• BA French and Spanish
• BA French and Italian
• BA Italian and Spanish
• BA French and English
• BA Spanish and English
• BA Italian and English
• BA Modern Language Studies
• BA Modern Languages with Management
• BA Modern Languages with Management and English as a Foreign Language
• BA Modern Languages with Film Studies
• BA Modern Languages and Translation
• BA Modern Languages with Translation
• BA Translation and Interpreting
• BA European Studies
• BA French Studies Major/Minor
• BA Spanish and Latin American Studies Major/Minor
• BA Italian Studies Major/Minor
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Welcome/Introduction
Welcome to Modern Languages. We hope your time in Leicester will be inspiring and enjoyable.

This handbook is designed to provide you with some of the general information you may need about the School of Arts and the University. It is designed to be used in conjunction with the Study Skills Guide which you will find online at http://www2.le.ac.uk/departments/modern-languages/students. You are asked to read the information in both documents with care.

Returning Students
Whether you are a second or final year student, we welcome you back to Leicester and hope you will embrace the opportunity to further expand your knowledge and gain new skills. As always, we are here to help you enjoy your studies and get the most out of your course. We want you to find the coming year stimulating and fulfilling.

Important Dates 2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26 September 2016</td>
<td>Autumn term and first semester begin</td>
</tr>
<tr>
<td>Friday 9 December 2016</td>
<td>Autumn term ends</td>
</tr>
<tr>
<td>Friday 23 December 2016 –</td>
<td>University closed for Christmas</td>
</tr>
<tr>
<td>Monday 2 January 2017 inclusive</td>
<td></td>
</tr>
<tr>
<td>Monday 09 January 2017</td>
<td>Spring term begins</td>
</tr>
<tr>
<td>Monday 09 January 2017 –</td>
<td>First semester examinations</td>
</tr>
<tr>
<td>Friday 20 January 2017</td>
<td></td>
</tr>
<tr>
<td>Friday 20 January 2017</td>
<td>First semester ends</td>
</tr>
<tr>
<td>Monday 23 January 2017</td>
<td>Second semester begins</td>
</tr>
<tr>
<td>Friday 25 March 2017</td>
<td>Spring term ends</td>
</tr>
<tr>
<td>Friday 13 April 2017 –</td>
<td>University closed for Easter</td>
</tr>
<tr>
<td>Thursday 20 April 2017 inclusive</td>
<td></td>
</tr>
<tr>
<td>Monday 1 May 2017</td>
<td>Summer term begins</td>
</tr>
<tr>
<td>Monday 15 May 2017 –</td>
<td>Second semester examinations</td>
</tr>
<tr>
<td>Friday 2 June 2017 inclusive</td>
<td></td>
</tr>
<tr>
<td>Friday 23 June 2017</td>
<td>Summer term and second semester ends</td>
</tr>
</tbody>
</table>

Please note that examination dates may be subject to change.

Note: The information in this handbook applies to the 2016-2017 session only. We have tried to ensure that the information was correct when the handbook went to press in September 2016.
**Induction**

A programme of induction events are organised for incoming students; schedule details will be emailed out before the start of term.

**Special Equipment (if applicable)**

Please note: Dictionaries are not allowed in University exams.

**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](http://www.le.ac.uk/learnatleicester) and [http://www2.le.ac.uk/students/info/students-studying-more-than-one-subject](http://www2.le.ac.uk/students/info/students-studying-more-than-one-subject)

**Department Details**

The School is located in the Attenborough Tower; the School Office is on the fifteenth floor, Att 1514. The phone number is 0116 252 2620. A list of staff names can be found on the website at [http://www2.le.ac.uk/departments/modern-languages/people-1](http://www2.le.ac.uk/departments/modern-languages/people-1)

**Departmental Communications**

Staff in the School will usually communicate with you individually by e-mail or via Blackboard. Any internal or external mail or documents addressed to you will be put in the student pigeonholes which are located in the Italian corridor on the 11th floor of the Attenborough tower.

You should check the pigeonhole bearing the first letter of your surname regularly as important communications may otherwise be delayed.

**Contacting Members of Staff**

Appointments may be made to see any member of the academic staff by telephone or e-mail. Most members of staff also have notices on their office doors indicating when they are available to see students without prior appointment (Office Hours).

Any student wishing to see the Head of School is asked to make a request at the reception desk in the School Office. While we try to keep an open-door policy, we ask students to remember that staff have a number of different administrative and research responsibilities alongside their teaching commitments, and to respect Office Hours as far as possible.

Any questions about specific courses are usually best directed to the lecturers or tutors concerned. If in doubt you should always consult the Directors of Studies for advice and assistance on any matters of a subject-specific nature. The School Office is often able to provide more general information or advice on matters relating to your course of study, or will make an appointment for you to see any member of staff.
School Office

The School Office is situated in the Attenborough tower, 15th floor Att 1514.

