University of Leicester

Department of Media and Communication
Postgraduate Student Handbook 2014-15

MA Mass Communications
MA Media & Public Relations
MA New Media & Society
MA Media & Advertising
MA Globalization & Communications
MA Media, Culture and Society

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Welcome

Dear Students

Welcome to the Department of Media and Communication at the University of Leicester.

You are joining one of the most established and respected centres of research into media and communication, which has offered masters degrees since the late 1970s. The faculty in the department are active researchers in media and communications and this is reflected in their teaching.

A Masters degree is an intensive experience – so work hard and do well but also have fun and enjoy your time with us. We hope that by the time you graduate, you will feel that your programme has provided you with a satisfying and challenging educational experience, which will be of benefit as you move forward into your chosen career.

Good luck with your studies!

Peter Lunt

Head of Department

Introduction

This handbook is made available to all students during the first week of your degree. It offers you the information that you will need to know now and for the duration of your Degree Programme from 2013 – 2014. It is designed to give you information you will need for your academic studies in the Department of Media and Communication and it is therefore essential that you read it thoroughly.

It aims to:

•	explain to you the structure and organisation of the Department

•	explain the organisation of teaching at the Department

•	advise you on study skills and written work

•	introduce you to University facilities

•	provide other necessary information about being a student in the Department and the University

Although this Handbook is detailed there will be other information that you will need in the future. This will be provided for you at the appropriate time.

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 and has been at the forefront of media research since 1966, when it was first established as the Centre for Mass Communication Research. Initially, the teaching provision was limited to PhD supervision but in 1978, the UK's Social Science Research Council (now the ESRC) invited CMCR to design and deliver the country's first

taught postgraduate degree in media and communications and the MA in Mass Communications was launched, followed by its Distance Learning sibling in 1995.

In 1992, the BSc in Communication, Media and Society was launched and new degrees introduced since are the MSc in Media and Communication Research (2000), MA Globalisation and Communication (2001), MA New Media and Society (2007), Pre-Masters Diploma in Media, Communications and English as a Foreign Language (2008), BA Media and Sociology (2008), MA Media and Public Relations (2010) and MA Media, Communication and Advertising (2010). Most of our postgraduate provision is available either as campus-based learning or as distance learning programmes.

In 2006, CMCR evolved into the Department of Media and Communication as we celebrated 40 years of Media at Leicester but CMCR itself still exists as one of the research groups within the department and continues to draw research students to the department.

The Department of Media and Communication supports and encourages a variety of research interests and approaches to the study of media, communications and information 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.

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 Media and Public Relations	MA Communications, Media and Advertising
MA New Media and Society	
MA Globalization and Communications	
MA Media and Advertising (including modules from the School of Management	
MA Media, Culture and Society (including modules from Sociology Dept.)	

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/postgraduate

From Undergraduate to Postgraduate

Something which is a challenge for any student is the transition from Undergraduate to Postgraduate studies. All of you who are coming to study at the University of Leicester have achieved good Undergraduate degrees in your previous fields and some of you may be coming from related but not precise academic discipline matches. As such, we encourage you to reflect on your time as an Undergraduate before commencing your studies and to think about what you expect a Postgraduate degree to be like, for you:

Undergraduate Reflection

1) List three things which your lecturers during your Undergraduate degree repeatedly commented on as areas of strength.

2) List three things which your lecturers during your Undergraduate degree repeatedly commented on as areas for development.

3) How might you develop these areas in your academic work during your Postgraduate degree work?

Postgraduate Expectations

1) List three things you expect your MA studies to be.

2) List three aims you have for your MA studies.

3) How are you going to achieve those aims?

Many people, no matter where they come from or which discipline, find that there are specific challenges in the transition between Undergraduate and Postgraduate which take some time to adjust to. These are:

a) The amount of reading (this will increase compared to what you have been used to);

b) The amount of time you spend on working alone (support is available and training will be given but being a Postgraduate means that there are assumptions about your educational experience and knowledge);

c) The increased length of written assignments (as qualifications get higher, the amount of words aritten generally increases);

d) The need to be more analytical in work and to be critically engaged with all material read (this means that we expect you to be questioning the ideas you encounter and deconstruct how ideas and texts function);

e) That the pass mark is much higher for Postgraduate than Undergraduate work (and that what is demanded is of a higher quality) – so for example, if you got very good marks at Undergraduate level, you will be more likely to get good marks at Postgraduate).

So, when you arrive to begin your MA, expect yourself to be challenged in a good way. Studying for a Masters degree can be one of the most stimulating experiences of your academic career and if you start your studies expecting to be pushed to improve your work and open your mind to questioning media concepts and texts, then you will be beginning with the right attitude.

