, Identity and the Popular

MS2012 Global Film Culture

MS3003 Science, Environment and Risk Communication

MS3005 Music as Communication

MS3009 The Media, Celebrity and Fan Culture

MS3011 Games and Culture

MS3013 Media and the Body

MS3024 Reporting Panics, Risks and Fears

Options available in Semester 2

MS2003 Television Production

MS2005 Working in the Creative Industries

MS2010 Journalism Studies

MS3000 Media and Gender

MS3004 Global Affairs: Communication, Culture and Power

MS3010 Technology, Culture and Power: Global Perspectives

MS3021 Media Law

MS3022 Activism and Protest in the Information Age

MS3025 Online Journalism: Theory and Practice

BA Media and Society

Programme Content and Structure

The BA Media and Sociology programme consists of core modules in year 1, core modules and option modules in year 2 and a range of options and a dissertation based on individually supervised research in year 3.

Most modules consist of 3 hours teaching per week. You would expect to take three modules per week as a standard structure. If you register and get a place (numbers are competitive) with the English Language Teaching Unit for language classes during term time, you will also have 2 hours a week with them.

The programme structure is as follows:

	SEMESTER 1		SEMESTER 2	
	Modules	**Credits**	**Modules**	**Credits**
YEAR 1	MS1001 Introduction to Media and Communication	20	MS1002 Topics in Media and Communication	20
	SY1001 Social Change, Identity and Media	20	MS1003 Media and Globalization	20
	SY1004 Sociological Imagination	20	SY1002 Society in Transformation	20
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**
YEAR 2	SY2075 Social Class and Inequality	20	MS2002 Analysing Communication Processes	20
	SY2078 Classical Sociological Theory	20	MS2004 Creative Audiences	20
	SY2084 Sociology and the World of Work	0	One sociology option	20
	One media option	20		
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**
YEAR 3	MS3030 Dissertation **OR**	20	MS3030 Dissertation **OR**	20
	SY3042 Research Project	20	SY3042 Research Project	20
	Two options (Media or Sociology)	40	Two options (Media or Sociology)	40
	SEMESTER TOTAL	**60**	**SEMESTER TOTAL**	**60**

OPTIONS AVAILABLE IN SEMESTER 1

MS2000 The Production of News

MS2001 The Communication of Politics

MS2006 Media, Identity and the Popular

MS2009 New Media and Everyday Life

MS2012 Global Film Culture

MS3003 Science, Environment and Risk Communication

MS3005 Music as Communication

MS3009 The Media, Celebrity and Fan Culture

MS3011 Games and Culture

MS3013 Media and the Body

MS3024 Reporting Panics, Risks and Fears

Year 3 options from the Department of Sociology

OPTIONS AVAILABLE IN SEMESTER 2

Year 2 options from the Department of Sociology

MS3000 Media and Gender

MS3004 Global Affairs: Communication, Culture and Power

MS3010 Technology, Culture and Power: Global Perspectives

MS3021 Media Law

MS3022 Activism and Protest in the Information Age

MS3025 Online Journalism: Theory and Practice

Year 3 options from the Department of Sociology

<u>NOTE</u>

Students may substitute approved modules from an institution participating the University's Study Abroad programme.

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.

ERASMUS Exchanges and Years Abroad

Our students have the opportunity of going abroad in the second year of their degree programme. Currently, we offer semesters abroad in semester 1 of year 2 at our partner universities across the USA, Canada, Australia, and New Zealand. Students should mention their general interest to the departmental Study Abroad Coordinator Dr Maria Touri (mt141) so that the application process can be started.

We are currently developing a new option of going abroad for a whole year, after students have completed their second year at Leicester. You would return after this year abroad to complete your third year and there with your degree programme, in Leicester.

In addition, we are also developing new partnerships with universities worldwide, and for the first time, we are joining the Erasmus+ programme with our first partner in the Netherlands (University of Rotterdam).

More information on the Study Abroad and Erasmus+ opportunities can be found here: http://www2.le.ac.uk/offices/international/overseas-exchange/outgoing.

Teaching Timetable

Timetables for students will be published online via Blackboard during Registration Week, in time for the beginning of teaching on October 5th 2015. Students will be notified of when and where the timetables can be viewed when they are published.

Coursework Submission

For all essay assignments, we only require electronic submissions. These are made via 'TurnItIn' – the online essay submission system. The hand-in portal can be found on the Blackboard virtual learning environment under the 'Assignments' tab for each module. Further information will be provided to you during your first semester. The following link is to a short presentation on how to submit an assignment via TurnItIn: https://connect.le.ac.uk/tiisubmission

Alternative methods of submission may be required for non-essay assignments such as portfolios or media files.

