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Welcome

Dr Maria Touri  
Programme Director

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 m\textit{t}1\textit{4}1{@le.ac.uk} and, like all academics, I have regular office hours to which you are very welcome.

Dr Melanie Kennedy  
Undergraduate Tutor

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 m\textit{jk}2\textit{9}@le.ac.uk and, like all academics, I have regular office hours to which you are very welcome.

Dan Cox & Jenny Jones  
Programme Administrators

We take care of the administration of teaching, assessment and other activities in the programme. For any queries of administrative nature you can email us at \textit{mediacom@le.ac.uk}

Dear Student

We are delighted to welcome you to the School of Media, Communication & Sociology. With your enrolment onto our Programmes you are joining a dynamic and diverse School with a long history of teaching media and communications to students from across the world.

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

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

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

Good luck with your studies!

\textbf{Maria Touri}  
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 School of Media, Communication & Sociology, 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 School 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.
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.

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

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

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

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

MEDIA & COMMUNICATION CURRENTLY HAS THE FOLLOWING DEGREE PROGRAMMES:

<table>
<thead>
<tr>
<th>Campus Based</th>
<th>Distance Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Media and Communication</td>
<td>MA Mass Communications</td>
</tr>
<tr>
<td>BA Media and Society (Run with Sociology)</td>
<td>MA New Media and Society</td>
</tr>
<tr>
<td>BA Film and Media (Run with History of Art &amp; Film)</td>
<td>MA New Media, Governance and Democracy</td>
</tr>
<tr>
<td>BA International Communication &amp; Culture</td>
<td>MA Communications, Media and Public Relations</td>
</tr>
<tr>
<td>Media Major</td>
<td>MA Communications, Media and Advertising</td>
</tr>
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</table>

Media Minor

MA Mass Communications

MA in Global and Media and Communication

MA New Media and Society
Media & Communication 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 university website at [http://www2.le.ac.uk/departments/media/undergraduate](http://www2.le.ac.uk/departments/media/undergraduate)

### Important Dates

**University Semesters / Terms in 2016-17**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER 1</td>
<td>26 September 2016 – 20 January 2017</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td>23 January 2017 – 23 June 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTUMN TERM</td>
<td>26 September 2016 – 09 December 2016</td>
</tr>
<tr>
<td>SPRING TERM</td>
<td>09 January 2017 – 24 March 2017</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>01 May 2017* – 23 June 2017</td>
</tr>
</tbody>
</table>

* Summer Term officially starts on Bank Holiday Monday, teaching starts on the Tuesday following the Bank Holiday

**Examinations**

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER EXAMINATIONS:</td>
<td>January 2017</td>
</tr>
<tr>
<td>MIDSUMMER EXAMINATIONS:</td>
<td>May 2017</td>
</tr>
<tr>
<td>SEPTEMBER EXAMINATIONS:</td>
<td>September 2017</td>
</tr>
</tbody>
</table>

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

Media & Communication is based in the following building:
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 their university 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 UNIVERSITY 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.

**STUDENT LETTERS**
If you need an official letter confirming student status / completion of studies at the University of Leicester you should contact the Registry Office (**registry@le.ac.uk**), located in the Charles Wilson Student Services Centre 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.
For Joint and Major/Minor Students