Important Dates

Standard Dates of Semesters / Terms in 2014/15

SEMESTER 1	29th September 2014	- 23rd January 2015
SEMESTER 2	26th January 2015	- 30th September 2015

AUTUMN TERM	29th September 2014	- 12th December 2014
SPRING TERM	12th January 2015	- 27th March 2015
SUMMER TERM	4th May 2015	- 26th June 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	Academic Programme Director / Professor	229 7222	mb612@le.ac.uk
Dr. Vincent Campbell	3.09	Programme Director of MA Mass Communications / Senior Lecturer	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
Mr. Roger Dickinson	3.14	Deputy Head of Department / Lecturer	252 3860	dik@le.ac.uk
Dr. Lieve Gies	1.14	Senior Lecturer	252 3869	lg149@le.ac.uk
Dr. Qian (Sarah) Gong	1.03	Programme Director for MA Media & Advertising / Lecturer	252 5293	qg8@le.ac.uk
Dr. Anne Graefer	1.07	Teaching Fellow	223 1630	ag391@le.ac.uk
Prof. Barrie Gunter	1.08	Professor	252 3865	bg45@le.ac.uk
Mr. Anders Hansen	2.12	Deputy Research Director / Careers Officer / Lecturer	252 3866	ash@le.ac.uk
Dr. Alison Harvey	2.13	Lecturer	294 4851	ah463@le.ac.uk
Dr. Athina Karatzogianni	1.16	Director of Postgraduate Research / Senior Lecturer	229 7290	ak547@le.ac.uk
Prof. Peter Lunt	3.15	Head of Department / Professor	252 2348	pl108@le.ac.uk
Dr. Julian Matthews	3.08	Mitigating Circumstances Officer / Lecturer	252 2582	jpm29@le.ac.uk
Dr. Kaitlynn Mendes	0.01C	Equalities Officer / Lecturer	229 7229	km350@le.ac.uk
Ms. Verity Milligan	1.15	UG Tutor / 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	Lecturer	223 1631	jn107@le.ac.uk
Dr. Jonathan Corpus Ong	2.03	Events Coordinator / Lecturer	252 1620	jco10@le.ac.uk
Dr. Hugh Ortega-Breton	2.17	Lecturer	229 7455	hob2@le.ac.uk

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VERSION 1.1

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POSTGRADUATE PROGRAMMES IN MEDIA AND
COMMUNICATION

Academic Staff (Cont'd)

Dr. Paul Reilly	3.05	Lecturer	252 2829	pr93@le.ac.uk
Dr. Bianca Reisdorf	2.14	Study Abroad Tutor / Lecturer	229 7227	br86@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	Plagiarism Officer / Lecturer	252 2818	ks82@le.ac.uk
Dr Tracy Simmons	2.02	Lecturer	223 1881	tas11@le.ac.uk
Dr. Jingrong Tong	3.01	Lecturer	252 2440	jt183@le.ac.uk
Dr. Maria Touri	3.07	Ethics Officer / Lecturer	252 2859	mt141@le.ac.uk
Dr. Panayiota Tsatsou	2.08	Undergraduate Programme Director / Senior Lecturer	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	Teaching Fellow	223 1654	jwh23@le.ac.uk
Dr. Natasha Whiteman	1.09	Lecturer	252 2797	new9@le.ac.uk
Prof. Monica Whitty	2.07	Professor	229 7329	mw229@le.ac.uk
Prof. Helen Wood	2.11	Director of Research / Professor	223 1816	hw177@le.ac.uk

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

NAME	POSITION / DUTIES	TEL (Prefix 0116)	EMAIL
Mrs Yvonne Lee	Campus Based Team Leader	223 1611	yl304@le.ac.uk
Miss Amy Bentley	Undergraduate Administrator	223 1613	ab543@le.ac.uk
Miss Siobhan Brocklehurst	Postgraduate Administrator – MA Mass Communications / MA Media & Public Relations / MA New Media & Society	223 1615	sb105@le.ac.uk
Mrs Chandni Naker	Postgraduate Administrator – MA Globalization & Communications / MA Media & Advertising	223 1614	cn45@le.ac.uk
TBA	Research Support Administrator / Postgraduate Administrator for MA Media, Culture and Society	223 7986	TBA

MEDIA AND COMMUNICATION

UNIVERSITY OF LEICESTER

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 400,000 eBooks and 20,000 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, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs, netbooks and wireless networking for your laptop;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about. You can also find the relevant subject specific information of Media at www.le.ac.uk/library/find/subjects/media

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

Contact: David Wilson Library

+44 (0)116 252 2043 | library@le.ac.uk

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 go.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: go.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 go.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 | educationsu@le.ac.uk

Languages at Leicester

Learning a language will enhance your career prospects and broaden your cultural and professional horizons. We offer classes in Arabic, Arabic for Readers, British Sign Language, Dutch, Chinese, French, German, Greek, Italian, Japanese, Latin, Spanish, Polish, Portuguese, Russian and Spanish.

Our languages courses are taught by expert native tutors, using communicative and dynamic approaches. Courses range from beginners to advanced level and take place during evenings and on Wednesday afternoons. There also intensive 'fast track' courses on Saturday mornings.

Contact: Languages@Leicester

+44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal

Other University Facilities

University Bookshop

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

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

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

The opening hours are:

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

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

Contact: University Bookshop, David Wilson Library

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

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

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 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

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 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 disciplinary regulations (see www.le.ac.uk/senate-regulation11 Part Five/section 'Neglect of academic obligations'). In the most serious of cases of neglect the University has the right to terminate a student's course.

Course details

The Department of Media and Communication currently run a total of six Postgraduate Programmes:

MA Mass Communication

MA Media and Public Relations

MA New Media and Society

MA Media and Advertising

MA Globalization and Communication

MA Media, Culture 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.

