



University of  
**Leicester**

Department of Media and Communication  
Undergraduate Student Handbook 2014-15

# BA Media and Communication

# BA Media and Society



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## Welcome

<p><b>Dr Panayiota Tsatsou, Programme Director</b></p> <p>I am the Programme Director. If you have any problems about academic matters which your module or personal tutor cannot help with, I am the person to see. My email is <a href="mailto:pt133@le.ac.uk">pt133@le.ac.uk</a> and, like all academics, I have regular office hours to which you are very welcome.</p>	<p><b>Ms Verity Milligan, Undergraduate Tutor</b></p> <p>I take pastoral care of students on the course and oversee student welfare. If you face any personal, health, financial or other matters that might affect your studies, I am the person to see. My email is <a href="mailto:vm121@le.ac.uk">vm121@le.ac.uk</a> and, like all academics, I have regular office hours to which you are very welcome.</p>	<p><b>Amy Bentley Programme Administrator</b></p> <p>I take care of the administration of teaching, assessment and other activities in the programme. I look after the organisation of seminars, the submission of coursework and the return of marks. For any queries of administrative nature you can email me at <a href="mailto:ab543@leicester.ac.uk">ab543@leicester.ac.uk</a></p>
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Dear Student

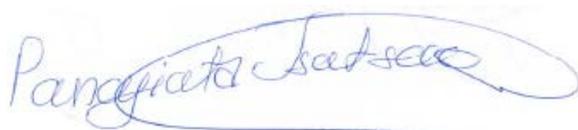
We are delighted to welcome you to the Department of Media and Communication and the BA Media and Society / BA Media and Communication. With your enrolment onto the Programmes you will be joining a top-ten rated department in the UK higher education system with a long history of teaching media and communications to students from across the world.

Studying for an undergraduate degree within a higher education environment means that you are introduced to new teaching and learning practices that, while being supported by us, are also highly reliant on your motivation for autonomous, independent study. In this programme guide we introduce you to some useful information on your course. It contains key information around your teaching and learning expectations as well as the study and assessment requirements throughout undergraduate study. The guide is designed to prepare you for the start of your undergraduate degree, so please do read it thoroughly.

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

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

Good luck with your studies!



**Panayiota Tsatsou**

**Undergraduate Programme Director**

## Introduction

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

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

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

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

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

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

## Department Details

### HISTORY OF MEDIA AND COMMUNICATION AT LEICESTER

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

The Department of Media and Communication at the University of Leicester is based within the College of Social Sciences 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 the 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>

## Important Dates

### University Semesters / Terms in 2014/15

<b>SEMESTER 1</b>	29 <sup>th</sup> September 2014 - 23 <sup>rd</sup> January 2015
<b>SEMESTER 2</b>	26 <sup>th</sup> January 2015 - 30 <sup>th</sup> September 2015

<b>AUTUMN TERM</b>	29 <sup>th</sup> September 2014 - 12 <sup>th</sup> December 2014
<b>SPRING TERM</b>	12 <sup>th</sup> January 2015 - 27 <sup>th</sup> March 2015
<b>SUMMER TERM*</b>	4 <sup>th</sup> May 2015 - 26 <sup>th</sup> June 2015

\* Summer Term 2015 officially starts on Bank Holiday Monday 4 May; teaching starts on Tuesday 5 May.

### Examinations

<b>FIRST SEMESTER EXAMINATIONS:</b>	January 2014
<b>MIDSUMMER EXAMINATIONS:</b>	May –June 2014
<b>SEPTEMBER EXAMINATIONS:</b>	September 2014