Please note that you will only be able to submit a particular essay once.

> The electronic submission **MUST** be completed **by midnight (11.59pm)** of the deadline to avoid late penalties. No additions or amendments to an essay will be accepted after the deadline, so please ensure the work you are submitting is the version you wish to be assessed.

Presentations and essay questions – these can be on the same topic, but **NOT** using the same material. We recommend a different topic, which will help when preparing for exams.

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations

governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

Change of Course/Module

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

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

Marking and Assessment Practices

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.

Undergraduate Assessment Criteria

Grade Band	Assessment Criteria
1st **First** **85-100%**	**Knowledge, comprehension, and application of topic/subject matter** • Demonstrates excellent knowledge and exemplary grasp of subject • Demonstrates an excellent comprehension of theory and evidence/data collected • Demonstrates exceptional originality in terms of critical thinking and research **Analysis and argument** • Fluent, authoritative, flowing expression that supports a convincing and balanced argument • Excellent coverage of relevant issues **Use of appropriate literature and research** • Excellent synthesis or evaluation of relevant materials and associated texts • Draws on a wide selection of material with emphasis on the most appropriate and relevant texts **Presentation, structure and academic practice** • Correct referencing style • Excellent structure with focus on clearly identified relevant issues **Transferable/ employability skills** • Demonstrates excellent analytical and critical evaluation skills • Excellent overall presentation and style
1st **First** **70-84%**	**Knowledge, comprehension, and application of topic/subject matter** • Demonstrates very good knowledge and grasp of subject • Demonstrates a very good comprehension of theory and evidence/data collected • Demonstrates some clear originality in terms of critical thinking and research **Analysis and argument** • Fluent, authoritative, flowing expression that supports a convincing and balanced argument • Very good coverage of relevant issues **Use of appropriate literature and research** • Very good synthesis of relevant materials and associated texts • Draws on a wide selection of material **Presentation, structure and academic practice** • Correct referencing style • Very good structure with focus on clearly identified relevant issues

	Transferable/ employability skills • Demonstrates very good analytical and critical evaluation skills • Very good overall presentation and style
2.i **Upper Second** **65-69%**	**Knowledge, comprehension, and application of topic/subject matter** • Good knowledge and sound grasp of subject • Good theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident • Demonstrates some degree of originality in terms of critical thinking and research **Analysis and argument** • Clear demonstration of analytical and critical evaluation skills • Development of a convincing and balanced argument **Use of appropriate literature and research** • Good evidence of the use of relevant literature, though the selection or integration may be in some part limited • Good use of other relevant sources **Presentation, structure and academic practice** • Correct referencing style • Good structure with focus on clearly identified relevant issues • Good introduction and conclusion **Transferable/ employability skills** • Demonstrates good analytical and critical evaluation skills • Good overall presentation and style
2.i **Upper Second** **60-64%**	**Knowledge, comprehension, and application of topic/subject matter** • Sound knowledge and grasp of subject • Sound theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident • Sound demonstration of originality in terms of critical thinking and research **Analysis and argument** • Sound demonstration of analytical and critical evaluation skills • Sound development of a convincing and balanced argument, though critical evaluation and/or argument may be unbalanced (e.g. theory not well-linked to evidence) **Use of appropriate literature and research** • Sound evidence of the use of relevant literature, though the selection or integration may be in some part limited • Sound use of other relevant sources **Presentation, structure and academic practice** • Correct referencing style • Sound structure with focus on clearly identified relevant issues, though with some minor problems with presentation • Sound introduction and conclusion **Transferable/ employability skills**