The Office is normally open during at the following times:

Monday to Friday 9.00am – 5.00pm

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 at http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details.

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

Department Facilities

The Modern Languages Study Centre (MLSC) is located on the 6th floor of the Ken Edwards building (room KE623) and is an open access space available only to Modern Languages students for use in their self-study time. The MLSC is equipped with a number PCs and a networked printer, TVs with DVD players, a selection of language learning materials including dictionaries; magazines, newspapers and novels in your target languages, and other language-learning resources such as guides to pronunciation, phonetics, listening skills practice and grammar reference books. You are given a swipe card for access to the room and it is open for use from 08.00 to 20.00 Monday to Friday.

The MLSC is looked after by students who volunteer to take part in a weekly rota system and serve as monitors for the space, helping to ensure the proper use of the room and its resources. In sum, the MLSC is a central hub for the School of Modern Language study community, and we encourage you to make the most of it!

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.

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

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

IT Services

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

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

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

Student Learning Development

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

Students’ Union Education Unit (ED)

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](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_ucation1 (Drop in on Tuesdays, 9am-10am)

### Learn a New Language with Languages at Leicester

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

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

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

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

### University Bookshop

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

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

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

The opening hours are:
Monday to Friday  9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
Saturday        10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop
Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

University Regulations

In exceptional circumstances students may be allowed to complete four year degrees in three years without a year abroad.

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

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

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

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

Student Responsibilities

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

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

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

Attendance and Engagement Requirements

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.
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 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 miss a class, for whatever reason, you need to complete a Notification of Absence form https://www2.le.ac.uk/departments/modern-languages/undergraduate-1/absences/fg_base_view_p3 for each absence.

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

**Neglect of Academic Obligations**

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

**Examination Regulations**

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

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

You can also find information about exams in the Students’ Guide to Exams (www.le.ac.uk/sas/assessments/examsguide).

**Timetable Information**

All personal timetables are shown on MyStudentRecord

You will be informed through Blackboard and/or email of any changes to venues/times. If we receive amended information late it may be shown on the classroom door/s.
Course details

Modules and Credits

All programmes consist of a number of modules, each of which is rated at 10 or 20 credits. The credit rating which a module is given indicates the amount of work and time which is involved in taking the course. The University expects students to spend 75 hours of work on a 10 credit module; some of this will be in lectures and classes, but the main part will be spent as ‘private study’ time - reading about the subject and preparing the coursework.

Throughout the University, on all degree programmes, full-time students take modules each year which add up to a total of 120 credits.

Programme and Module Specifications

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

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

ERASMUS Exchanges, Years Abroad, Industrial Placements

Residence Abroad

A period of residence abroad forms an integral part of any degree with a Modern Languages and most of our degrees are four year courses. Students normally spend a year abroad between the second and final years of their course.

The Year Abroad is a wonderful opportunity and for many students it forms the highlight of their degree. Do bear in mind that it takes a certain amount of preparation and degree of a willingness to embrace the opportunity wholeheartedly, and in order to gain maximum benefit from the Year. You will be invited to regular meetings throughout your second year, at which you will be given advice on how to prepare for the Year, and you will have the opportunity to meet finalists who have only just come back from their own Year Abroad.

Summer Schools

Fully funded summer schools are for all full time students studying French, Italian or Spanish during the vacation between Year 1 and Year 2, and are an excellent way to improve language skills. Summer schools are in Florence or Massa Maritima (Italy), Santiago de Compostela (Spain), Montpellier (France) and last approximately three weeks. The University regulation about summer schools reads as follows:

It is compulsory for students studying for a degree run by the School of Modern Languages to attend a three week language summer school, organised by the School, in the country in which that language is spoken. Students taking more than one language must attend one summer school and may optionally attend others if self-funded and provided places are available.

Assistantships in Schools

Assistantships are normally for the full academic year and are therefore particularly suited to students specialising in only one language in their final year. However, Assistantships are now increasingly available for half a year. Assistantships are administered through the British Council in London. Application forms will be
distributed to you in November of your second year and must be returned to the School Office by the stated date, so that the departmental section can be completed and the forms sent to London by early December.

**University Study**

Splitting the year between universities in two different countries is particularly recommended for students taking two languages in their final year. We have ERASMUS exchange agreements or other close links with a wide range of European universities. These include Besançon, Le Mans, Lyon, Paris 3 Sorbonne-Nouvelle; Pau, Bordeaux, Avignon (France); Louvain La Neuve, Liège (Belgium); Geneva (Switzerland); Padua, Pavia, Pisa, Bologna, Salerno, Chieti-Pescara, Verona (Italy); Zaragoza, Madrid, Santiago de Compostela, Valladolid, Salamanca, Granada, Valencia, Barcelona; Seville; Extremadura (Spain). The university also has a link with Universidad de las Americas in Puebla, Benemérita Universidad de Puebla, UNAM, Mexico City (Mexico); and Universidad del Rosario, Bogotá (Colombia) as well as two universities in Quebec: Université Laval and Université de Sherbrooke.