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](mailto: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	<a href="mailto:jb441@le.ac.uk">jb441@le.ac.uk</a>
Prof. Mark Banks	0.01D	Academic Programme Director / Professor	229 7222	<a href="mailto:mb612@le.ac.uk">mb612@le.ac.uk</a>
Dr. Vincent Campbell	3.09	Programme Director, MA Mass Communications / Senior Lecturer	252 5294	<a href="mailto:vpc2@le.ac.uk">vpc2@le.ac.uk</a>
Dr. Anna Claydon	1.18	PGT Director for the College of Social Sciences / Lecturer	252 2089	<a href="mailto:eac14@le.ac.uk">eac14@le.ac.uk</a>
Dr. Ranjana Das	1.02	Lecturer	223 1626	<a href="mailto:rd207@le.ac.uk">rd207@le.ac.uk</a>
Dr. Scott Davidson	2.06	Programme Director for MA Media & Public Relations / Lecturer	223 1284	<a href="mailto:sd310@le.ac.uk">sd310@le.ac.uk</a>
Mr. Roger Dickinson	3.14	Deputy Head of Department	252 3860	<a href="mailto:dik@le.ac.uk">dik@le.ac.uk</a>
Dr. Lieve Gies	1.14	Senior Lecturer	252 3869	<a href="mailto:lg149@le.ac.uk">lg149@le.ac.uk</a>
Dr. Qian (Sarah) Gong	1.03	Programme Director for MA Media & Advertising / Lecturer	252 5293	<a href="mailto:qg8@le.ac.uk">qg8@le.ac.uk</a>
Dr. Anne Graefer	1.07	Teaching Fellow	223 1630	<a href="mailto:ag391@le.ac.uk">ag391@le.ac.uk</a>
Prof. Barrie Gunter	1.08	Professor	252 3865	<a href="mailto:bg45@le.ac.uk">bg45@le.ac.uk</a>
Mr. Anders Hansen	2.12	Deputy Research Director / Careers Officer / Lecturer	252 3866	<a href="mailto:ash@le.ac.uk">ash@le.ac.uk</a>
Dr. Alison Harvey	2.13	Lecturer	294 4851	<a href="mailto:ah463@le.ac.uk">ah463@le.ac.uk</a>
Dr. Athina Karatzogianni	1.16	Director of Postgraduate Research / Senior Lecturer	229 7290	<a href="mailto:ak547@le.ac.uk">ak547@le.ac.uk</a>
Prof. Peter Lunt	3.15	Head of Department / Professor	252 2348	<a href="mailto:pl108@le.ac.uk">pl108@le.ac.uk</a>
Dr. Julian Matthews	3.08	Mitigating Circumstances Officer / Lecturer	252 2582	<a href="mailto:jpm29@le.ac.uk">jpm29@le.ac.uk</a>
Dr. Kaitlynn Mendes	0.01C	Equalities Officer / Lecturer	229 7229	<a href="mailto:km350@le.ac.uk">km350@le.ac.uk</a>
Ms. Verity Milligan	1.15	UG Tutor / Video Production Assistant / Teaching Assistant	229 7235	<a href="mailto:vm121@le.ac.uk">vm121@le.ac.uk</a>
Dr. Katie Moylan	1.01	UG Admissions Officer / Lecturer	252 5061	<a href="mailto:km264@le.ac.uk">km264@le.ac.uk</a>
Dr. Jack Newsinger	3.18	Lecturer	223 1631	<a href="mailto:jn107@le.ac.uk">jn107@le.ac.uk</a>
Dr. Jonathan Corpus Ong	2.03	Events Coordinator / Lecturer	252 1620	<a href="mailto:jco10@le.ac.uk">jco10@le.ac.uk</a>
Dr. Hugh Ortega-Breton	2.17	Lecturer	229 7455	<a href="mailto:hob2@le.ac.uk">hob2@le.ac.uk</a>

**Academic Staff (Cont'd)**

Dr. Paul Reilly	3.05	Lecturer	252 2829	<a href="mailto:pr93@le.ac.uk">pr93@le.ac.uk</a>
Dr. Bianca Reisdorf	2.14	Study Abroad Tutor / Lecturer	229 7227	<a href="mailto:br86@le.ac.uk">br86@le.ac.uk</a>
Dr. Maria Rovisco	2.01	Programme Director for MA Media, Culture and Society / Lecturer	223 1619	<a href="mailto:mr268@le.ac.uk">mr268@le.ac.uk</a>
Dr. Kostas Saltzis	3.03	Plagiarism Officer / Lecturer	252 2818	<a href="mailto:ks82@le.ac.uk">ks82@le.ac.uk</a>
Dr Tracy Simmons	2.02	Dissertation Officer / Lecturer	223 1881	<a href="mailto:tas11@le.ac.uk">tas11@le.ac.uk</a>
Dr. Jingrong Tong	3.01	Lecturer	252 2440	<a href="mailto:jt183@le.ac.uk">jt183@le.ac.uk</a>
Dr. Maria Touri	3.07	Ethics Officer / Lecturer	252 2859	<a href="mailto:mt141@le.ac.uk">mt141@le.ac.uk</a>
Dr. Panayiota Tsatsou	2.08	Undergraduate Programme Director / Senior Lecturer	252 2889	<a href="mailto:pt133@le.ac.uk">pt133@le.ac.uk</a>
Dr. Giuseppe Veltri	0.01A	Programme Director for MA New Media & Society / Big Data Lab Director / Lecturer	223 1626	<a href="mailto:gv35@le.ac.uk">gv35@le.ac.uk</a>
Dr. Stefania Vicari	1.05	Lecturer	223 1616	<a href="mailto:sv32@le.ac.uk">sv32@le.ac.uk</a>
Dr. Jo Whitehouse-Hart	0.01B	Teaching Fellow	223 1654	<a href="mailto:jwh23@le.ac.uk">jwh23@le.ac.uk</a>
Dr. Natasha Whiteman	1.09	Lecturer	252 2797	<a href="mailto:new9@le.ac.uk">new9@le.ac.uk</a>
Prof. Monica Whitty	2.07	Professor	229 7329	<a href="mailto:mw229@le.ac.uk">mw229@le.ac.uk</a>
Prof. Helen Wood	2.11	Director of Research / Professor	223 1816	<a href="mailto:hw177@le.ac.uk">hw177@le.ac.uk</a>