MA Mass Communications

Welcome to the MA Mass Communications!

During your degree you will be learning about media theories and analysing practices as media manifests culture, politics, philosophy and contemporary socio-economics. We believe you will enjoy what you are about to start but remember that you need to work hard and plan your time well. This is a degree which sees developing a questioning attitude as central to its academic ethos: we want you to not just read, talk and learn about ideas but to ask questions of them, challenge them occasionally and develop your analytical skills and your own arguments. Your tutors are here to help support you through their research and scholarly teaching and do ask us questions and see us in Office Hours when you need to (we all have Office Hours every week). We also have an MA Mass Communications Noticeboard outside Room 118 (my office) where you will find useful information about your Course Team, MA Mass Communications Drop-In Session and a Weekly Update but remember the importance of email in the University, and check it every week for news from the Department.

The next twelve months will be very busy - but they will be exciting - and at the end if you study hard, participate in discussions in class, write assignments that don't just show us what you know but what you think about what you know, and deliver a dissertation which aims to analyse something dynamic, then you will feel the rewards of a potentially transformative year.
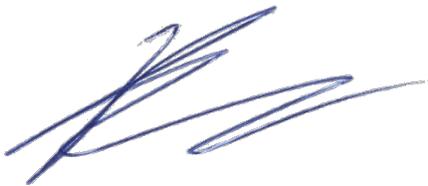
Vincent Campbell

Programme Director, MA Mass Communications

Programme Structure

The Programme consists of five core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7000 – Contemporary Issues in Media and Cultural Studies (20 credits)	MS7003 – Approaches to Media Audiences (20 credits)	MS7012 – Dissertation (60 credits)
MS7002 – Mass Communication Theory (20 credits)	MS7201 – Research Project Design and Practice (20 credits)	
MS7004 – Research Methods and Management (20 credits)	Option 1 (10 credits)	
	Option 2 (10 credits)	
	MS7012 – Dissertation (60 credits)	

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out hard copies and a list of e-books which you can download to you own device. It is advised that you check this list to make sure you have received all the books detailed below:

BOOK TITLE	AUTHOR	PUBLISHER	FORMAT
Mass Communication Research Methods	Hansen, A., Cottle, S., Negrine, R., & Newbold, C. (1998)	London: Palgrave Macmillan	Hard copy
McQuail's Mass Communication Theory (6th Edition)	McQuail, D (2010)	London: Sage Publications Ltd	Hard Copy
Why Study the Media?	Silverstone, R (1999)	London: Sage Publications UK	Hard Copy

Please note that your e-book list will be given to you once teaching has begun.

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

Module	Assessment
MS7000	3000 Word Essay (100%)
MS7002	3000 Word Essay (100%)
MS7003	3000-4000 Word Essay (100%)
MS7004	Computer Assignment (20%)
	Group Report (4000 Words) + Individual Reflective Report (1000 Words) (80%)
MS7201	Discussion Board Activity (10%)
	2000 Word Research Design (50%)
	1000 Word Critical Evaluation (20%)
	1000 Word Annotated Bibliography (20%)
	NOTE: Last three items may be submitted as one piece

MA Media and Public Relations

Welcome to the MA Media and Public Relations!

The MA Media and Public Relations is a one-year full-time taught programme. The programme aims to teach students about the rise of the public relations industry and its modern forms of practice.

It will introduce students to the study of PR as an academic discipline, approaching PR from a range of critical and theoretical perspectives. It will explore the practice of PR and the skills that are important to this sector. It will examine classic and emerging PR strategies and the use of research to inform PR campaigns and to measure their impact and effectiveness. The programme also covers strategic communication management. It will examine how commercial organisations and NGOs campaigning for social change use PR techniques to promote themselves and how crisis communication tools are applied to address challenges in organisational environments.

Public Relations is an increasingly attractive career option. The profession is creatively vibrant and experiencing global growth. The roles are varied and challenging, and there are employment opportunities within a wide range of companies, agencies and organisations across the private, public and voluntary sectors. But PR isn't just an exciting career option. As a profession that: utilises a wide range of techniques with the aim of influencing public policy and discourses; produces its own media content; and initiates forms of dialogue and citizen participation, PR is an increasingly important subject of academic study. There are widespread concerns around so called "spin doctors", manipulation and propaganda. PR may bring benefits to those who use it, but we will also need to get to grips with the ideas, issues and controversies surrounding the profession.

I am looking forward to meeting and working with you all.

Scott Davidson

Programme Director, MA Media and Public Relations

Programme Structure

The Programme consists of five core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7308 - Public Relations: Culture and Society (20 credits)	**MS7310 – Strategic Communications Management** (20 credits)	**MS7012 – Dissertation** (60 credits)
MS7309 – PR, Journalism and Networked Media (20 credits)	**MS7307 – Advertising as Socio-cultural Form** (20 credits)	
MS7001 – Media Research Methods (20 credits)	**Option 1** (10 credits)	
	Option 2 (10 credits)	
	MS7012 – Dissertation (60 credits)	

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out hard copies and a list of e-books which you can download to you own device. It is advised that you check this list to make sure you have received all the books detailed below:

BOOK TITLE	AUTHOR	PUBLISHER	FORMAT
The SAGE Handbook of Public Relations	Heath, Robert L (2010)	London: SAGE Publications Inc	Hard Copy

Please note that your e-book list will be given to you once teaching has begun.