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

Staff List and Key Contacts

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROOM</th>
<th>POSITION / DUTIES</th>
<th>TEL (Prefix 0116)</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jessica Bain</td>
<td>2.05</td>
<td>Lecturer</td>
<td>252 3867</td>
<td><a href="mailto:jb441@le.ac.uk">jb441@le.ac.uk</a></td>
</tr>
<tr>
<td>Prof. Mark Banks</td>
<td>1.08</td>
<td>Director of Research / Department Research Director</td>
<td>229 7222</td>
<td><a href="mailto:mb612@le.ac.uk">mb612@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Vincent Campbell</td>
<td>3.09</td>
<td>Distance Learning Director</td>
<td>252 5294</td>
<td><a href="mailto:vpc2@le.ac.uk">vpc2@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Anna Claydon</td>
<td>1.18</td>
<td>Lecturer</td>
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<td><a href="mailto:eac14@le.ac.uk">eac14@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Ranjana Das</td>
<td>1.02</td>
<td>Lecturer / Programme Director for MA Mass Communications</td>
<td>223 1626</td>
<td><a href="mailto:rd207@le.ac.uk">rd207@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Scott Davidson</td>
<td>2.06</td>
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<td>223 1284</td>
<td><a href="mailto:sd310@le.ac.uk">sd310@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Roger Dickinson</td>
<td>3.14</td>
<td>Lecturer / Deputy College Academic Director</td>
<td>252 3860</td>
<td><a href="mailto:dik@le.ac.uk">dik@le.ac.uk</a></td>
</tr>
<tr>
<td>Mr. George Fleming</td>
<td>0.01 C</td>
<td>Teaching Fellow in Media Practice</td>
<td>229 7227</td>
<td><a href="mailto:gf90@le.ac.uk">gf90@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Bernhard Forchtner</td>
<td>2.13</td>
<td>Lecturer / Programme Director for MA in Global Media &amp; Communication</td>
<td>252 2829</td>
<td><a href="mailto:bf79@le.ac.uk">bf79@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Lieve Gies</td>
<td>1.14</td>
<td>Senior Lecturer</td>
<td>252 3869</td>
<td><a href="mailto:lg149@le.ac.uk">lg149@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Qian (Sarah) Gong</td>
<td>1.03</td>
<td>Lecturer</td>
<td>252 5293</td>
<td><a href="mailto:qg8@le.ac.uk">qg8@le.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Office</td>
<td>Position</td>
<td>Phone 1</td>
<td>Phone 2</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>-------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Mr. Anders Hansen</td>
<td>2.12</td>
<td>Senior Lecturer</td>
<td>252 3866</td>
<td></td>
</tr>
<tr>
<td>Dr. Alison Harvey</td>
<td>3.05</td>
<td>Lecturer / Programme Director for MA New Media &amp; Society</td>
<td>294 4851</td>
<td></td>
</tr>
<tr>
<td>Dr. Athina Karatzogianni</td>
<td>1.16</td>
<td>Senior Lecturer</td>
<td>229 7290</td>
<td></td>
</tr>
<tr>
<td>Dr. Jilly Kay</td>
<td>0.06 B</td>
<td>Research Associate</td>
<td>252 3982</td>
<td></td>
</tr>
<tr>
<td>Dr. Melanie Kennedy</td>
<td>0.06 A</td>
<td>UG Tutor / Lecturer</td>
<td>223 1624</td>
<td></td>
</tr>
<tr>
<td>Dr. Julian Matthews</td>
<td>3.08</td>
<td>Programme Director for MA Journalism Studies / Mitigating Circumstances Officer / Lecturer</td>
<td>252 2582</td>
<td></td>
</tr>
<tr>
<td>Dr. Kaitlynn Mendes</td>
<td>2.14</td>
<td>Ethics Officer / Lecturer</td>
<td>229 7229</td>
<td></td>
</tr>
<tr>
<td>Mr. Jim McKenna</td>
<td>3.02</td>
<td>DL Tutor</td>
<td>252 3871</td>
<td></td>
</tr>
<tr>
<td>Dr. Galina Miazhevich</td>
<td>2.17</td>
<td>Lecturer</td>
<td>229 7455</td>
<td></td>
</tr>
<tr>
<td>Ms. Verity Milligan</td>
<td>1.15</td>
<td>Video Production Assistant / Teaching Assistant</td>
<td>229 7235</td>
<td></td>
</tr>
<tr>
<td>Dr. Christian Morgner</td>
<td>3.01</td>
<td>Lecturer / Programme Director for BA / MA in International Communication &amp; Culture</td>
<td>252 2440</td>
<td></td>
</tr>
<tr>
<td>Dr. Katie Moylan</td>
<td>1.01</td>
<td>UG Admissions Officer / Lecturer</td>
<td>252 5061</td>
<td></td>
</tr>
<tr>
<td>Dr. Jack Newsinger</td>
<td>3.18</td>
<td>BA Film and Media Programme Director / Lecturer</td>
<td>223 1631</td>
<td></td>
</tr>
<tr>
<td>Dr. Jonathan Corpus Ong</td>
<td>2.03</td>
<td>Lecturer</td>
<td>252 1620</td>
<td></td>
</tr>
<tr>
<td>Dr. Giovanna Puppin</td>
<td>0.01E</td>
<td>Programme Director for MA Media and Advertising / Lecturer</td>
<td>252 2768</td>
<td></td>
</tr>
<tr>
<td>Dr. Rozlynn Redd</td>
<td>0.06 B</td>
<td>Research Associate</td>
<td>223 1628</td>
<td></td>
</tr>
<tr>
<td>Dr. Maria Rovisco</td>
<td>2.01</td>
<td>Programme Director for MA Media, Culture and Society / Lecturer</td>
<td>223 1619</td>
<td></td>
</tr>
<tr>
<td>Dr. Kostas Saltzis</td>
<td>3.03</td>
<td>Lecturer / Plagiarism Officer</td>
<td>252 2818</td>
<td></td>
</tr>
</tbody>
</table>
### Campus-Based Administration Team – Located in room 1.10, Bankfield House

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION / DUTIES</th>
<th>TEL (Prefix 0116)</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pauline Carroll</td>
<td>Campus Based Team Leader</td>
<td>223 1611</td>
<td><a href="mailto:pvl1@le.ac.uk">pvl1@le.ac.uk</a></td>
</tr>
<tr>
<td>Siobhan Brocklehurst</td>
<td>Postgraduate Administrator</td>
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<td><a href="mailto:sb105@le.ac.uk">sb105@le.ac.uk</a></td>
</tr>
<tr>
<td>Sergio Gonzalez Sanchez</td>
<td>Postgraduate Administrator</td>
<td>223 1614</td>
<td><a href="mailto:sgs17@le.ac.uk">sgs17@le.ac.uk</a></td>
</tr>
<tr>
<td>Pratibha Patel</td>
<td>Research Support Administrator</td>
<td>252 2785</td>
<td><a href="mailto:pnp3@le.ac.uk">pnp3@le.ac.uk</a></td>
</tr>
<tr>
<td>Jenny Jones</td>
<td>Undergraduate Programme Administrator</td>
<td>229 7986</td>
<td><a href="mailto:jej11@le.ac.uk">jej11@le.ac.uk</a></td>
</tr>
<tr>
<td>Dan Cox</td>
<td>Undergraduate Programme Administrator</td>
<td>294 4882</td>
<td><a href="mailto:dcc12@le.ac.uk">dcc12@le.ac.uk</a></td>
</tr>
<tr>
<td>Carla Starmer</td>
<td>Administrative Assistant &amp; PA to Head of School</td>
<td>223 1627</td>
<td><a href="mailto:cs272@le.ac.uk">cs272@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Student Communications and Personal Details

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

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

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

Facilities

Bankfield House 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 and photocopying facilities can be found both on campus and at Bankfield House.

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
- Sharpen your mathematics and statistics skills

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

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

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- services for distance learners.