**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	<a href="mailto:yl304@le.ac.uk">yl304@le.ac.uk</a>
Miss Amy Bentley	Undergraduate Administrator	223 1613	<a href="mailto:ab543@le.ac.uk">ab543@le.ac.uk</a>
Miss Siobhan Brocklehurst	Postgraduate Administrator – MA Mass Communications / MA Media & Public Relations / MA New Media & Society	223 1615	<a href="mailto:sb105@le.ac.uk">sb105@le.ac.uk</a>
Mrs Chandni Naker	Postgraduate Administrator – MA Globalization & Communications / MA Media & Advertising	223 1614	<a href="mailto:cn45@le.ac.uk">cn45@le.ac.uk</a>
TBA	Research Support Administrator / Postgraduate Administrator for MA Media, Culture and Society	223 7986	TBA

## 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](http://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;
- PCs, netbooks and wireless networking for your laptop;

- services for distance learners.

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

To get started, visit [www.le.ac.uk/library](http://www.le.ac.uk/library).

**Contact:** David Wilson Library

+44 (0)116 252 2043 | [library@le.ac.uk](mailto: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](http://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](mailto: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](http://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](http://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](http://www.le.ac.uk/succeedinyourstudies).

## Students' Union Education Unit (ED)

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

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

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

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

+44 (0)116 223 1132/1228 | [educationsu@le.ac.uk](mailto: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 | [lal enquiries@le.ac.uk](mailto:lal enquiries@le.ac.uk) | [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)

## Other University Facilities

### University Bookshop

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

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

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

The opening hours are:

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

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

**Contact:** University Bookshop, David Wilson Library

+44 (0)116 229 7440 | [bookshop@le.ac.uk](mailto:bookshop@le.ac.uk)

Twitter: @LeicUniBookshop | Facebook: [www.facebook.com/UoLBookshop](http://www.facebook.com/UoLBookshop)

### Other Important University Services

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

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

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

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

## Examination Regulations

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

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

You can also find information about exams in the **Students' Guide to Exams** ([www.le.ac.uk/sas/assessments/examsguide](http://www.le.ac.uk/sas/assessments/examsguide)).

## Student Responsibilities

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

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

These can be found at [www.le.ac.uk/senate-regulations](http://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](http://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 two Undergraduate Programmes:

BA Media and Communication

BA Media and Society

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

## BA Media and Communication

### Programme Content and Structure

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

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

The programme structure is as follows:

	SEMESTER 1		SEMESTER 2	
	Modules	Credits	Modules	Credits
YEAR 1	MS1001 Introduction to Media and Communication [1, 2, 4]	20	MS1002 Topics in Media and Communication [1, 2, 4]	20
	MS1006 Digital Narratives [2, 3, 4]	20	MS1003 Media and Globalisation [1, 2, 4]	20
	SY1001 Social Change, Identity and Media [1, 2, 4]	20	MS1008 Television Studies [1]	20
	SEMESTER TOTAL	60	SEMESTER TOTAL	60
YEAR 2	MS2000 The Production of News [1]	20	MS2004 Creative Audiences [1]	20
	MS2009 New Media and Everyday Life [2]	20	MS2002 Analysing Communication Processes	20
	One option	20	One option	20
	SEMESTER TOTAL	60	SEMESTER TOTAL	60
YEAR 3	MS3007 Dissertation	20	MS3008 Dissertation	20
	Two options	40	Two options	40
	SEMESTER TOTAL	60	SEMESTER TOTAL	60

#### Options available in Semester 1

- MS2001 The Communication of Politics [1]
- MS2006 Media, Identity and the Popular [4]
- MS2012 Global Film Culture [4]
- MS3003 Science, Environment and Risk Communication [1]
- MS3009 The Media, Celebrity and Fan Culture [4]
- MS3011 Games and Culture [2]
- MS3013 Media and the Body [4]
- MS3014 The Media on Film [4]
- MS3021 Media Law [1]

### **Options available in Semester 2**

MS2003 Television Production [3]

MS2005 Working in the Creative Industries [4]

MS2010 Journalism Studies [1]

MS3004 Global Affairs: Communication, Culture and Power [1]

MS3005 Music as Communication [4]

MS3010 Technology, Culture and Power: Global Perspectives [2]

MS3022 Activism and Protest in the Information Age [2]

MS3024 Reporting Panics, Risks and Fears: Journalism in an Age of Anxiety [1]

MS3000 Media and Gender [1]

### **NOTES**

- The number/s in square brackets indicates the pathway of the module. Pathways have been numbered as follows:
  1. Mass communication
  2. New/digital media
  3. Media practice /employability
  4. Film and cultural studies
- Students may substitute approved modules from an institution participating the University's Study Abroad programme.