	• Demonstrates sound analytical and critical evaluation skills • Sound overall presentation and style, though expression may be in places unsophisticated
2.ii **Lower Second** **50-59%**	**Knowledge, comprehension, and application of topic/subject matter** • Evidence of adequate knowledge and grasp of subject • Satisfactory theoretical comprehension and use of evidence, though with some evident limitations, inaccuracies or inconsistencies • Competent coverage of relevant issues • Limited evidence of originality **Analysis and argument** • A competent attempt at analysis and argument though somewhat limited, inconsistent or unbalanced (e.g. theory not well-linked to evidence) **Use of appropriate literature and research** • Evidence of reading some relevant and appropriate materials • Content drawn from a satisfactory range of primary and secondary sources, with competent use of this research • Selection of material perhaps somewhat limited in scope , or too reliant on a small number of sources **Presentation, structure and academic practice** • Correct (or generally-correct) referencing style • Evidence of planning, though with some problems with presentation or structure • Competent use of introduction and conclusion **Transferable/ employability skills** • Passable analysis and presentation skills • Some clear spelling, grammar or presentation errors
3rd **Third** **40-49%**	**Knowledge, comprehension, and application of topic/subject matter** • **Coursework minimally addresses the set question, but answers only in cursory depth** • **Content largely description or regurgitation, with limited evidence of ability to evaluate critically** • **Demonstrates only a basic grasp of subject, and may demonstrate inaccurate or limited knowledge and/or unfocused or irrelevant material** **Analysis and argument** • **Argument appears significantly underdeveloped or unbalanced, with limited evidence of comprehension of theory or evidence** • **Evaluation may be illogical, irrelevant, contradictory, and/or unsupported in places** **Use of appropriate literature and research** • **Very narrow selection of material, or use of inappropriate or irrelevant sources** • **Work does not show any real comprehension of the source materials , or make competent use of the available appropriate evidence** **Presentation, structure and academic practice** • **Poorly or inconsistently referenced** • **Coursework may be too short** • **Lack of structural planning with weak introduction and/or conclusion**

	Transferable/ employability skills • Demonstrates basic analytical and critical evaluation skills • Spelling, grammar, or presentation errors throughout
Pass for credit **35-39%**	**Knowledge, comprehension, and application of topic/subject matter** • Coursework does not address directly the set question, and answers only in cursory depth • Content largely description or regurgitation, with minimal evidence of ability to evaluate critically • Demonstrates very little grasp of subject, and may demonstrate inaccurate or limited knowledge and/or unfocused or irrelevant material **Analysis and argument** • Argument appears significantly underdeveloped or unbalanced, with rudimentary comprehension of theory or evidence • Evaluation likely illogical, irrelevant, contradictory, and/or unsupported in places **Use of appropriate literature and research** • Rudimentary selection of material, or use of inappropriate or irrelevant sources • Work does not show any real comprehension of the source materials, or makes limited use of the available appropriate evidence **Presentation, structure and academic practice** • Poorly or inconsistently referenced • Coursework may be too short • Lack of structural planning with rudimentary introduction and/or conclusion **Transferable/ employability skills** • Demonstrates rudimentary analytical and critical evaluation skills • Spelling, grammar, or presentation errors throughout
Fail **21-34%**	**Knowledge, comprehension, and application of topic/subject matter** • Coursework does not address directly the set question • Content largely description or regurgitation, with minimal application of knowledge • Shows little evidence of comprehension of theory or evidence **Analysis and argument** • Little or no evidence of argumentation beyond uncritical description or unsupported opinion • Evaluation is illogical, irrelevant, contradictory, and/or unsupported **Use of appropriate literature and research** • Extremely limited selection of material, typically reliant on little or no research from the course or beyond **Presentation, structure and academic practice** • Coursework may be too short • Little or no evidence of referencing • Little or no evidence of structural planning

	Transferable/ employability skills • **Spelling, grammar, or presentation errors throughout** • **Unsatisfactory communication at this level**
Fail **1%-20%**	**Knowledge, comprehension, and application of topic/subject matter** • **Fully fails to address or answer the question, or the answer provided is fundamentally incorrect, evincing little comprehension** • **Little or no accuracy in knowledge/grasp of topic** **Analysis and argument** • **Failure to identify and discuss relevant issues** • **Failure to demonstrate critical analysis, likely because it is overly reliant on description** **Use of appropriate literature and research** • **Failure to engage with academic material** **Presentation, structure and academic practice** • **Failure in structural planning with no introduction and/or conclusion** • **Failure to provide adequate referencing** **Transferable/ employability skills** • **Spelling, grammar, or presentation errors throughout** • **Unsatisfactory communication at this level**

Panels and Boards of Examiners

Panels of Examiners

A Panel of Examiners is convened at the end of each block of teaching and assessment (i.e. at the end of each semester) in order to provisionally confirm marks and review performance for each of the modules included in the remit of the Panel (i.e. modules taught in the relevant semester).

The composition of a Panel of Examiners shall consist of the module convenors for each of the modules included in the remit of the Panel and attendance at a meeting of a Panel of Examiners should consist of at least 75% of the membership.

Panels of Examiners are directly responsible to Boards of Examiners for the conduct of their business.