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

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

For information about Media & Communication, please visit [www.le.ac.uk/library/find/subjects/media](http://www.le.ac.uk/library/find/subjects/media)

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit [www.le.ac.uk/it4students](http://www.le.ac.uk/it4students) for more information about:

- **Student email**: access your email and calendar anywhere; on your laptop or mobile device
- **Printing**: print from any device to a University printer
- **Microsoft Office**: available at no cost whilst you study at the University
- **IT Help**: visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- **IT Training**: attend our workshops in Word, PowerPoint and Excel
- **Wifi**: free access to eduroam wifi on campus, in student accommodation or at other universities
- **PCs on campus**: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
- **OneDrive**: the online storage location for all your files
- **Blackboard Virtual Learning Environment**: support and information for all your courses
- **Leicester Digital Library**: access to journals, databases and electronic books online

Student Learning Development

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

**Students’ Union Education Unit (ED)**

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

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

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

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

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

Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_ducation1 (Drop in on Tuesdays, 9am-10am)

**Languages at Leicester**

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

Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016.

We offer 16 different languages including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.

Find out more about Languages at Leicester, including fees and term dates at: [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal).

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

**Contact:** Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | [www.le.ac.uk/ml/lal](http://www.le.ac.uk/ml/lal)
Other University Facilities

Other Important University Services

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

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

University Bookshop

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

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

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

The opening hours are:

- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

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

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

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

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
Student Responsibilities

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

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

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

Attendance and Engagement Requirements

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

The University operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then neglect of academic obligations procedures will be initiated. This may result in your course of study being terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.

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

Neglect of Academic Obligations

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

**Examination Regulations**

If your course involves any exams you must ensure that you are familiar with the University's Examination Regulations ([www.le.ac.uk/sas/assessments/examregs](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)).

**Course details**

Media and Communication currently run the following Undergraduate Programmes:

- BA Media and Communication
- BA Media and Society
- Media Major pathway
- Media Minor pathway
- BA International Communication & Culture

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:

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1</strong></td>
<td><strong>YEAR 2</strong></td>
</tr>
<tr>
<td><strong>Modules</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>MS1001 Introduction to Media and Communication</td>
<td>20</td>
</tr>
<tr>
<td>MS1006 Digital Narratives</td>
<td>20</td>
</tr>
<tr>
<td>SY1017 Cybersociology</td>
<td>20</td>
</tr>
<tr>
<td>MS1009 Introduction to Academic Skills</td>
<td>0</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPTIONS AVAILABLE IN SEMESTER 1</strong></td>
<td></td>
</tr>
<tr>
<td>MS2001 The Communication of Politics</td>
<td></td>
</tr>
<tr>
<td>MS2006 Media, Identity and the Popular</td>
<td></td>
</tr>
<tr>
<td>MS2012 Global Film Culture</td>
<td></td>
</tr>
<tr>
<td>MS3003 Science, Environment and Risk Communication</td>
<td></td>
</tr>
<tr>
<td>MS3009 The Media, Celebrity and Fan Culture</td>
<td></td>
</tr>
<tr>
<td>MS3011 Games and Culture</td>
<td></td>
</tr>
<tr>
<td>MS3013 Media and the Body</td>
<td></td>
</tr>
</tbody>
</table>
MS3014 The Media on Film
MS3024 Reporting Panics, Risks and Fears

**Options available in Semester 2**

MS2003 Television Production
MS2005 Working in the Creative Industries
MS2010 Journalism Studies
MS3000 Media and Gender
MS3004 Global Affairs: Communication, Culture and Power
MS3005 Music as Communication
MS3010 Technology, Culture and Power: Global Perspectives
MS3021 Media Law
MS3022 Activism and Protest in the Information Age
MS3025 Online Journalism: Theory and Practice
### BA Media and Society

#### Programme Content and Structure

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

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

The programme structure is as follows:

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules</td>
<td>Credits</td>
</tr>
<tr>
<td>MS1001 Introduction to Media and Communication</td>
<td>20</td>
</tr>
<tr>
<td>SY1017 Cybersociology</td>
<td>20</td>
</tr>
<tr>
<td>MS1009 Introduction to Academic Skills</td>
<td>0</td>
</tr>
<tr>
<td><strong>SEMIETER TOTAL</strong></td>
<td>60</td>
</tr>
<tr>
<td>SY2078 Sociological Theory Explored</td>
<td>20</td>
</tr>
<tr>
<td>SY2091 Live Sociology</td>
<td>20</td>
</tr>
<tr>
<td>SY2084 Sociology and the World of Work</td>
<td>0</td>
</tr>
<tr>
<td>One media option</td>
<td>20</td>
</tr>
<tr>
<td><strong>SEMIETER TOTAL</strong></td>
<td>60</td>
</tr>
<tr>
<td>MS3030 Dissertation OR</td>
<td>20</td>
</tr>
<tr>
<td>SY3042 Research Project</td>
<td>20</td>
</tr>
<tr>
<td>Two options (Media or Sociology)</td>
<td>40</td>
</tr>
<tr>
<td><strong>SEMIETER TOTAL</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

**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
MS3024 Reporting Panics, Risks and Fears
SY3082 Living With Risk
SY3083 Analysing Media Discourse
SY3090 Drugs and Society
SY3092 Social Movements & Collective Action

**OPTIONS AVAILABLE IN SEMESTER 2**

SY2061 Japan: Culture, History & Power
SY2080 Sociology of Deviance
SY2082 The Global Sex Trade
SY2085 Ageing, Death & the Life Course
SY2087 Interpreting Sociological Texts
MS3000 Media and Gender
MS3004 Global Affairs: Communication, Culture and Power
MS3005 Music as Communication
MS3010 Technology, Culture and Power: Global Perspectives
MS3021 Media Law
MS3022 Activism and Protest in the Information Age
MS3025 Online Journalism: Theory and Practice
SY3091 Education & Social Justice
SY3093 Space, Place & Contemporary Culture
SY3094 The Auto/Biographical Society
SY3095 Sociology of Health & Illness

**NOTE**

Students may substitute approved modules from an institution participating the University’s Study Abroad programme.
# Media Major Pathway

## Programme Content and Structure

Students on the Media Major programme take 75% of their modules in Media and Communication and 25% of their modules in their minor subject. All modules on the Media Major programme are core modules.