## BA Media and Society

### Programme Content and Structure

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

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

The programme structure is as follows:

	SEMESTER 1		SEMESTER 2	
	Modules	Credits	Modules	Credits
YEAR 1	MS1001 Introduction to Media and Communication	20	MS1002 Topics in Media and Communication	20
	SY1001 Social Change, Identity and Media	20	MS1003 Media and Globalisation	20
	SY1004 Sociological Imagination	20	SY1013 Doing Social Research I	20
	SEMESTER TOTAL	60	SEMESTER TOTAL	60
YEAR 2	SY2078 Classical Sociological Theory	20	MS2004 Creative Audiences	20
	SY2075 Social Class and Inequality	20	MS2002 Analysing Communication Processes	20
	One media option	20	One sociology option	20
	SEMESTER TOTAL	60	SEMESTER TOTAL	60
YEAR 3	MS3007 Dissertation	20	MS3008 Dissertation	20
	Two options (media or sociology)	40	Two options (media or sociology)	40
	SEMESTER TOTAL	60	SEMESTER TOTAL	60

#### OPTIONS AVAILABLE IN SEMESTER 1

- MS2000 The Production of News
- MS2001 The Communication of Politics
- MS2006 Media, Identity and the Popular
- MS2009 New Media and Everyday Life
- MS2012 Global Film Culture
- MS3003 Science, Environment and Risk Communication
- MS3009 The Media, Celebrity and Fan Culture
- MS3011 Games and Culture
- MS3013 Media and the Body
- MS3014 The Media on Film

### MS3021 Media Law

Year 3 options from the Department of Sociology

### **OPTIONS AVAILABLE IN SEMESTER 2**

Year 2 options from the Department of Sociology

MS3004 Global Affairs: Communication, Culture and Power [1]

MS3005 Music as Communication [4]

MS3010 Technology, Culture and Power: Global Perspectives [2]

MS3022 Activism and Protest in the Information Age [2]

MS3024 Reporting Panics, Risks and Fears: Journalism in an Age of Anxiety [1]

MS3000 Media and Gender [1]

Year 3 options from the Department of Sociology

### NOTE

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

## Programme and Module Specifications

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

## ERASMUS Exchanges and Years Abroad

Our students have the opportunity of going abroad in the second year of their degree programme. Currently, we offer semesters abroad in semester 1 of year 2 at our partner universities across the USA, Canada, Australia, and New Zealand. Students should mention their general interest to the departmental Study Abroad Coordinator Dr Bianca C. Reisdorf ([br86@le.ac.uk](mailto:br86@le.ac.uk)) by early November 2014, so that the application process can be started.

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

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

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

## 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](http://www.le.ac.uk/senate/regulation4)). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence.

**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 at <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 6<sup>th</sup> 2014. Students will be notified of when and where the Timetables can be viewed when they are published.

## Coursework Submission

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

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

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

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

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

You should make sure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see [www.le.ac.uk/senate-regulation7](http://www.le.ac.uk/senate-regulation7) or [www.le.ac.uk/sas/assessments/late-submission](http://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](http://www.le.ac.uk/sas/courses/transfercourse) or [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