**Prior to Brexit the above links were available for Modern Languages students. Although the Year Abroad will continue it is not possible at this stage to say which universities will be offered.**

**Work/Study Programmes Abroad**

Students may choose to make their own arrangements for studying/employment abroad, subject to School approval.

The Year Abroad Coordinator for the School is Dr Marion Krauthaker, mk467@le.ac.uk. More details about the year abroad will be given to you at the start of your second year.

**Assessment of the Year Abroad**

The Year Abroad is a key element of the overall degree. For students on Modern Languages degrees (except for those on degrees with English), it carries a 30% weighting of your whole BA degree. 10% of this mark derives from work/study undertaken during the Year Abroad (details below). The other 20% derives from your linguistic performance in the final year which reflects the skills you have acquired during the Year Abroad. For students studying on the Modern Languages and English degrees, 15% of your Year Abroad derives from the French, Italian or Spanish side of your degree (5% study abroad modules and 10% linguistic performance in the final year) and 15% from the English side (study abroad modules).

For students spending the whole year on a work placement or a year-long British Council Assistantship, the Year Abroad mark will be based on a detailed report on their work experience.

For students spending one semester on a work placement or a semester long British Council Assistantship, and the other on an Erasmus study placement, the assessment will be based on a work placement report in one semester, and on marks for ECTS credit-bearing modules in the other semester. If you study you are also required to prepare a learning dossier containing lecture notes, course handouts, and other information about your programme of study.

**Word-length of the Work Placement or Assistantship report:**

- year-long placement/ assistantship: 3,500-4,000 words
- semester-long placement/ assistantship: 1,500-2,000 words

Students on a university placement are expected to take approved courses and complete a total of 30 ECTS credits per semester.
Year Abroad performance will be calculated on the mathematical average of EITHER (a) the best 15 ECTS credit module marks (out of a total of 30 studied per semester) OR (b) the best 30 ECTS credit module marks (out of a total of 60 studied per semester). Discrepancies arising out of local circumstances will be dealt with on a case by case basis, and may result in the learning dossier being taken as evidence of potential marks.

Marks obtained at partner institutions are converted onto the Leicester scale using the School of Modern Languages Conversion Table.

Teaching Timetable

Most lectures and other classes are timetabled centrally. Students will be provided with a personalised timetable which will be shown on their student homepage. If you have not been allocated a timetable slot on a module for which you have enrolled or if you think you have a clash with another Department, please let the School Office know at once so that the problem can be sorted out. At the start of Semester Two there are likely to be some minor changes to the timetable so please be sure to check MyStudentRecord before attending classes.

Coursework Submission

All assessed work must be submitted by 12.00pm (midday, not midnight) on the deadline date which will be shown on Blackboard for each module. Work is submitted through the Turnitin Plagiarism Detection Software on Blackboard. The Turnitin software accepts the following file types: Word, Text, Postscript, PDF, HTML, and RTF.

Students are only required to submit an electronic copy of their coursework assignments.

- Click on the ‘Assignments’ link for the relevant course.
- Click on ‘Assessment’ on the left-hand side of the page.
- Click on the folder in the middle of the page relevant to this assignment.
- Click on the relevant ‘View/Complete’ Turnitin link. Please follow the instructions on the subsequent pages to submit.

Please note that if your assignment is submitted after the aforementioned deadline, lateness penalties will be applicable, unless you can provide evidence of mitigating circumstances which explain your late or non-submission. Under current University Regulations, 10 marks are deducted for the first day of non-submission (i.e. between 12 noon on the date of submission and 12 noon on the next working day); each subsequent day will see a further deduction of 5 marks until your work reaches the level of a bare pass.

Once you have submitted your assignment via Turnitin, you will receive a TurnitinUK Digital Receipt to confirm that your assignment has been successfully uploaded. This receipt will also be sent as an email to your University of Leicester I.T. account. It will confirm the date and time of your submission, and it will provide you with a submission ID number. Please ensure that you have received your TurnitinUK Digital Receipt prior to the submission deadline, as lateness penalties cannot be waived if the electronic copy of your assignment has not been submitted on time, and this receipt will be the only proof that your submission has been successfully uploaded to Turnitin.

If you are unsure whether your assignment has successfully uploaded, you should send a copy of your assignment by email to modernlangUG@le.ac.uk by the relevant submission deadline that it can be uploaded on your behalf by the School Office.