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 content is as follows:

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modules</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>MS1001 Introduction to Media and Communication</td>
<td>20</td>
</tr>
<tr>
<td>MS1006 Digital Narratives</td>
<td>20</td>
</tr>
<tr>
<td>One module from your minor programme</td>
<td>20</td>
</tr>
<tr>
<td>MS1009 Introduction to Academic Skills</td>
<td>20</td>
</tr>
<tr>
<td><strong>YEAR 1</strong></td>
<td><strong>SEMESTER TOTAL 60</strong></td>
</tr>
<tr>
<td>MS2000 The Production of News</td>
<td>20</td>
</tr>
<tr>
<td>MS2009 New Media and Everyday Life</td>
<td>20</td>
</tr>
<tr>
<td>One module from your minor programme</td>
<td>20</td>
</tr>
<tr>
<td>MS2013 Professionalism and Employment in the Media</td>
<td>0</td>
</tr>
<tr>
<td><strong>YEAR 3</strong></td>
<td><strong>SEMESTER TOTAL 60</strong></td>
</tr>
<tr>
<td>MS3030 Dissertation</td>
<td>20</td>
</tr>
<tr>
<td>MS3009 The Media, Celebrity and Fan Culture</td>
<td>20</td>
</tr>
<tr>
<td>One module from your minor programme</td>
<td>20</td>
</tr>
<tr>
<td><strong>SEMESTER TOTAL 60</strong></td>
<td><strong>SEMESTER TOTAL 60</strong></td>
</tr>
</tbody>
</table>
**Media Minor Pathway**

**Programme Content and Structure**

Students on the Media Minor programme take 75% of their modules in the Major subject and 25% of their modules in Media and Communication. All modules on the Media Minor programme are core modules.

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 following media and communication modules are taken on the Media Minor pathway:

<table>
<thead>
<tr>
<th>Year of study</th>
<th>Semester</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>1</td>
<td>MS1001 Introduction to Media and Communication</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>MS1002 Topics in Media and Communication</td>
</tr>
<tr>
<td>Year 2</td>
<td>1</td>
<td>MS2000 The Production of News</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>MS2004 Creative Audiences</td>
</tr>
<tr>
<td>Year 3</td>
<td>1</td>
<td>MS3009 The Media, Celebrity and Fan Culture</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>MS3022 Activism and Protest in the Information Age</td>
</tr>
</tbody>
</table>
BA International Communication & Culture

This degree aims to provide students with an in-depth knowledge of international media and communications research, with a focus on theory and practice, combined with excellent intercultural communication skills and advanced foreign language proficiency. Please note that no Year 1 admissions are being accepted for this programme. The programme content is as follows:

FIRST YEAR MODULES

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Communication and Culture40 Credits</td>
<td>International Communication and Culture 40 Credits</td>
</tr>
<tr>
<td>20 credits Transnational Flows, Mediascapes and Global Meaning-Making in Intercultural Contexts</td>
<td>20 credits MS 1003 The Media in the International Context (Media and Comms)</td>
</tr>
<tr>
<td>10 credits Communication Culture and Identity</td>
<td>10 credits Key Issues in Intercultural Communication</td>
</tr>
<tr>
<td>10 credits Study Skills</td>
<td>10 credits Media Production and Communication Practice-1</td>
</tr>
<tr>
<td>Language 20 credits</td>
<td>Language 20 credits</td>
</tr>
<tr>
<td>Modern Language</td>
<td>Modern Language</td>
</tr>
<tr>
<td>If studying as a Beginner:</td>
<td>If studying as a Beginner:</td>
</tr>
<tr>
<td>20 credits language module</td>
<td>20 credits language module</td>
</tr>
<tr>
<td>If studying at Advanced level:</td>
<td>If studying at Advanced level:</td>
</tr>
<tr>
<td>10 credits language module</td>
<td>10 credits language module</td>
</tr>
<tr>
<td>10 credits content module option</td>
<td>10 credits content module option</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>English as a foreign language</td>
<td>English as a foreign language</td>
</tr>
<tr>
<td>10 credits EL1005 Advanced Writing</td>
<td>10 credits EL1006 Advanced Writing</td>
</tr>
<tr>
<td>10 credits EL1007 Advanced Speaking</td>
<td>10 credits EL1008 Advanced Speaking</td>
</tr>
<tr>
<td>Semester total: 60 credits</td>
<td>Semester total: 60 credits</td>
</tr>
<tr>
<td>Year total: 120 credits</td>
<td>Year total: 120 credits</td>
</tr>
</tbody>
</table>

Students will select either a Modern Language Route or an English as a Foreign Language route, and will study modules appropriate to that selection throughout their programme.
SECOND YEAR MODULES

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Communication and Culture 40 Credits</strong></td>
<td><strong>International Communication and Culture 40 Credits</strong></td>
</tr>
<tr>
<td>20 credits Analysing Transnational and Intercultural Meaning: Images and Film / Language, Texts and Discourses</td>
<td>20 credits Global TV: Examining Television Across Cultures</td>
</tr>
<tr>
<td>20 credits Media Production and Communication Practice-2</td>
<td>20 credits (MS 2002) Analysing Communication Processes (Media and Comms)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language</th>
<th>20 Credits</th>
<th>Language</th>
<th>20 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Modern Language</strong></td>
<td><strong>Modern Language</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 credits language module</td>
<td>10 credits language module</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 credits European Texts in Translation 1</td>
<td>10 credits European Texts in Translation 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OR:</strong></td>
<td><strong>OR:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>English as a foreign language</strong></td>
<td><strong>English as a foreign language</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 credits EL2023 Business English</td>
<td>10 credits EL2024 Business English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 credits EL2015 Listening</td>
<td>10 credits EL2011 Pronunciation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semester total: 60 credits  
Year Total: 120 credits

As above, students will select either a Modern Language Route or an English as a Foreign Language route, and will study modules appropriate to that selection throughout their programme.