## Marking and Assessment Practices

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

### Undergraduate Assessment Criteria

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

Grade	Undergraduate Taught Assessment Criteria
<p><b>1<sup>st</sup></b> <b>First</b> <b>85-100%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Highly accurate factual knowledge and profound grasp of subject</li> <li>• Demonstrates an outstanding understanding of theory and evidence/data collected</li> <li>• Outstanding structure with focus on clearly identified relevant issues</li> <li>• Comprehensive coverage of relevant issues</li> <li>• Demonstration of exemplary sophistication in analytical and critical evaluation skills</li> <li>• Demonstrates outstanding independence and originality in thinking and research</li> <li>• Fluent, authoritative, flowing expression that supports a convincing and balanced argument</li> <li>• Outstanding use of sources</li> <li>• Correct referencing style</li> <li>• Virtually no proofing errors, and excellent overall presentation and style</li> <li>• In general: would the work get a first class mark in the year above?</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• Few if any errors</li> </ul>
<p><b>1<sup>st</sup></b> <b>First</b> <b>70-84%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Accurate factual knowledge and excellent grasp of subject</li> <li>• Demonstrates an excellent understanding of theory and evidence/data collected</li> <li>• Excellent structure with focus on clearly identified relevant issues</li> <li>• Demonstration of sophistication in analytical and critical evaluation skills</li> <li>• Demonstrates independence and originality in thinking and research</li> <li>• Fluent, authoritative, flowing expression that supports a convincing and balanced argument</li> <li>• Excellent use of sources</li> <li>• Correct referencing style</li> <li>• Virtually no proofing errors, and excellent overall presentation and style</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• Few if any errors</li> </ul>
<p><b>2.i</b> <b>Upper</b> <b>Second</b> <b>65-69%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Very strong evidence of reading course materials and associated texts</li> <li>• Factual knowledge and sound grasp of subject</li> <li>• Very strong evidence of theoretical understanding</li> <li>• Full realisation of structural planning with focus on clearly identified relevant issues</li> <li>• Very strong use of introduction and conclusion</li> <li>• Clear demonstration of analytical and critical evaluation skills</li> <li>• Development of a convincing and interesting argument</li> <li>• Very strong use of sources</li> <li>• Correct referencing style</li> </ul>

	<ul style="list-style-type: none"> <li>• Very few proofing errors</li> <li>• In general: above average work</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• Technically strong, but lacking in excellence; further development required to have been a 70%</li> </ul>
<p><b>2.i</b> <b>Upper</b> <b>Second</b> <b>60-64%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Very good evidence of reading course materials and associated texts</li> <li>• Factual knowledge and sound grasp of subject</li> <li>• Very good evidence of theoretical understanding</li> <li>• Solid evidence and realisation of structural planning</li> <li>• Good use of introduction and conclusion</li> <li>• Clear demonstration of an attempt to evaluate critically in a balanced way</li> <li>• Good use of sources</li> <li>• Correct referencing style</li> <li>• Very few proofing errors</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• Critical evaluation is unbalanced (e.g. theory not well-linked to evidence)</li> <li>• Unsophisticated expression</li> <li>• Some minor problems with presentation or structure</li> <li>• Argument is unbalanced</li> <li>• Some inaccuracies in grasp of evidence or factual knowledge</li> <li>• Selection of material too limited, or too reliant on secondary material</li> </ul>
<p><b>2.ii</b> <b>Lower</b> <b>Second</b> <b>50-59%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Good evidence of reading course materials and associated texts</li> <li>• Factual knowledge and above-basic grasp of subject</li> <li>• Evidence of theoretical understanding</li> <li>• Evidence and realisation of structural planning</li> <li>• Use of an introduction and conclusion</li> <li>• Indication of the ability to evaluate critically</li> <li>• Basic use of sources</li> <li>• Correct (or near-correct) referencing style</li> <li>• Few proofing errors</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• In general: work that merely reproduces secondary literature and does not show any real understanding of the theories in question, or make use of the available appropriate evidence, will normally fall into this grade or the one below.</li> <li>• Evidence of reading does not indicate in-depth understanding</li> <li>• Factual knowledge demonstrated by description or regurgitation only, with limited evidence of ability to evaluate critically</li> <li>• Inclusion of unfocused or irrelevant material</li> <li>• Limited selection of material</li> <li>• Unsophisticated structural planning and expression with weak introduction and/or conclusion</li> <li>• Argument appears rather unbalanced</li> <li>• Coursework does not address directly the set question</li> </ul>
<p><b>3<sup>rd</sup></b> <b>Third</b> <b>40-49%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Evidence of reading course materials and associated texts</li> <li>• Demonstrates a basic grasp of subject</li> <li>• Evidence and realisation of structural planning</li> <li>• Basic use of an introduction and conclusion</li> <li>• Some indication of the ability to evaluate critically</li> <li>• Basic use of sources</li> </ul> <p><b>Negatives:</b></p>