Boards of Examiners

A Board of Examiners is convened for each programme of study at the end of each level of the programme, namely at the end of the academic year in June.

The Board of Examiners considers the performance of students which contributes to an award of the University, including the award of credit and also considers the progression of students from one stage of a programme to the next.

The Head of Department shall be the Chair of the Board of Examiners and attendance at a meeting of a Board of Examiners should consist of at least 75% of the membership.

Resits / Resubmissions

If you have failed to satisfy the examiners in the assessments for one or more modules, you will be required to retake the assessment(s) and **the mark you achieve will be capped at 40% for a pass**. The Board of Examiners will then decide whether you are eligible to progress to the next level of your course (non-finalist students) or be awarded your degree (finalist students).

However, if you have failed to satisfy the examiners in the assessments for one or more modules and have presented accepted evidence of mitigating circumstances, you will be required to retake these assessments before you may progress to the next level of your course (non-finalist students) or be considered for the award of a degree (finalist students), but the marks for these retakes will not be capped.

Feedback and the Return of Work from Staff

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

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- 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.

All feedback (including examination results) will be on Blackboard, where you will be able to see your results. Please visit this link for details on how to access your grades on Blackboard: http://www2.le.ac.uk/offices/ithelp/services/blackboard/assignments-and-grades/grade-centre/get-started/student-view

Please bear in mind that once assignments are submitted, they have to be processed, distributed to markers, moderated, and re-processed before marks are returned to you. You will only receive your feedback once results have been returned to the Campus Based Admin Team Office.

If you wish to dispute the mark or feedback you have received you should contact the Module Tutor concerned to arrange an appointment. Following this if you still have concerns you should contact the relevant Programme Director.

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.

Progression recommendation	Explanation
Pass	You have satisfied the examiners and can proceed to the next year of your course.
Pass and Transfer/ Non Complete and Transfer	You have satisfied the requirements to transfer to another course in the coming academic year, if previously requested.

Resit/Resubmit	You have failed to satisfy the examiners in the assessments for one or more modules. You are required to retake the assessment(s) and the mark you achieve will be capped at 40% for a pass. The Board of Examiners will then decide whether you are eligible to progress to the next level of your course (non-finalist students) or be awarded your degree (finalist students).
Sit/Submit	You have failed to satisfy the examiners in the assessments for one or more modules and have presented accepted evidence of mitigating circumstances. You are required to retake these assessments before you may progress to the next level of your course (non-finalist students) or be considered for the award of a degree (finalist students). The marks for these retakes will not be capped
Proceed and Re-sit	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course and retake the outstanding assessments alongside your other modules
Proceed and Substitute	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course and substitute approved new modules in place of your outstanding assessments
Proceed and Carry	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course without retaking the outstanding modules. These outstanding fail marks will factor within the calculation your overall degree classification
Progression recommendation	**Explanation**
Repeat Semester 1	You are required to repeat the first semester of the year on the grounds of mitigating circumstances. The marks for these repeated modules will not be capped. In the second semester your studies will be temporarily suspended until you begin the next level of your course.
Repeat Semester 2	You are required to repeat the second semester of the year on the grounds of mitigating circumstances. The marks for assessments associated with these repeated modules will not be capped. In the first semester your studies will be temporarily suspended.
Repeat Year	You are required to repeat the whole year on the grounds of mitigating circumstances. The marks for these repeated modules will not be capped. This decision is only taken in exceptional circumstances.
Resit without Residence (RWR)	You have failed to satisfy the examiners in the assessments for one or more modules and are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence' (see below). Pass marks for the re-attempted assessments will be capped at 40%.
Sit without Residence	You have failed to satisfy the examiners in the assessments for one or more modules, however you have presented accepted evidence of mitigating circumstances. You are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence' (see below). The marks for these re-attempted assessments

	will *not* be capped.
Termination of course	You have failed to satisfy the examiners and meet the University's progression requirements and/or scheme of degree classification and therefore your course of study at the University has been terminated.

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

Referencing and Academic Integrity

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

What we mean by 'plagiarism', 'self-plagiarism' and 'collusion'

Plagiarism is used as a general term to describe taking and using another's thoughts and writings and presenting them as if they are our own.   Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another's work;
- the presentation of another's concept as one's own;
- the reproduction of a student's own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the university defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

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

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

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

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

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

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most academic departments have a specific referencing style which you are required to use. Please note that some of your modules may be taught by different departments. 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.