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

Module	Assessment
MS7001	Research Design Exercise (40%) 2000 Word Research Design Report (60%)
MS7307	3000 Word Essay (100%)
MS7308	3000-4000 Word Essay (100%)
MS7309	4000 Word Essay (100%)
MS7310	3000-4000 Word Essay (100%)

MA New Media and Society

Welcome to the MA New Media and Society!

The MA New Media and Society programme is a one-year full time taught programme. It aims to provide students with a critical knowledge of the historical development and key paradigm shifts in the study of media, culture and communication and with a comprehensive grounding in the theories and research necessary for studying, analysing, and understanding media and communication processes in both national and global contexts. The programme provides extensive training in communication research, methodology and theory.

Giuseppe Veltri

Programme Director, MA New Media and Society

Programme Structure

The Programme consists of five core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7055 – The Sociology of New Media (20 credits)	**MS7042 – Research Methods for the Online World** (20 credits)	**MS7012 – Dissertation** (60 credits)
MS7302 – The Politics of Digital Media (20 credits)	**MS7303 – New Media Cultures** (20 credits)	
MS7001 – Media Research Methods (20 credits)	**Option 1** (10 credits)	
	Option 2 (10 credits)	
	MS7012 – Dissertation (60 credits)	

OR
1 x 20 Credit Option

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out hard copies and a list of e-books which you can download to you own device. It is advised that you check this list to make sure you have received all the books detailed below:

BOOK TITLE	AUTHOR	PUBLISHER	FORMAT
Web Social Science: Concepts, data and tools for social scientists in the digital age	Ackland, R (2013)	London: SAGE Publications Ltd	Hard Copy
Internet Studies: Past, Present and Future Directions	Tsatsou, P. (2014)	Ashgate Publishing	Hard Copy

Please note that your e-book list will be given to you once teaching has begun.

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

Module	Assessment
MS7001	Research Design Exercise (40%) 2000 Word Research Design Report (60%)
MS7042	Research Project Proposal (50%) Multiple Choice Quiz (50%)
MS7055	3500-4000 Word Essay (100%)
MS7302	3500-4000 Word Essay (100%)
MS7303	3000 Word E-Portfolio (100%)

MA Media and Advertising

Welcome to the MA Media and Advertising!

The MA Media and Advertising programme is a one-year full time taught programme. It is run by the Department of Media and Communication in partnership with the School of Management. The programme aims to enhance students' knowledge and understanding about advertising as a multi-dimensional socio-cultural and commercial entity, as well as a vehicle of social communication. It will teach students about the history of advertising in connection with the development of media technologies. It will teach major theories from various disciplines including cultural studies, sociology, psychology and marketing in relation to advertising. It will also teach students relevant research methods and skills to analyse advertising texts and images and the effects of advertising on audience in Western and non-Western contexts. Students will also learn about the advertising regulation system in Britain and in other parts of the world. This one-year Master's programme will be challenging but rewarding, and staff members from the department will provide full support for academic and personal matters. On behalf of the teaching and administrative team, we wish you every success in your study!

Sarah Gong and Peter Lunt

Programme Directors, MA Media and Advertising

Programme Structure

The Programme consists of five core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7047 – Introduction to Advertising and Media (20 credits)	**MS7306 – Advertising Research Practices** (20 credits)	**MS7012 – Dissertation** (60 credits)
MN7360 – Principles and Practices of Marketing (15 credits)	**MS7307 – Advertising as a Socio-Cultural Form** (20 credits)	
MN7359 - Marketing Theory (15 credits)	**Option 1** (10 credits)	
	Option 2 (10 credits)	
	Option 3 (10 credits)	
	MS7012 – Dissertation (60 credits)	

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out a list of e-books which you can download to you own device. **Please note that your e-book list will be given to you once teaching has begun.**

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

Module	Assessment
MN7359	Exam (100%)
MS7360	Essay (100%)
MS7047	Analysis of advertising material (40%) 3000 Word Essay (60%)
MS7306	Group Project (80%) Individual Reflective Account (20%)
MS7307	3000 Word Essay (100%)

MA Globalization and Communications

Welcome to the MA Globalization and Communications!

This programme aims to provide students with a comprehensive grounding in theories, perspectives and research related to globalization and communications. Core focus includes political, economic and cultural developments and their impact on national and transnational media structures and mediated cultural flows. The role of technology in shaping societies, development processes; linking transnational communities and the changing dynamics of boundaries between them will be examined. In addition, the influence and implications of ICTs in bringing together computing and communications capacities to shape the 'knowledge society'. Training in the use of appropriate research methods and approaches incorporates web research skills.

The MA explores contemporary historical processes shaping globalization in the digital era, the changing patterns and perspectives on globalization from 'triumph of the west' to the increasing importance of 'newly emerging economies' such as India and China. In addition, we explore the evolving patterns of cultural production and consumption and transformations in the global media environment, including processes of conglomeratization, digitalization and convergence. A number of related themes are also addressed such as communications and their relationship to identity: including diasporic and virtual communities. Also the role of new media for new social movements, activists and NGOs and what is referred to as a 'global civil society'. Finally, the MA provides multi-disciplinary overview of debates and issues related to globalization as well as providing grounding in core research skills.