	<ul style="list-style-type: none"> <li>• In general: work that merely reproduces secondary literature and does not show any real understanding of the theories in question, or make use of the available appropriate evidence, will normally fall into this grade or the one above.</li> <li>• Limited evidence of understanding of theory or evidence</li> <li>• Inaccurate factual knowledge</li> <li>• Content largely description or regurgitation, with limited evidence of ability to evaluate critically</li> <li>• Inclusion of unfocused or irrelevant material</li> <li>• Very narrow selection of material</li> <li>• Unsophisticated structural planning and expression with weak introduction and/or conclusion</li> <li>• Argument appears rather unbalanced</li> <li>• Coursework does not address directly the set question, or answers in cursory depth</li> <li>• Proofing errors throughout</li> <li>• Evidence of poor academic practice</li> </ul>
<p><b>Pass for credit 35-39%</b></p>	<p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>• Some evidence of reading course materials and associated texts</li> <li>• Some grasp of subject</li> <li>• Evidence of basic structural planning</li> <li>• Basic use of an introduction and conclusion</li> <li>• Basic use of sources</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>• In general: work that satisfies the learning outcomes on the barest of levels will normally fall into this grade band.</li> <li>• Limited evidence of understanding of theory or evidence</li> <li>• Inaccurate factual knowledge</li> <li>• Content largely description or regurgitation, with limited evidence of ability to evaluate critically</li> <li>• Inclusion of unfocused or irrelevant material</li> <li>• Very narrow selection of material</li> <li>• Lack of structural planning with weak introduction and/or conclusion</li> <li>• Argument appears rather unbalanced</li> <li>• Coursework does not address directly the set question, or answers in cursory depth</li> <li>• Proofing errors throughout</li> <li>• Evidence of poor academic practice is possible</li> <li>• Coursework may be too short</li> </ul>
<p><b>Fail 21-34%</b></p>	<ul style="list-style-type: none"> <li>• In general, this is work considered below undergraduate standard.</li> <li>• It may show some evidence of understanding, but fails (e.g. through structure, analysis / interpretation, reliance on description, etc.) to achieve the undergraduate standard for a pass for credit (i.e. 35%).</li> <li>• Poor academic practice may be present.</li> </ul>
<p><b>Fail 1%-20%</b></p>	<ul style="list-style-type: none"> <li>• In general, this is work considered well below undergraduate standard, as demonstrated by failure to adequately achieve the positives listed above with regard to the 35-39% band.</li> <li>• Failure to engage with academic material</li> <li>• Failure to address and answer the question</li> <li>• Incoherent presentation</li> <li>• Little or no accuracy in factual knowledge/grasp of topic</li> <li>• Failure to identify and discuss relevant issues</li> <li>• Failure to demonstrate critical analysis/overly descriptive</li> <li>• Poor academic practice is likely.</li> </ul>
<p><b>Fail: Plagiarism 0%</b></p>	<ul style="list-style-type: none"> <li>• Proven plagiarism, categories 1-4 (see Senate Regulations 11 on poor academic practice and plagiarism)</li> </ul>

## Panels and Boards of Examiners

### Panels of Examiners

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

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

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

### Boards of Examiners

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

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

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

## Resits / Resubmissions

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

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

## Feedback and the Return of Work from Staff

The Department complies with the University's policy for the return of marked coursework.

See [www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work](http://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 **Senate Regulation 5: Regulations governing undergraduate programmes of study** ([www.le.ac.uk/senate-regulation5](http://www.le.ac.uk/senate-regulation5)) Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: [www.le.ac.uk/sas/assessments/progression-ug](http://www.le.ac.uk/sas/assessments/progression-ug).

Progression recommendation	Explanation
Pass	You have satisfied the examiners and can proceed to the next year of your course.
Pass and Transfer/ Non Complete and Transfer	You have satisfied the requirements to transfer to another course in the coming academic year, if previously requested.
Resit/Resubmit	You have failed to satisfy the examiners in the assessments for one or more modules. You are required to retake the assessment(s) and the mark you achieve will be capped at 40% for a pass.  The Board of Examiners will then decide whether you are eligible to progress to the next level of your course (non-finalist students) or be awarded your degree (finalist students).
Sit/Submit	You have failed to satisfy the examiners in the assessments for one or more modules and have presented accepted evidence of mitigating circumstances. You are required to retake these assessments before you may progress to the next level of your course (non-finalist students) or be considered for the award of a degree (finalist students). The marks for these retakes will not be capped
Proceed and Re-sit	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course and retake the outstanding assessments alongside your other modules
Proceed and Substitute	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course and substitute approved new modules in place of your outstanding assessments
Proceed and Carry	You have failed to satisfy the examiners in the assessments for a limited number of modules, and are required to progress to the next year of your course without retaking the outstanding modules. These outstanding fail marks will factor within the calculation your overall degree classification