Referencing Guidance for Students

The purpose of proper citing and referencing is to (a) appropriately acknowledge others for ideas that you have found useful, (b) allow readers to follow up on points that they may find useful, (c) allow critical readers to check your use of ideas, data, etc., for accuracy and fairness and, perhaps most importantly, (d) avoid charges of plagiarism.

The standard reference style for the Department is the Harvard (Author Date) System. In general, this means that works are cited within the text of the essay by giving the author's surname and year of publication (and page number, if it is a direct quotation), and a single, alphabetized list of all works cited are listed at the end of the essay. Note that short quotations should appear within single quotation marks; longer quotations should be indented and single-spaced.

BOOKS

For a single author:

Within an essay: (McQuail, 1994: p.124)

Within a bibliography:

McQuail, D. (1994), Mass Communications Theory. London: Sage.

For two authors:

Within an essay: (Boyd-Barrett and Newbold, 1995)

Within a bibliography:

Boyd-Barrett, O. and Newbold, C. (1995), Approaches to Media. London: Edward Arnold.

For more than two authors:

Within an essay: (Downing et al, 1995)

Within a bibliography:

Downing, J., Mohammadi, A., and Sreberny-Mohammadi, A. (1995), Questioning the Media. London : Sage.

A single author's chapter in an edited collection:

Within an essay: (Schudson, 1991)

Within a bibliography: Schudson, M. (1991), 'The Sociology of News Production Revisited', in Curran, J., and Gurevitch, M. (eds), Mass Media and Society, pp.141-159. London: Edward Arnold.

ARTICLES IN JOURNALS

Single author

Within an essay: (Gaziano, 1983: p.45)

Within a bibliography:

Gaziano, C. (1983), 'The "Knowledge Gap" : An Analytical Review of Media Effects', Communication Research, 10.4: pp.836-45.

(Note – No. '10' refers to the volume, no. 4 refers to the part or issue number, and the numbers 836-45 refer to the page numbers. The conventions for joint and multiple authorship of articles are as above)

WEBSITES

Within an essay: (BBC News Online, 1998)

Within a bibliography:

BBC News Online. (1998), 'Platform for Change as Politics Gets Colourful', http://news.bbc.co.uk/hi/english/uk_politics/labour_conference/newsid-18.../182298.st. [Accessed 1.5.02].

For additional information, please see the Student Learning Centre online material http://www2.le.ac.uk/library/help/citing/harvard-author-date-system/harvard-author-date-system

AN EXAMPLE OF REFERENCING IS SET OUT BELOW:

Many authors have examined the mass media in contemporary societies (Boyd-Barrett and Newbold, 1995; Curran and Seaton, 1997; Downing et al, 1995; Gaziano, 1983). [The authors are listed in alphabetic order to substantiate your claim]. The mass media 'have been increasingly subjected to systematic study' (McQuail, 1994:

p. 1). [Quote referenced]. Downing et al, (1995) suggest that 'we are surrounded by a variety of mass produced cultural objects' (p. 1), [An alternative way to reference a quote] perhaps the most significant being television. Television has been the subject of much research (McQuail, 1994), and Schudson (1991) argues television is perhaps the most important source of news. However, what an audience sees is not a 'random reaction to random events' (Schlesinger, 1987: p. 82, in Boyd-Barrett and Newbold, 1995: p. 235). [Authors often quote from other books; such quotes should be referenced like so]. Much of the news an audience sees is contrived, especially political events like the party conferences (BBC News Online, 1998). [Online material should be referenced too]

Notification of Ill Health and Other 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) 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.

The following lists are intended to provide an indication of what is and is not considered by the Department to be legitimate mitigating circumstances when considering the application of late penalties. The lists are not exhaustive and it is the responsibility of the student to bring extenuating circumstances to the attention of the Programme Director, their personal tutor or other relevant member of staff in a timely fashion.

Legitimate mitigating circumstances might include:

• Serious illness or death of a member of your immediate family, normally a parent, child, brother, sister, live-in grandparent, or partner;

• Your own illness, whether chronic or acute, involving absence from prescribed tuition (i.e., lectures and/ or seminars) of more than three days;

• An accident or acute illness occurring immediately before or at the time of examinations or coursework deadlines; and

• Other unforeseen circumstances that have seriously disrupted your ability to study, for example the need to care for an ill child or other family/personal distress, consequences arising from being the victim/witness of a crime, difficulties with accommodation or financial problems which are not of your own making.