I hope you all enjoy the course.

Jessica Bain

Programme Director, MA Globalization and Communications

Programme Structure

The Programme consists of five core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7022 – Global Communications and Development (20 credits)	MS7024 – The Internet: Research Design and Research Practice (20 credits)	MS7012 – Dissertation (60 credits)
MS7023 - Theories of Globalization and New Media (20 credits)	Option 1 (10 credits)	
MS7001 – Media Research Methods (20 credits)	Option 2 (10 credits)	
	Option 3 (20 credits)	
	MS7012 – Dissertation (60 credits)	

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out hard copies and a list of e-books which you can download to you own device. It is advised that you check this list to make sure you have received all the books detailed below:

BOOK TITLE	AUTHOR	PUBLISHER	FORMAT
Development Communication: Reframing the Role of the Media	McPhail, Thomas (ed) (2009)	Wiley Blackwell	Hard Copy

Please note that your e-book list will be given to you once teaching has begun.

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

| Module	Assessment
MS7001	Research Design Exercise (40%) 2000 Word Research Design Report (60%)
MS7022	3000 Word Essay (80%) 500 Word Critical Reading Exercise (10%) Participation in Class / Online Discussion (10%)
MS7023	300 Word Essay (100%)
MS7024	Portfolio (40%) Group Presentation (30%) 15000-2000 Word Dissertation Proposal (30%)

MA Media, Culture and Society

Welcome to the MA Media, Culture and Society!

The MA Media, Culture and Society is a one-year full-time taught programme. Bringing together the disciplines of cultural studies, media and sociology, the programme aims to help you develop a solid understanding of our social and political world through the study of media and culture in all its forms.

By applying a range of media research methods and concepts to the study of media and communication, you will build for yourself an awareness and understanding of this field which will form a solid basis for further study. You will have the opportunity to analyze and assess a variety of textual and audio-visual material; discuss the significance of theories of society, media and culture for understanding the world in which we live; and assess the relevance and quality of a wide range of primary and secondary sources and empirical research evidence. Throughout the course you will also have the opportunity to develop and pursue your own ideas and research interests. Jointly-taught by staff from the Departments of Media and Communication and Sociology, this new MA covers a wide range of themes including games studies, humanitarianism, ethics and the media, social media and digital politics, health and the environment, and gender politics in the media. We expect this course to inspire many students to progress to a PhD on a relevant or related topic, whether at Leicester or elsewhere.

I look forward to meeting you all!
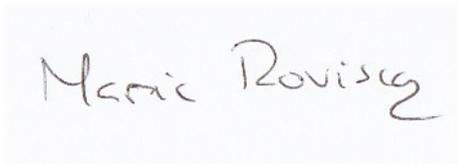
Dr Maria Rovisco

Programme Director, MA Media, Culture and Society

STUDENT HANDBOOK 2014 -15
VERSION 1.1

POSTGRADUATE PROGRAMMES IN MEDIA AND
COMMUNICATION

Programme Structure

The Programme consists of two core modules, two option modules selected from a range of options offered, and a dissertation based on individually supervised research. The Programme structure is as follows:

SEMESTER 1	SEMESTER 2	SUMMER
MS7330 – Approaches to Media, Communication and Culture (30 credits)	Option 1 (20 credits)	MS7012 – Dissertation (60 credits)
SY7037 – Social and Cultural Theory (30 credits)	Option 2 (20 credits)	
	Option 3 (20 credits)	
	MS7012 – Dissertation (60 credits)	

Suggested Option Pathways:

Path 1 "New Media and Globalization"

MS7006: Global Affairs: Communication, Culture and Power

MS7028: Technology, Culture and Power: Global Perspectives

Path 2 "New Media and Social Life"

MS7103: New Media, Online Persuasion and Behavioural Change

MS7043: Digital Media in Everyday Life

Path 3 "New Media and Journalism"

MS7054: Media and Democracy **OR** MS7028: Technology, Culture and Power: Global Perspectives

MS7036: Digital Journalism

MEDIA AND COMMUNICATION   UNIVERSITY OF LEICESTER

Programme Textbooks

During your first week at the University of Leicester, you should be given a selection of books appropriate to the Programme you are studying. This year we are giving out a list of e-books which you can download to you own device. **Please note that your e-book list will be given to you once teaching has begun.**

Assessments for Core Modules:

Below is a table showing the assignments for each of your core modules. Deadlines will be communicated to students once teaching has begun.

Module	Assessment
MS7330	3000 Word Essay (40%) Portfolio (30%) Presentation (30)
SY7037	4000 Word Essay (100%)

Programme and Module Specifications

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

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

Attendance Requirements

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

In addition to other attendance monitoring practices, departments will monitor international student attendance at two 'checkpoints' during each academic year, typically at a compulsory learning and teaching session appearing in course or examination timetables. Students will not normally be notified of checkpoint dates in advance.