THIRD YEAR MODULES

All Home/EU students spend a full academic session abroad between the second and final years. They may do so in one of three ways:

1. By following approved courses at a university in France, Belgium, Switzerland, Québec, Italy, Spain or Latin America (Mexico, Colombia);
2. As British Council English Language Teaching Assistants in schools in one of those countries, including wider destinations in Latin America, or in Québec, or as Comenius English Language Teaching Assistants* (mainly European destinations);
3. On an approved work placement.

* The Comenius scheme provides half-year assistantships which are combined with a half-year university placement.
20 credit Study Abroad modules in foreign language (ECTS transfer) or Work Placement Report (in French, Italian or Spanish)

40 credits of Language skills modules (in French, Italian or Spanish)

60 credits of English modules studied at the foreign university (ECTS transfer) or Work Placement Report (in English)

International students taking the degree with English as their foreign language, who are already living and studying in a country whose native language is their target language, will progress directly to the final year of the programme.

**FOURTH YEAR MODULES**

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Communication and Culture 50 Credits</td>
<td>International Communication and Culture 50 Credits</td>
</tr>
<tr>
<td>20 credits International Media Campaigns: Design and Evaluation</td>
<td>20 credits New Media Practice in an International Context</td>
</tr>
<tr>
<td>10 credits PR in a Globalizing World</td>
<td>10 credits Corporate Communication in a Global Context</td>
</tr>
<tr>
<td><strong>Plus one of:</strong></td>
<td><strong>Plus one of:</strong></td>
</tr>
<tr>
<td>20 credits Communicating Conflict: War and the Media</td>
<td>20 credits Mediating Distant Suffering: Politics of Pity and Victimhood in Transnational Context</td>
</tr>
<tr>
<td>20 credits MS3004 Global Affairs: Communication, Culture and Power</td>
<td>20 credits Memory in the Global Age</td>
</tr>
<tr>
<td>20 credits Migration, Identity and Development</td>
<td>20 credits Comics Across Cultures: Transformations and Translations in Popular Culture</td>
</tr>
<tr>
<td>20 credits Hispanic Documentary Film</td>
<td>20 credits MS3010 Technology, Culture and Power: Global Perspectives</td>
</tr>
<tr>
<td><strong>Language 10 Credits</strong></td>
<td><strong>Language 10 Credits</strong></td>
</tr>
<tr>
<td>Modern Language</td>
<td>Modern Language</td>
</tr>
<tr>
<td>10 credits language module</td>
<td>10 credits language module</td>
</tr>
<tr>
<td><strong>OR:</strong></td>
<td><strong>OR:</strong></td>
</tr>
<tr>
<td>English as a foreign language</td>
<td>English as a foreign language</td>
</tr>
<tr>
<td>10 credits EL3021 English Language &amp; Literary Studies</td>
<td>OR 10 credits EL3022 English Language &amp; Literary Studies</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>EL3016 English for Art &amp; Film Critics</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester total: 60 credits</th>
<th>Semester total: 60 credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year total: 120 credits</th>
</tr>
</thead>
</table>

As above, students will select either a Modern Language Route or an English as a Foreign Language route, and will study modules appropriate to that selection throughout their programme.
Programme and Module Specifications

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

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

ERASMUS Exchanges and Years Abroad

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

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

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

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

Teaching Timetable

Timetables for students will be published online via MyStudentRecord during Registration Week, in time for the beginning of teaching on October 3rd 2016. 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) on 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)).

Lateness penalties are usually calculated as a 10 mark deduction for the first day late followed by a further 5 mark deduction for each subsequent day that the work is late.

**Change of Course/Module**

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

See [www.le.ac.uk/sas/courses/transfercourse](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.

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

The External Examiners for your courses are listed at:

www.le.ac.uk/sas/assessments/external/current-undergraduate

Undergraduate Assessment Criteria

<table>
<thead>
<tr>
<th>Grade Band</th>
<th>Assessment Criteria</th>
</tr>
</thead>
</table>
| 1st First 85-100% | Knowledge, comprehension, and application of topic/subject matter  
- Demonstrates excellent knowledge and exemplary grasp of subject  
- Demonstrates an excellent comprehension of theory and evidence/data collected  
- Demonstrates exceptional originality in terms of critical thinking and research  

Analysis and argument  
- Fluent, authoritative, flowing expression that supports a convincing and balanced argument  
- Excellent coverage of relevant issues  

Use of appropriate literature and research  
- Excellent synthesis or evaluation of relevant materials and associated texts  
- Draws on a wide selection of material with emphasis on the most appropriate and relevant texts  

Presentation, structure and academic practice  
- Correct referencing style  
- Excellent structure with focus on clearly identified relevant issues  

Transferable/employability skills  
- Demonstrates excellent analytical and critical evaluation skills  
- Excellent overall presentation and style

| 1st First 70-84% | Knowledge, comprehension, and application of topic/subject matter  
- Demonstrates very good knowledge and grasp of subject  
- Demonstrates a very good comprehension of theory and evidence/data collected  
- Demonstrates some clear originality in terms of critical thinking and research 

- Demonstrates excellent knowledge and exemplary grasp of subject  
- Demonstrates an excellent comprehension of theory and evidence/data collected  
- Demonstrates exceptional originality in terms of critical thinking and research  

Analysis and argument  
- Fluent, authoritative, flowing expression that supports a convincing and balanced argument  
- Excellent coverage of relevant issues  

Use of appropriate literature and research  
- Excellent synthesis or evaluation of relevant materials and associated texts  
- Draws on a wide selection of material with emphasis on the most appropriate and relevant texts  