The following would NOT be deemed to constitute mitigating circumstances:

• Circumstances arising from employment;

• Circumstances which arise from negligence or carelessness, for example failure to get up on time or failure to attend at the right time or location for an examination or assignment submission deadline; and

• Circumstances which could have been avoided by good planning, for example holiday or travel arrangements, or problems with computers/printing.

Please note that it is your responsibility to allow yourself plenty of time to submit in case problems occur, and to retain a backup copy of any work.

Procedures for students with mitigating circumstances

1. Consult the regulations on mitigating circumstances

2. Submit a completed copy of the 'mitigating circumstances form' (also to be found on **Blackboard >> Media and Communication Undergraduates**) to mcmitcircs@le.ac.uk as soon as the mitigating circumstances occur

3. Submit **documentary evidence** of mitigating evidence to mcmitcircs@le.ac.uk. Evidence should normally be scanned and submitted in electronic form:

   • Within 7 days of the published assessment deadline

   • In English (or a verified translation if the original is not in English)

   • From a qualified medical practitioner (if medical opinion is relevant)

If mitigating circumstances have caused you to miss a coursework deadline, please submit the coursework as soon as possible.

Please do not wait for a response before submitting your work as the Department does NOT give deadline extensions.

In cases of legitimate and documented mitigating circumstances, late penalties may be waived by the Mitigating Circumstances Panel. Students will receive notification of their provisional recommendations after the next scheduled Panel meeting.

Where the illness is of more than seven days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the University. Students are responsible for collecting medical certificates from the Victoria Park Health Centre and supplying a copy to the Department and to the Registry. Students registered with other general practices should ensure that their medical certificates are similarly distributed.

Note: Medical certificates are valid only for the period during which you are ill, as certified by a medical doctor

It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Registry or the Board of Examiners.

Ethical Approval of Student Projects

You will receive departmental ethics training during your programme. This training is designed to introduce the key ethical issues in social science research, the range of measures that can be adopted to address these issues, and relevant supporting materials produced by Research Councils, professional bodies and the university sector. Training materials and supporting documentation are available on **Blackboard >> Student Research Ethics**.

Departmental training in research ethics is delivered mainly as part of the MS2002 Analysing Communication Processes and MS3030 Dissertation module. This training provides an overview of the common ethical issues raised in student projects such as a dissertation (i.e. obtaining consent, ensuring confidentiality and appropriate treatment of vulnerable groups/sensitive topics) and a review of department procedures and documents to be completed. More focused instruction and guidance on completion of the required documentation is conducted

through consultation with the dissertation supervisor and (if required) the Department Research Ethics Officer (Dr Maria Touri mt141@le.ac.uk).

RESEARCH ETHICS PROCEDURES

All students who undertake projects involving human participants, using human material or data must obtain ethical approval for the conduct of their projects.

(i) Role of the Supervisor

Students should submit their project for consideration to their supervisor (e.g., dissertation supervisor). Where this is a non-clinical project concerning human participants the supervisor must advise the student of the need to obtain appropriate ethical approval and should give initial advice regarding the research ethics issues, which may arise as a result of the project. Students and supervisors should also discuss the need for resources to securely store personal data.

(ii) Submission of proposal for research ethics review

At a reasonable period before data collection begins the student must complete an ethics approval form for review via the University online Research Ethics portal (https://ethicsapp.le.ac.uk). Access requires a University of Leicester account – **add 'cfs/' to your username at login.**

The University Protocol for Ethical Approval of student work is available at:

http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects

Useful resources relating to ethical research practice can be found here: http://www2.le.ac.uk/institution/committees/research-ethics/resources-and-links

A piece of work submitted for assessment that contains a report on research involving human participants that has not received ethical approval will not be marked and **MAY FAIL** as a consequence. Such work may be referred to the Academic Registrar for further consideration.

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

Personal tutors

All students are assigned personal tutors within the first two weeks of their degree programme. Your personal tutor will remain the same throughout your studies at the Department unless they are on study leave, in which case another member of staff will be assigned for that semester. They are available to discuss academic, financial, administrative, medical and other personal matters and will be able to give advice or direct you to the appropriate service.

Your personal tutor will also discuss with you your general progress on the programme. There will therefore be an opportunity to review your overall performance during the year, and in specific modules. A brief record of these meetings will be kept in your file for future reference. Such information will be treated in confidence.