If you are an international student and you fail to meet attendance and/or checkpoint requirements this may result in the termination of your course and the subsequent reporting of this to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

Departments are empowered to authorise short absences for personal reasons, but **requests for absences of more than one week must be explicitly approved by the University**, and will only be granted if the department is in agreement with the proposal, and if the student concerned takes full responsibility for the completion of outstanding academic work. This procedure also applies if the absence is required for religious reasons, but as students are required to notify the Registry at the beginning of each academic year if there are likely to be religious reasons for any absence during that year, academic departments and administrative offices are expected to utilise this information pro-actively, so that any specific religious needs can be anticipated, and where practicable, met. **Authorisation of short absences will also apply to attendance checkpoints for international students.**

For more information on this, please consult the Disciplinary Regulations within the General Regulations for Taught Programmes

(http://www.le.ac.uk/sas/regulations/general-regulations-for-taught-programmes).

Teaching Timetable

Timetables for students will be published online via Blackboard during Registration Week, in time for the beginning of teaching on October 6th 2014. Students will be notified of when and where the Timetables can be viewed when they are published.

Coursework Submission

You must submit your assignment electronically to TurnitinUK via Blackboard **under the relevant module on Blackboard eg MS7002 assignments should be submitted under the MS7002 module. The following link is to a short presentation on how to submit an assignment via Turnitin:** https://connect.le.ac.uk/tiisubmission

Submitting online will also mean that you will be confirming to us that the work you have handed in is your own work and that you have acknowledged all your sources **(Please read carefully the section below on 'Referencing and Academic Integrity').**

<u>Important points to remember</u>

- **You will only be able to submit each assignment once.** All assignments will be processed automatically through TurnitinUK, which is also our plagiarism detection service.

- **No additions or amendments will be accepted after the deadline**, so please ensure the work you are submitting is the version you wish to be assessed.

- It is your responsibility to allow yourself plenty of time to submit your work to Blackboard. **Essays received on Blackboard after the deadline will be classed as late.** Please see the section on mitigating circumstances.

- It is advised that students should try and aim to submit their coursework an hour **<u>BEFORE</u>** the deadline time to avoid any last minute problems.

- **Computer issues are not accepted as an excuse for late submission.** If you are having technical difficulties, you MUST email your assignment to pgassessment@le.ac.uk with an explanation of your problem BEFORE the deadline date.

- **Make sure you submit to the correct hand-in point in Blackboard.** Work submitted incorrectly may lead to delays in marking and return of feedback.

- **Remember to type in your student number where it asks for submission title** (or Group Number in the case of group work).

- For group work, please nominate **<u>ONE</u>** member of the group to submit the report on behalf of the group.

- **All assignments are marked at the same time** – there is no early marking of assignments if they are handed in early.

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.

Assessment Criteria 2014/15 Postgraduate

The following Postgraduate Taught Assessment Criteria is currently under review, therefore an update will follow when this is complete.

Grade	Postgraduate Taught Assessment Criteria
Distinction 'A' 85-100%	Positives: • Outstanding evidence of reading course materials and associated texts, going beyond the reading list, drawing on a wide selection of material with the emphasis on primary texts • Highly accurate factual knowledge and profound grasp of subject • Demonstrates an outstanding understanding of theory and evidence/data collected • Outstanding structure with focus on clearly identified relevant issues • Comprehensive coverage of relevant issues • Demonstration of exemplary sophistication in analytical and critical evaluation skills • Demonstrates outstanding independence and originality in thinking and research • Fluent, authoritative, flowing expression that supports a convincing and balanced argument • Outstanding use of sources • Correct referencing style • Virtually no proofing errors, and excellent overall presentation and style • In general: is the work of a publishable standard? Negatives: • Few if any errors
Distinction 'A' 70-84%	Positives: • Excellent evidence of reading course materials and associated texts, going beyond the reading list, drawing on a wide selection of both primary and secondary texts • Accurate factual knowledge and excellent grasp of subject • Demonstrates an excellent understanding of theory and evidence/data collected • Excellent structure with focus on clearly identified relevant issues • Demonstration of sophistication in analytical and critical evaluation skills • Demonstrates independence and originality in thinking and research • Fluent, authoritative, flowing expression that supports a convincing and balanced argument • Excellent use of sources • Correct referencing style • Virtually no proofing errors, and excellent overall presentation and style

	Negatives: • Few if any errors
Merit **'B'** **65-69%**	Positives: • Very good evidence of reading course materials and associated texts • Factual knowledge and sound grasp of subject • Very good evidence of theoretical understanding • Full realisation of structural planning with focus on clearly identified relevant issues • Very strong use of introduction and conclusion • Clear demonstration of analytical and critical evaluation skills • Development of a convincing and interesting argument • Very strong use of sources • Correct referencing style • Very few proofing errors • In general: above average work Negatives: • Technically strong, but lacking in excellence; further development required to have been a 70%
2.i **Merit** **'B'** **60-64%**	Positives: • Good evidence of reading course materials and associated texts • Factual knowledge and sound grasp of subject • Good evidence of theoretical understanding • Solid evidence and realisation of structural planning • Good use of introduction and conclusion • Clear demonstration of an attempt to evaluate critically in a balanced way • Good use of sources • Correct referencing style • Very few proofing errors Negatives: • Critical evaluation is unbalanced (e.g. theory not well-linked to evidence) • Unsophisticated expression • Some minor problems with presentation or structure • Argument is unbalanced • Some inaccuracies in grasp of evidence or factual knowledge • Selection of material too limited, or too reliant on secondary material
Pass **'C'** **50-59%**	Positives: • Evidence of reading course materials and associated texts • Content drawn from a satisfactory range of primary and secondary sources • Evidence of factual knowledge and grasp of subject • Satisfactory evidence of theoretical understanding