Presentation, structure and academic practice  
- Correct referencing style  
- Excellent structure with focus on clearly identified relevant issues  

Transferable/employability skills  
- Demonstrates excellent analytical and critical evaluation skills  
- Excellent overall presentation and style
<table>
<thead>
<tr>
<th>Analysis and argument</th>
<th>Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fluent, authoritative, flowing expression that supports a convincing and balanced argument</td>
<td>• Good knowledge and sound grasp of subject</td>
</tr>
<tr>
<td>• Very good coverage of relevant issues</td>
<td>• Good theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident</td>
</tr>
<tr>
<td><strong>Use of appropriate literature and research</strong></td>
<td>• Demonstrates some degree of originality in terms of critical thinking and research</td>
</tr>
<tr>
<td>• Very good synthesis of relevant materials and associated texts</td>
<td>• Good evidence of the use of relevant literature, though the selection or integration may be in some part limited</td>
</tr>
<tr>
<td>• Draws on a wide selection of material</td>
<td>• Good use of other relevant sources</td>
</tr>
<tr>
<td><strong>Presentation, structure and academic practice</strong></td>
<td><strong>Transferable/employability skills</strong></td>
</tr>
<tr>
<td>• Correct referencing style</td>
<td>• Demonstrates very good analytical and critical evaluation skills</td>
</tr>
<tr>
<td>• Very good structure with focus on clearly identified relevant issues</td>
<td>• Very good overall presentation and style</td>
</tr>
</tbody>
</table>

2.i
Upper Second
65-69%

<table>
<thead>
<tr>
<th>Analysis and argument</th>
<th>Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clear demonstration of analytical and critical evaluation skills</td>
<td>• Sound knowledge and grasp of subject</td>
</tr>
<tr>
<td>• Development of a convincing and balanced argument</td>
<td>• Sound theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident</td>
</tr>
<tr>
<td><strong>Use of appropriate literature and research</strong></td>
<td>• Sound demonstration of originality in terms of critical thinking and research</td>
</tr>
<tr>
<td>• Good evidence of the use of relevant literature, though the selection or integration may be in some part limited</td>
<td>• Good knowledge and sound grasp of subject</td>
</tr>
<tr>
<td>• Good use of other relevant sources</td>
<td>• Good theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident</td>
</tr>
<tr>
<td><strong>Presentation, structure and academic practice</strong></td>
<td><strong>Transferable/employability skills</strong></td>
</tr>
<tr>
<td>• Correct referencing style</td>
<td>• Demonstrates very good analytical and critical evaluation skills</td>
</tr>
<tr>
<td>• Good structure with focus on clearly identified relevant issues</td>
<td>• Very good overall presentation and style</td>
</tr>
<tr>
<td>• Good introduction and conclusion</td>
<td><strong>2.i Upper Second 60-64%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis and argument</th>
<th>Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sound knowledge and grasp of subject</td>
<td>• Sound knowledge and grasp of subject</td>
</tr>
<tr>
<td>• Sound theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident</td>
<td>• Sound theoretical comprehension and use of evidence, though some minor inconsistencies or inaccuracies may be evident</td>
</tr>
<tr>
<td>• Sound demonstration of originality in terms of critical thinking and research</td>
<td>• Sound demonstration of originality in terms of critical thinking and research</td>
</tr>
</tbody>
</table>

2.i
Upper Second
60-64%
<table>
<thead>
<tr>
<th>2.ii Lower Second 50-59%</th>
</tr>
</thead>
</table>

**Knowledge, comprehension, and application of topic/subject matter**
- Evidence of adequate knowledge and grasp of subject
- Satisfactory theoretical comprehension and use of evidence, though with some evident limitations, inaccuracies or inconsistencies
- Competent coverage of relevant issues
- Limited evidence of originality

**Analysis and argument**
- A competent attempt at analysis and argument though somewhat limited, inconsistent or unbalanced (e.g. theory not well-linked to evidence)

**Use of appropriate literature and research**
- Evidence of reading some relevant and appropriate materials
- Content drawn from a satisfactory range of primary and secondary sources, with competent use of this research
- Selection of material perhaps somewhat limited in scope, or too reliant on a small number of sources

**Presentation, structure and academic practice**
- Correct (or generally-correct) referencing style
- Evidence of planning, though with some problems with presentation or structure
- Competent use of introduction and conclusion

**Transferable/ employability skills**
- Passable analysis and presentation skills
- Some clear spelling, grammar or presentation errors
<table>
<thead>
<tr>
<th>Grade</th>
<th>Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>• Coursework minimally addresses the set question, but answers only in cursory depth</td>
</tr>
<tr>
<td></td>
<td>• Content largely description or regurgitation, with limited evidence of ability to evaluate critically</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates only a basic grasp of subject, and may demonstrate inaccurate or limited knowledge and/or unfocused or irrelevant material</td>
</tr>
</tbody>
</table>

**Analysis and argument**

• Argument appears significantly underdeveloped or unbalanced, with limited evidence of comprehension of theory or evidence  
• Evaluation may be illogical, irrelevant, contradictory, and/or unsupported in places  

**Use of appropriate literature and research**

• Very narrow selection of material, or use of inappropriate or irrelevant sources  
• Work does not show any real comprehension of the source materials, or make competent use of the available appropriate evidence  

**Presentation, structure and academic practice**

• Poorly or inconsistently referenced  
• Coursework may be too short  
• Lack of structural planning with weak introduction and/or conclusion  

**Transferable/employability skills**

• Demonstrates basic analytical and critical evaluation skills  
• Spelling, grammar, or presentation errors throughout  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>• Coursework does not address directly the set question, and answers only in cursory depth</td>
</tr>
<tr>
<td></td>
<td>• Content largely description or regurgitation, with minimal evidence of ability to evaluate critically</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates very little grasp of subject, and may demonstrate inaccurate or limited knowledge and/or unfocused or irrelevant material</td>
</tr>
</tbody>
</table>