Your responsibility to your personal tutor is:

- Respond to contact from their tutor (contact here includes invitations to face-to face meetings, telephone conversations and e-mail)

- Take the initiative in instigating meetings or contact if the need arises, seeking timely advice from their tutor, when faced with academic, course assessment, personal or other issues that require support

If a personal tutor is not available, you may seek advice from your Programme Director or another member of the Department. Students who wish to discuss the assignment of personal tutors should contact the relevant Programme Director**.**

You may also like to discuss personal issues with the Welfare Officers (first floor of the Percy Gee Building), members of the Student Counselling Service (Freeman's Common, Welford Road), and (for those who live in Halls) Hall Wardens.

Office Hours and Contact with Tutors

Office hours are times when you can meet with tutors to discuss academic or non-academic issues. Tutors are always in, some of which will place **appointment sheets** on their office doors and students should write their name next to a time that is suitable. If you are not able to attend the office hours of a tutor, you may be able to book an appointment by **email**. Staff email addresses and telephone numbers are listed at the front of this handbook as well as on the Department's website. You should:

- Note the hours when tutors are available and ensure you sign-up for an appointment well in advance

- If for any reason you cannot keep an appointment, please make sure that you either contact the tutor or the Campus Based Admin Team Office.

In the case of academic problems relating to specific modules, students should contact the lecturer in charge of the relevant module.

Difficulties or problems with the organisation and running of any particular degree programme should be addressed to the Programme Director, Dr Natasha Whiteman (new9@le.ac.uk). More specific comments about the organisation and running of individual modules or about arrangements concerning specific years can be directed to Module Tutors.

Undergraduate Tutor

If your personal tutor is not available, you may seek advice from the Undergraduate Tutor, Dr Lieve Gies (lg149@le.ac.uk). The UG Tutor takes pastoral care of undergraduate students in the Department and:
- Acts as a student representative to the Department.
- Is involved in monitoring student progress and attendance and acts as a link between students and the Mitigating Circumstances Panel (i.e. if a student believes there are extenuating circumstances that are affecting attendance and progress overall, the student needs to speak to the personal tutor, who will then refer the case to the UG Tutor. The student can contact the UG Tutor directly but the role of the personal tutor is important here because they will be able to assess the seriousness of the situation and advise the student accordingly).
- Chairs student-staff committee (SSC) meetings: anything that has to do with SSC or any general feedback can be communicated to the UG Tutor.
- Liaises with department student society and the Students' Union so as to ensure there is a stronger course community and communication between student and staff. As part of this, if students want to organise events as a society or have ideas for establishing better relationships between students and staff, they can discuss these with the UG Tutor.
- Oversees and assists with the course reps nomination: students who want to nominate themselves for the course rep elections or want to know more about the elections and the role of the course rep can contact the UG Tutor.

Equal Opportunities

The University of Leicester will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.

Students should bring forward any issues or concerns related to equal opportunities (ethnicity, gender, disability, etc) to the Departmental Equal Opportunities Officer, Dr Kaitlynn Mendes (km350@le.ac.uk).

University Student Support Arrangements

AccessAbility Centre

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

Contact: AccessAbility Centre, David Wilson Library

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

www.le.ac.uk/accessability

Students with special needs who have not already been in discussion with the department, are requested to arrange to see the AccessAbility Officer, Jim McKenna (mjm7@le.ac.uk) as soon as possible to ensure that the University can provide or arrange support where appropriate.

Student Welfare Centre

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

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

Information and guidance is available in relation to private rented accommodation.

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

Contact: Student Welfare Service, Percy Gee Building (First Floor).

Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk |www.le.ac.uk/welfare

Counselling and Wellbeing Service

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

Services on offer include:

Student Counselling Support

Time-limited, free and confidential counselling on a one-to-one or group basis to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life.

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

Contact: Student Counselling Service

+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support

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

Contact: Student Support (mental wellbeing)

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

www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

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

Contact: Student Healthy Living Service

+(0)116 223 1268 | healthyliving@le.ac.uk |go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor

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

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

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

Careers and Employability

Career Development Service

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

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

MyCareers is your gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews;
- Booking workshops, such as mock assessment centres and psychometric testing;
- Invitations to employer events;
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and enterprise and business start-up activities.

Get involved by:

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

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

Contact: Career Development Service, Level 0, Students' Union, Percy Gee Building

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

Careers support within the Department

Transferable skills

Within the context of media and communication studies, the personal and transferable skills gained by students on this course include communication skills, both oral and written, problem solving, research, presentation, numeracy and IT skills. The lifelong learning skills provided by the degree enable students to critically, objectively, and analytically address complex problems or issues, to work independently and to manage their time effectively.