	• Evidence and realisation of structural planning • Use of introduction and conclusion • Demonstration of an attempt to evaluate critically in a balanced way • Adequate coverage of relevant issues • Satisfactory use of sources • Correct (or near-correct) referencing style Negatives: • Limited evidence of independent thinking and research • Critical evaluation is unbalanced (e.g. theory not well-linked to evidence) • Unsophisticated expression • Problems with presentation or structure • Argument is unbalanced • Some inaccuracies in grasp of evidence or factual knowledge • Selection of material too limited, or too reliant on secondary material
Fail **40-49%**	• In general: the work is a marginal fail. It may show some evidence of understanding, but fails (e.g. though structure, analysis/interpretation, reliance on description, etc.) to meet a postgraduate standard for a bare pass. Poor academic practice may be present.
Fail **1%-39%**	• In general: this is work considered below postgraduate standard, as demonstrated by failure to adequately achieve the positives listed above with regard to the 50-59% band. • Failure to engage with academic material • Failure to address and answer the question • Incoherent presentation • Little or no accuracy in factual knowledge/grasp of topic • Failure to identify and discuss relevant issues • Failure to demonstrate critical analysis/overly descriptive • Poor academic practice is likely.
Fail: Plagiarism **0%**	• Proven plagiarism, categories 1-4 (see Senate Regulations 11 on poor academic practice and plagiarism)

Panels and Boards of Examiners

The Postgraduate Panel of Examiners meets at the end of EACH Semester, usually in February and June. These are Progress Panels which consider the marks of all the taught modules from Semesters one and two. **Students who are required to resubmit assignments will be contacted by email with details AFTER the Panels have met.**

The Postgraduate Board of Examiners meets in November and will consider all students' marks, including resubmitted work and Dissertations. **You will receive informal notification of your degree results by email following the meeting. Please ensure the Department has an up to date email address through which to contact you.**

All the relevant detail about your resubmission will be in this notification, including new deadline dates and details about where and how to hand in your resubmission.

You will receive formal notification of your results from the University Registry online, after each Panel of Examiners has met. If you wish to have any of this information on headed paper, or a letter confirming your

student status, please request them from Registry in the Fielding Johnson Building on Campus either in person or via email on registry@le.ac.uk.

Resits / Resubmissions

Every student has a right to resubmit a piece of work if they failed on the first attempt. Once marks are released to students for an assignment, students who were given a mark below 50 will be invited to resubmit at a later date during the Academic Year. Letters with detailed information about resubmitting assignments will be sent to students **via email** within a week of them receiving their results. Postgraduate students are allowed to resubmit up to a maximum of 60 module credits of their Programme (Please see Senate Regulation 6 www.le.ac.uk/senate-regulation6)

Students who fail the Dissertation will normally be invited to resubmit it at the end of January 2015, and upon passing, will be invited to Graduate in July 2015.

All resubmitted assignments will receive a maximum mark of 50%.

Feedback and the Return of Work from Staff

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

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date for campus-based programmes; 28 days for distance learning and approved programmes.
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement

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 the **Regulations governing taught postgraduate programmes of study** (www.le.ac.uk/senate-regulation6). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

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

Degree Classifications

Postgraduates can achieve one of the following Degree classifications for their Masters Degree:

For a Masters programme with a structure of 120 credits of taught modules and a dissertation/research project of 60 credits, a student must have attempted every assessment component for each of the taught modules, unless mitigating circumstances have been accepted, and have achieved the following thresholds:

	Taught modules	Dissertation/research project	Failed credit
Masters degree with Pass	At least 90 credits at 50% or a grade of 'C'	A mark of 50% or a grade 'C' or above	No more than 30 credits with a mark of less than 50% or a grade 'C'
Masters degree with Merit	At least 60 credits at 60% or a grade of 'B'	A mark of 60% or a grade of 'B' or above	No more than 30 credits with a mark of less than 50% or a grade 'C'
Masters degree with Distinction	At least 60 credits at 70% or a grade of 'A'	A mark of 70% or a grade 'A' or above	No credits with a mark of less than 50% of a grade of 'C'

The University's system for the classification of awards and rules of progression are defined in the **Senate Regulations for Taught Programmes**   http://www.le.ac.uk/sas/regulations/general-regulations-for-taught-programmes . Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: http://www.le.ac.uk/sas/assessments/progression

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

Student performance on the degree as a whole will be assessed by a combination of written assignments, presentations, and a dissertation.

Referencing and Academic Integrity

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

The University expects students to conduct their studies with exemplary standards of academic honesty and will penalise students who submit work, or parts of work, that have been:

- plagiarised;
- completed with others for individual assessment (collusion);
- previously submitted for assessment, including self-plagiarism;
- prepared by others;
- supplied to another for copying.

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://www.le.ac.uk/slc/clarity.html

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]

Plagiarism and Collusion

Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's 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, without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another's work;
- the deliberate and detailed presentation of another's concept as one's own;
- reproduction of a student's own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Any student who prepares or produces work with others and then submits it for assessment as if it were the product of his/her individual efforts (collusion) will be penalised. Unless specifically instructed otherwise, all work you submit for assessment should be your own and **should not have been previously submitted for assessment either at Leicester or elsewhere.**

See also www.le.ac.uk/sas/assessments/plagiarism

Penalties

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties.