**Analysis and argument**

• Argument appears significantly underdeveloped or unbalanced, with rudimentary comprehension of theory or evidence  
• Evaluation likely illogical, irrelevant, contradictory, and/or unsupported in places  

**Use of appropriate literature and research**

• Rudimentary selection of material, or use of inappropriate or irrelevant sources  
• Work does not show any real comprehension of the source materials, or makes limited use of the available appropriate evidence
<table>
<thead>
<tr>
<th>Presentation, structure and academic practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Poorly or inconsistently referenced</td>
</tr>
<tr>
<td>• Coursework may be too short</td>
</tr>
<tr>
<td>• Lack of structural planning with rudimentary introduction and/or conclusion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transferable/ employability skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Demonstrates rudimentary analytical and critical evaluation skills</td>
</tr>
<tr>
<td>• Spelling, grammar, or presentation errors throughout</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fail 21-34% Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Coursework does not address directly the set question</td>
</tr>
<tr>
<td>• Content largely description or regurgitation, with minimal application of knowledge</td>
</tr>
<tr>
<td>• Shows little evidence of comprehension of theory or evidence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis and argument</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Little or no evidence of argumentation beyond uncritical description or unsupported opinion</td>
</tr>
<tr>
<td>• Evaluation is illogical, irrelevant, contradictory, and/or unsupported</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of appropriate literature and research</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extremely limited selection of material, typically reliant on little or no research from the course or beyond</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fail 1%-20% Knowledge, comprehension, and application of topic/subject matter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fully fails to address or answer the question, or the answer provided is fundamentally incorrect, evincing little comprehension</td>
</tr>
<tr>
<td>• Little or no accuracy in knowledge/grasp of topic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis and argument</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Failure to identify and discuss relevant issues</td>
</tr>
<tr>
<td>• Failure to demonstrate critical analysis, likely because it is overly reliant on description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of appropriate literature and research</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Failure to engage with academic material</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation, structure and academic practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Failure in structural planning with no introduction and/or conclusion</td>
</tr>
<tr>
<td>• Failure to provide adequate referencing</td>
</tr>
</tbody>
</table>
Transferable/employability skills

- Spelling, grammar, or presentation errors throughout
- Unsatisfactory communication at this level

Panels and Boards of Examiners

Panels of Examiners

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

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

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

Boards of Examiners

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

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

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

Resits/Resubmissions

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

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

Coursework

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

General principles:

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

Examinations

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

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing undergraduate programmes of study (www.le.ac.uk/senate-regulation5). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/progression-ug.

<table>
<thead>
<tr>
<th>Progression recommendation</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>You have satisfied the examiners and can proceed to the next year of your course.</td>
</tr>
<tr>
<td>Pass and Transfer/Non Complete and Transfer</td>
<td>You have satisfied the requirements to transfer to another course in the coming academic year, if previously requested.</td>
</tr>
<tr>
<td>Progression recommendation</td>
<td>Explanation</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Resit/Resubmit</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Sit/Submit</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Proceed and Re-sit</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Proceed and Substitute</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Proceed and Carry</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Repeat Semester 1</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Repeat Semester 2</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Repeat Year</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Resit without Residence (RWR)</strong></td>
<td>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</td>
</tr>
</tbody>
</table>
next level of your course. The outstanding assessments must be completed 'without residence' (see below). Pass marks for the re-attempted assessments will be capped at 40%.

### Sit without Residence

You have failed to satisfy the examiners in the assessments for one or more modules, however you have presented accepted evidence of mitigating circumstances. You are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence' (see below). The marks for these re-attempted assessments will not be capped.

### Termination of course

You have failed to satisfy the examiners and meet the University’s progression requirements and/or scheme of degree classification and therefore your course of study at the University has been terminated.

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

### Referencing and Academic Integrity

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

### What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

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

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

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

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

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

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

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

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

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most subject areas have a specific referencing style which you are required to use. If you are on a Joint or Major/Minor programme you may find that your subjects use different referencing styles and it is important that you use the correct ones. To find out which referencing style each department uses, and for information and help on each referencing style, please visit http://www.le.ac.uk/library/help/referencing.

Requirements differ on how to arrange bibliographies (complete list of all reference and other sources at the end of your coursework) and whether references are included within the word count for your coursework – please refer to any separate guidance provided on these points.

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:**


*For two authors:*

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

**Within a bibliography:**


*For more than two authors:*

**Within an essay:** (Downing et al, 1995)

**Within a bibliography:**


*A single author’s chapter in an edited collection:*

**Within an essay:** (Schudson, 1991)


**ARTICLES IN JOURNALS**

*Single author*

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

**Within a bibliography:**

(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:


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

AN EXAMPLE OF REFERENCING IS SET OUT BELOW:

Many authors have examined the mass media in contemporary societies (Boyd-Barrett and Newbold, 1995; Curran and Seaton, 1997; Downing et al, 1995; Gaziano, 1983). [The authors are listed in alphabetic order to substantiate your claim]. The mass media 'have been increasingly subjected to systematic study' (McQuail, 1994: p. 1). [Quote referenced]. Downing et al, (1995) suggest that 'we are surrounded by a variety of mass produced cultural objects' (p. 1), [An alternative way to reference a quote] perhaps the most significant being television. Television has been the subject of much research (McQuail, 1994), and Schudson (1991) argues television is perhaps the most important source of news. However, what an audience sees is not a 'random reaction to random events' (Schlesinger, 1987: p. 82, in Boyd-Barrett and Newbold, 1995: p. 235). [Authors often quote from other books; such quotes should be referenced like so]. Much of the news an audience sees is contrived, especially political events like the party conferences (BBC News Online, 1998). [Online material should be referenced too]

Mitigating Circumstances

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

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

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

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

Legitimate mitigating circumstances might include:

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

The following would NOT be deemed to constitute mitigating circumstances:

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

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

Procedures for students with mitigating circumstances

1. Consult the regulations on mitigating circumstances
2. Submit a completed copy of the ‘mitigating circumstances form’ (also to be found on Blackboard >> Media and Communication Undergraduates) to mcmitcircs@le.ac.uk as soon as the mitigating circumstances occur
3. Submit documentary evidence of mitigating evidence to mcmitcircs@le.ac.uk. Evidence should normally be scanned and submitted in electronic form:
If mitigating circumstances have caused you to miss a coursework deadline, please submit the coursework as soon as possible.