Progression recommendation	Explanation
Repeat Semester 1	You are required to repeat the first semester of the year on the grounds of mitigating circumstances. The marks for these repeated modules will not be capped. In the second semester your studies will be temporarily suspended until you begin the next level of your course.
Repeat Semester 2	You are required to repeat the second semester of the year on the grounds of mitigating circumstances. The marks for assessments associated with these repeated modules will not be capped. In the first semester your studies will be temporarily suspended.
Repeat Year	You are required to repeat the whole year on the grounds of mitigating circumstances. The marks for these repeated modules will not be capped. This decision is only taken in exceptional circumstances.
Resit without Residence (RWR)	You have failed to satisfy the examiners in the assessments for one or more modules and are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence' (see below). Pass marks for the re-attempted assessments will be capped at 40%.
Sit without Residence	You have failed to satisfy the examiners in the assessments for one or more modules, however you have presented accepted evidence of mitigating circumstances. You are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence' (see below). The marks for these re-attempted assessments will <i>not</i> be capped.
Termination of course	You have failed to satisfy the examiners and meet the University's progression requirements and/or scheme of degree classification and therefore your course of study at the University has been terminated.

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

## 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/1/hi/english/uk\\_politics/labour\\_conference/newsid-18.../182298.st](http://news.bbc.co.uk/1/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](http://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 40%.

In extreme cases of Plagiarism, this will result in a mark of 0 for the assignment and a chance to resubmit for the purposes of credit only (meaning the assignment remains with a mark of 0).

If a student commits Plagiarism a second or third time, this will result in a mark of 0 for the assignment, a chance to resubmit for the purpose of credit only (meaning the assignment remains with a mark of 0) 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](http://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](http://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 the Department informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell the department about any such circumstances **at the time they occur** and apply for mitigating circumstances supplying supporting documentation (e.g. a medical certificate) as soon as possible and no later than the relevant assessment deadline. Normally, a mitigating circumstances application should be made will be no later than five working days after the assessment deadline to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://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 mitigating circumstances might include:

- Serious illness or death of a member of your immediate family, normally a parent, child, brother, sister, live-in grandparent, or partner;
- Your own illness, whether chronic or acute, involving absence from prescribed tuition (i.e., lectures and/or seminars) of more than three days;
- An accident or acute illness occurring immediately before or at the time of examinations or coursework deadlines; and
- Other unforeseen circumstances that have seriously disrupted your ability to study, for example the need to care for an ill child or other family/personal distress, consequences arising from being the victim/witness of a crime, difficulties with accommodation or financial problems which are not of your own making.

### The following would NOT be deemed to constitute mitigating circumstances:

- Circumstances arising from employment;
- Circumstances which arise from negligence or carelessness, for example failure to get up on time or failure to attend at the right time or location for an examination or assignment submission deadline; and
- Circumstances which could have been avoided by good planning, for example holiday or travel arrangements, or problems with computers/printing.

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

### **Procedures for students with mitigating circumstances**

1. Consult the regulations on mitigating circumstances
2. Submit a completed copy of the 'mitigating circumstances form' (also to be found on **Blackboard >> Media and Communication Undergraduates**) to [mcmircs@le.ac.uk](mailto:mcmircs@le.ac.uk) as soon as the mitigating circumstances occur
3. Submit **documentary evidence** of mitigating evidence to [mcmircs@le.ac.uk](mailto:mcmircs@le.ac.uk). Evidence should normally be scanned and submitted in electronic form:
  - Within 7 days of the published assessment deadline
  - In English (or a verified translation if the original is not in English)
  - From a qualified medical practitioner (if medical opinion is relevant)

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

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

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

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

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

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

## Ethical Approval of Student Projects

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

Departmental training in research ethics is delivered mainly as part of the MS2002 Analysing Communication Processes and MS3007/8 Dissertation modules. This training provides an overview of the common ethical issues raised in student projects such as a dissertation (i.e. obtaining consent, ensuring confidentiality and appropriate treatment of vulnerable groups/sensitive topics) and a review of department procedures and documents to be completed. More focused instruction and guidance on completion of the required documentation is conducted through consultation with the dissertation supervisor and (if required) the Department Research Ethics Officer (Dr Maria Touri [mt141@le.ac.uk](mailto:mt141@le.ac.uk)).

### RESEARCH ETHICS PROCEDURES

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

#### (i) Role of the Supervisor

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

#### (ii) Submission of proposal for research ethics review

At a reasonable period before data collection begins the student must complete an ethics approval form for review via the University online Research Ethics portal (<https://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](http://www.le.ac.uk/sas/quality/personaltutor)

#### Personal tutors

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

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

#### Your responsibility to your personal tutor is:

- Respond to contact from their tutor (contact here includes invitations to face-to face meetings, telephone conversations and e-mail)
- Take the initiative in instigating meetings or contact if the need arises, seeking timely advice from their tutor, when faced with academic, course assessment, personal or other issues that require support

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

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

#### Office Hours and Contact with Tutors

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

- Note the hours when tutors are available and ensure you sign-up for an appointment well in advance
- If for any reason you cannot keep an appointment, please make sure that you either contact the tutor or the Campus Based Admin Team Office.