The Digital Narratives, Television Production and Research Methods modules develop more practical skills, such as using multi-media, camera and editing suites, or handling and analysing research data. These modules, among others, also have a strong emphasis on team based skills, with their orientation towards group work and shared responsibility.

Careers tutor & resources

The Careers Tutor, Mr Anders Hansen (ash@le.ac.uk), is the department's liaison with the central Careers Development Service and works closely with the Service and the College Employability Officer, Mr Jai Shah (js579@le.ac.uk), to organise employability events as well as to secure work placements, internships and other careers opportunities for students. Also, the Careers Tutor is more than happy to offer advice and guidance to specific career-related student queries, while he produces regular Careers Newsletters to keep undergraduate students informed of current / upcoming career opportunities and related developments.

Finally, a wide range of careers information and resources are available on Blackboard > MS0002 Media and Communications Careers.

Careers Tutor: Mr Anders Hansen ash@leicester.ac.uk

Employability officer: Mr. Jai Shah js579@le.ac.uk

Feedback from Students

Module Questionnaires

Time will be allocated during the last lecture and seminar of each module for students to complete 'module questionnaires'. Students will be asked to give their feedback, evaluation and suggestions in relation to the module. The questionnaires are used by the Department to monitor the development and organisation of modules. The results are collated and distributed to the Head of Department and Programme Directors for their responses. The *Learning and Teaching Committee's Protocol on Student Feedback* can be found on the Academic Office website at http://www.le.ac.uk/academic/quality/guidelines/cotlfeed.pdf

Student Staff Committees

At the Student-Staff Committee meetings, students will have an opportunity to discuss with staff issues which concern them.

 The Committee is made up of members of staff and student representatives. It is an important forum for debate and all students should ensure that they utilise this channel of communication to raise matters that are of concern.

There are two meetings of the Committee during the year, one in semester one and the second in semester two. A list of Student-Staff Committee representatives will be placed on Blackboard, and students should contact their representative if there are any issues that they would like raised at the next meeting. Dates of the next Student-Staff Committee Meeting will be available on Blackboard.

Training for student representatives is provided by the Students' Union Education Unit. The Education Unit will contact programme representatives directly to arrange this.

Information about the support the Union provides for representatives can be found on the S.U. website at:
        http://www.leicesterstudent.org/pages/support/education/course_reps/

Points/issues raised at Student-Staff Committees will be followed up at the next Teaching Committee and departmental staff meeting. Minutes of Student-Staff Committee meetings will be placed on Blackboard. Any questions arising can be raised with academic staff.

Departmental Prizes

- **Media and Communication Best BSc Level 3 Student Performance Prize** – For the student achieving the best overall performance

- **Media and Communication Best BSc Dissertation Prize** – For the student(s) who is/are judged to have produced the best dissertation(s)

- **Beth Rollason Prize -** For the first year student achieving the best overall performance

Societies

Media and Communications Society

The Media and Communications Society, also known as MCS, is the academic society for all students who study Media or have an interest in the subject. The society arranges activities and events throughout the year to allow students to get away from their studies and socialise with their peers. As well as arranging socials, the MCS Committee also works closely with the Department to arrange careers talks and career experiences to help students academically while they study at the university and to help them when leaving.

Committee Members

President: Trishma Vadolia tv35@le.ac.uk

Vice President: Phil Wyatt pw124@le.ac.uk

PR: Marius Lier ml315@le.ac.uk

Secretary: Harriet Slinger hs240@le.ac.uk

Treasurer: Hamza Kamran hk124@le.ac.uk

Social Secretary: Chris Martino crm13@le.ac.uk

Student-run media on campus

The Ripple, the student newspaper at http://the-ripple.co.uk/

LUST Student TV at https://www.youtube.com/user/LUSTELEVISION

LUSH Radio, the student radio at http://lushradio.net/lush/

The University of Leicester's Student Union is the hub of all Student Societies. You can browse them during your first week at the University or visit their website: http://leicesterunion.com/about

Safety and Security

In the event of a fire, you should evacuate via the main entrance of Bankfield House, i.e. onto New Walk and make your way to the far side of the Oval (the grass island in front of the building). If you leave by the rear entrance, turn left at the end of the building and make your way into the car park on the other side of the yellow barrier. Please ensure you know where the nearest fire exit to your location can be found.

In line with the University's general policy, smoking is NOT ALLOWED anywhere within Bankfield House or any other University buildings.

If you lose your Student ID card, you should contact Registry to request a replacement. You will need your Student ID card to enter Bankfield House, <u>as it is locked at all times</u>.

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).