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

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

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

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

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

Ethical Approval of Student Projects

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

Departmental training in research ethics is delivered mainly as part of the MS2002 Analysing Communication Processes and MS3030 Dissertation module. This training provides an overview of the common ethical issues raised in student projects such as a dissertation (i.e. obtaining consent, ensuring confidentiality and appropriate treatment of vulnerable groups/sensitive topics) and a review of department procedures and documents to be completed. More focused instruction and guidance on completion of the required documentation is conducted through consultation with the dissertation supervisor and (if required) the Department Research Ethics Officer (Dr Maria Touri mt141@le.ac.uk).

RESEARCH ETHICS PROCEDURES

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

(i) Role of the Supervisor

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

(ii) Submission of proposal for research ethics review

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

The University Protocol for Ethical Approval of student work is available at:
http://www2.le.ac.uk/institution/committees/research-ethics/protocol-for-ethical-approval-of-student-work-non-clinical-research-on-human-subjects

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

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

Personal Support for Students

Departmental Student Support Arrangements

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

Personal tutors

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

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

Your responsibility to your personal tutor is:

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

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

You may also like to discuss personal issues with the Welfare Officers (Charles Wilson Building), members of the Student Counselling Service (Charles Wilson Building), 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 organization and running of any particular degree programme should be addressed to the Programme Director, Dr Maria Touri (mt141@le.ac.uk). More specific comments about the organization and running of individual modules or about arrangements concerning specific years can be directed to Module Tutors.

Undergraduate Tutor

If your personal tutor is not available, you may seek advice from the Undergraduate Tutor, Dr Melanie Kennedy (mjk29@le.ac.uk). The UG Tutor takes pastoral care of undergraduate students in the Department and:

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

Equal Opportunities

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

Students should bring forward any issues or concerns related to equal opportunities (ethnicity, gender, disability, etc) to the Equal Opportunities Officers, Dr Tracy Simmons & Dr Lieve Gies (tas11@le.ac.uk / lg149@le.ac.uk).

University Student Support Arrangements

Student Services Centre

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

The opening hours are:

<table>
<thead>
<tr>
<th>Term time</th>
<th>Monday to Thursday</th>
<th>9.00 a.m. to 7.00 p.m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Friday</td>
<td>9.00 a.m. to 5.00 p.m.</td>
</tr>
</tbody>
</table>

Contact: Student Service Centre, Charles Wilson Building

http://www2.le.ac.uk/offices/ssc

AccessAbility Centre

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

Contact: AccessAbility Centre, David Wilson Library

Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk | www.le.ac.uk/accessability
Students with special needs who have not already been in discussion with the department, are requested to arrange to see the AccessAbility Officer, Jim McKenna (mjm7@le.ac.uk) as soon as possible to ensure that the University can provide or arrange support where appropriate.

**Student Welfare Centre**

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

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

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

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

**Contact:** Student Welfare Service, Student Services Centre, Charles Wilson Building  
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | [www.le.ac.uk/welfare](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.

Services on offer include:

**Student Counselling Support**

Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: [www.le.ac.uk/counselling](http://www.le.ac.uk/counselling)

**Contact:** Student Counselling Service, Student Services Centre, Charles Wilson Building  
+44 (0)116 2231780 | counselling@le.ac.uk

**Student Mental Wellbeing Support**

Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

**Contact:** Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building  
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk  
[www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing](http://www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing)
Student Healthy Living Service

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

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

Health Care and Registering with a Doctor

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

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

More information about registering with a doctor and other health and well-being services can be found at: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

Careers and Skills Development

Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career—what it is that really drives, motivates and inspires you.
We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Student Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

Contact the Career Development Service:

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

**Careers support within the School**

**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, Dr Maria Rovisco (mr268@le.ac.uk), is the department’s liaison with the central Careers Development Service and works closely with Careers 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: Dr Maria Rovisco  mr268@le.ac.uk**

**Feedback from Students**

**Module Questionnaires**

Time will be allocated during the last lecture and seminar of each module for students to complete ‘module questionnaires’. Students will be asked to give their feedback, evaluation and suggestions in relation to the module. The questionnaires are used by the Department to monitor the development and organisation of modules. The results are collated and distributed to the Head of Department and Programme Directors for their responses. The *Learning and Teaching Committee’s Protocol on Student Feedback* can be found on the Academic Office website at [http://www.le.ac.uk/academic/quality/guidelines/cotlfeed.pdf](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.leicestudent.org/pages/support/education/course_reps/](http://www.leicestudent.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 Level 3 Student Performance Prize** – For the student achieving the best overall performance

- **Media and Communication Best 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 Communication Society

The Media and Communication 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.

### Student-run media on campus

- **The Ripple**, the student newspaper at [http://the-ripple.co.uk/](http://the-ripple.co.uk/)
- **LUST Student TV** at [https://www.youtube.com/user/LUSTELEVISION](https://www.youtube.com/user/LUSTELEVISION)
- **LUSH Radio**, the student radio at [http://lushradio.net/lush/](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](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 www.le.ac.uk/sas/regulations/appeals-complaints. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).