Poor Academic Practice will result in a low mark, whilst **Plagiarism will result in a mark of 0 for the assignment**. If this results in a failure of the module, the student will be able to resubmit the assignment for a possible module mark of no more than 50%.

In extreme cases of Plagiarism, this will result in a mark of 0 for the assignment with no chance to resubmit.

If a student commits Plagiarism a second or third time, this will result in a mark of 0 for the assignment, no chance to resubmit, and referral to a Panel regarding a decision to reduce the Degree classification at the end of the programme by one class.

Further acts of Plagiarism after this stage will be referred to a Panel, where the decision may be made to impose penalties up to and including possible termination of the programme.

The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (http://www2.le.ac.uk/offices/sas2/assessments/plagiarism/penalties).

Avoiding Plagiarism and Poor Academic Practice

Check the Learning Development website for guidance on how to avoid plagiarism 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 Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies

All students give a written undertaking that their work is original via the completion of the submission forms that they must submit along with their assessed work.

All essays are submitted to TurnitinUK, the JISC Plagiarism Detection Service, and you are encouraged to consult the on-line JISC Advisory Service, which contains a wealth of information and guidance on avoiding plagiarism http://www.jiscpas.ac.uk/

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** and supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the relevant deadline. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment(s) deadline(s) 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, and a link to the Mitigating Circumstances Form.

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 extenuating 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 'mitigating circumstances form (located on **Blackboard >> Media and Communication Postgraduates**) 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 their 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, the Graduate Office 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 as part of the MS7004 'Research Methods and Management I' module. These sessions provide an overview of the common ethical issues raised in student projects (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 – undergraduate or postgraduate – 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. 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://wads2.le.ac.uk/ethics/Ethics.aspx). 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. It will 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 appropriate Programme Director. More specific comments about the organisation and running of individual modules or about arrangements concerning specific years can be directed to Module Tutors.

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. Staff offer one to one support, assessment of dyslexia, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. 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, laptops 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, Andy Sarratt. (as716@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; and obtain assistance with applications to charities and trusts.

For international students, the Student Welfare Service organises various Welcome programmes throughout the year. Expert immigration advice is available; 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. A specialist officer can provide information over housing contracts and can assist students over disputes with neighbours/housemates.

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 in the context of your academic journey.

Services on offer include:

Student Counselling Support

Time-limited, free and confidential counselling on a one-to-one or group basis, as appropriate, addressing both academic-related and personal issues.

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 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 strives to help students enjoy a balanced life; the service helps individuals to identify an approach to life which can improve their wellbeing, enhance study and reach their full potential. The service is committed to the delivery of health and wellbeing activities that support students in developing life skills. As well as supporting academic achievement, these skills are transferable and should prove beneficial through the transition from University to the demands of employment and graduate careers. The Student Healthy Living Service works closely with the Freemen's Common Health Centre and also provides direction to appropriate health care services. 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

These services are located at: 161 Welford Road (behind the Freemen's Common Health Centre), Leicester LE2 6BF

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), formally the Freemen's Common Health Centre, 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.

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/postgrad/health

Careers and Employability

Career Development Service

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

We want you to follow your passion. So whether you want to make a difference in the voluntary sector, reach the top in high-flying business or be the next big thing in media, there are specially designed programmes and activities here at Leicester that can support you in getting the skills, experiences and exposure you need.

Your development is a journey, and starting early is key. When you arrive at Leicester you'll already be registered on MyCareers (https://mycareers.le.ac.uk/home.html), our career management system. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews;
- Booking workshops, such as mock assessment centres and psychometric testing;
- 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.

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based next to the Career Development Service for opportunities on campus and in the local area.

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

Student Feedback Questionnaires

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.

Graduation and Transcripts

Upon successful completion of your Dissertation, you will be awarded your MA Degree in the middle of November 2015 after the Awarding Board of Examiners. **Your Transcript will be available during December 2015** when a notification will be sent to all students with details on when and where to collect in person.

We do not allow friends or family to collect Transcripts on behalf of students. If you are unable to collect your Transcript in person, it will be posted to you at the beginning of January 2015.

Shortly after the Awarding Board of Examiners in November 2015, you should receive an email from Registry, asking you to register for Graduation. You **MUST** register for Graduation in order to update your postal address if you do not wish to attend the Graduation Ceremony.

Graduation ceremonies for the Department will be held at De Montfort Hall at the end of January 2016. **Only then will you receive your final Degree Certificate.** Those who do not attend will have their Certificates posted to them during the first two weeks of February 2016. If your address is in the Far East, please allow at least 35 days for delivery.

ALL official Transcripts and Certificates are produced by REGISTRY – the Department does not produce any official documentation.

Departmental Prizes

At the end of the Academic Year, the Department will award prizes for the following in **EACH** Programme:

Best Student Performance Prize – for the student achieving the best overall performance in their Degree Programme

Best Dissertation Prize – for the student who is judged to have produced the best dissertation for their Degree Programme

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, as it is locked at all times.

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 www2.le.ac.uk/offices/sas2/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).