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

Difficulties or problems with the organisation and running of any particular degree programme should be addressed to the Programme Director, Dr Panayiota Tsatsou ([pt133@le.ac.uk](mailto:pt133@le.ac.uk)). More specific comments about

the organisation and running of individual modules or about arrangements concerning specific years can be directed to Module Tutors.

## Undergraduate Tutor

If your personal tutor is not available, you may seek advice from the Undergraduate Tutor, Ms Verity Milligan ([vm121@le.ac.uk](mailto:vm121@le.ac.uk)). The UG Tutor takes pastoral care of undergraduate students in the Department and:

- Acts as a student representative to the Department.
- Monitors student progress and attendance and acts as a link between students and the Mitigating Circumstances Panel (i.e. if a student believes there are extenuating circumstances that are affecting attendance and progress overall, the student needs to speak to the personal tutor, who will then refer the case to the UG Tutor. The student can contact the UG Tutor directly but the role of the personal tutor is important here because they will be able to assess the seriousness of the situation and advise the student accordingly).
- Chairs student-staff committee (SSC) meetings: anything that has to do with SSC or any general feedback can be communicated to the UG Tutor.
- Liaises with department student society and the Students' Union so as to ensure there is a stronger course community and communication between student and staff. As part of this, if students want to organise events as a society or have ideas for establishing better relationships between students and staff, they can discuss these with the UG Tutor.
- Oversees and assists with the course reps nomination: students who want to nominate themselves for the course rep elections or want to know more about the elections and the role of the course rep can contact the UG Tutor.

## Equal Opportunities

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

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

### [www.le.ac.uk/accessability](http://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](mailto: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](mailto:welfare@le.ac.uk)

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

**Contact:** Student Counselling Service

+44 (0)116 2231780 | [counselling@le.ac.uk](mailto: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](mailto:mentalwellbeing@le.ac.uk)

[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing)

### Student Healthy Living Service

The Student Healthy Living Service 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 Freeman'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](mailto:healthyliving@le.ac.uk)

[go.le.ac.uk/healthyliving](http://go.le.ac.uk/healthyliving)

These services are located at: 161 Welford Road (behind the Freeman'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](http://www.victoriaparkhealthcentre.co.uk)), formally the Freeman'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/undergrad/health](http://www2.le.ac.uk/students/info/new/undergrad/health)

## Careers and Employability

### Career Development Service

You need a first-class education; that's a given. But you also need an edge, an advantage, a head-start in the competitive graduate recruitment world. Based in the Students' Union, 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](mailto:careershelp@le.ac.uk) | [www.le.ac.uk/careers](http://www.le.ac.uk/careers)

[@uolcads](#) | [fb.com/uolcads](https://fb.com/uolcads)

### 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](mailto: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](mailto: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](mailto:ash@leicester.ac.uk)

**Employability officer:** Mr. Jai Shah [js579@le.ac.uk](mailto: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/](http://www.leicesterstudent.org/pages/support/education/course_reps/)

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

## Departmental Prizes

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

- **Media and Communication Best BSc Dissertation Prize** – For the student(s) who is/are judged to have produced the best dissertation(s)
- **Beth Rollason Prize** - For the first year student achieving the best overall performance

## Societies

### Media and Communications Society

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

#### Committee Members

President: Trishma Vadolia [tv35@le.ac.uk](mailto:tv35@le.ac.uk)

Vice President: Phil Wyatt [pw124@le.ac.uk](mailto:pw124@le.ac.uk)

PR: Marius Lier [ml315@le.ac.uk](mailto:ml315@le.ac.uk)

Secretary: Harriet Slinger [hs240@le.ac.uk](mailto:hs240@le.ac.uk)

Treasurer: Hamza Kamran [hk124@le.ac.uk](mailto:hk124@le.ac.uk)

Social Secretary: Chris Martino [crm13@le.ac.uk](mailto:crm13@le.ac.uk)

### Student-run media on campus

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

**LUST Student TV** at <https://www.youtube.com/user/LUSTELEVISON>

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

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

## Safety and Security

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

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

If you lose your Student ID card, you should contact Registry to request a replacement. You will need your Student ID card to enter Bankfield House, 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](http://www.le.ac.uk/estates/facilities & services/security/CodedCycleScheme.html)

## Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see [www2.le.ac.uk/offices/sas2/regulations/appeals-complaints](http://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](http://www.le.ac.uk/senate-regulation10)) and **Regulations governing student complaints** ([www.le.ac.uk/senate-regulation12](http://www.le.ac.uk/senate-regulation12)).