If there are mitigating circumstances which you feel may affect your submission of this assignment, you may declare this to the School by completing a mitigating circumstances form and submitting any relevant and appropriate third-party evidence. You can do this via the Mitigating Circumstances Blackboard site, which you
have been enrolled onto. Please note that your mitigating circumstances claim must include a completed mitigating circumstances form and appropriate third-party evidence by the relevant mitigating circumstances deadline, otherwise they will not be considered. All mitigating circumstances claims will then be considered by a Mitigating Circumstances Panel and you will be notified of the outcome via email within two weeks.

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

Coursework Submission Dates

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE TITLE</th>
<th>ASSIGNMENT TYPE</th>
<th>SUB-MISSION DEADLINE</th>
</tr>
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<td>Essay</td>
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<td>Gender and Power in Contemporary France</td>
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<td>Coursework Essay</td>
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<td>English Text Analysis</td>
<td>Analysis 3: style (500 words)</td>
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<td>Introduction to Translation Studies</td>
<td>Essay 2: 750 words</td>
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<td>ML1004</td>
<td>Introduction to Translation Studies</td>
<td>Essay 3: 750 words</td>
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<td>General Translation</td>
<td>Translation portfolio</td>
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<td>Advanced English Text Analysis 2</td>
<td>500-word transcription and 500-word analysis 1</td>
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<td>Advanced English Text Analysis 2</td>
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<td>Latin American Society and Culture: South America</td>
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<td>The Spanish Silver Age (1900-1950): A Revolution in Language</td>
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<td>SP2042</td>
<td>The Spanish Silver Age (1900-1950): A Revolution in Language</td>
<td>Commentary on in-class presentation (500 words)</td>
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<td>SP2050</td>
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<td>Coursework essay (Final)</td>
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<td>The Mexican-U.S. Border: History and Culture</td>
<td>Coursework Essay (2,500-3,000 words) (Final)</td>
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Examinations

Modules are assessed either on a continuous basis, by written examination, or by a combination of both.

Written examinations are held in:

- January for Semester 1 and
- May/June for Semester 2

Further information is provided on the School website and/or Blackboard sites for each module.

Former exam papers may be consulted in the Library or via course tutors and may be used as practice materials in class.

The University has a system of anonymous marking for written examinations which is why candidate numbers are issued to first-year students upon arrival. You will retain the same candidate number for the duration of your course, so please do not lose it!

Resits

Resit examinations are held each year, normally in the first complete week in September. The deadline for resubmission of failed coursework falls at the same time. However, some examinations are held at the end of August to fit in with Summer School arrangements. You should bear this in mind when making any holiday arrangements as holidays are not a legitimate reason for missing any potential resits.

Students who fail written assignments during the year (or hand them in too late for assessment) will be given a different title or theme for resubmission and/or may be required to sit an examination even if the module is normally assessed by coursework alone.

Marks for modules failed at the first attempt but passed in September are returned as 40% for language modules and 35-40% for content modules unless there are mitigating circumstances involved.

Decisions about resits are taken formally, not by the School but by the College of Social Sciences, Arts, and Humanities. However, you may assume that, unless you have received a warning, you will normally be granted a September resit for any module you may have failed. If you consider that your performance might have been affected by medical or other factors, you should inform your personal tutor without delay (written documentary evidence is normally required).

Results

We aim to publish the results for first semester modules in each subject by the end of February and for second semester modules by the end of June. However, a student’s complete end-of-year result is not known until all the marks are in and the whole performance has been considered by the relevant Board of Examiners and by the
College of Social Sciences, Arts, and Humanities which does not meet until mid-July. Therefore, individual marks may not be available until that stage. They will be communicated to students via the transcripts issued annually by the Registry in September and to returning students at the start of the session.

“Re-marking” of exams

The concept of sending exams back for re-marking is a familiar one from GCSEs and A-Levels, and is a product of a vast number of scripts having to be assessed in a very short time. Note that re-marking is not a university practice. Students may appeal against what they see as procedural irregularities but they may not appeal against academic judgments properly arrived at. In this case please do not ask for essays or scripts to be “re-marked”. However, all students are naturally entitled to ask for feedback, guidance and advice on their work and staff will be pleased to offer as much help as they can.

Change of Course/Module

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

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

Marking and Assessment Practices

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

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

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

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;
- The 21-day turnaround period includes weekdays and weekends, but does not include Bank Holidays and other Closure Days.
- The 21-day turnaround period will not include vacation periods except in the case of online submission/marking (in which case students are able to access Blackboard during the vacation)
- 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.

**Normal marking practices in Modern Languages are as follows:**

**Year 1**
- All assessed coursework and exams are single marked.
- All work deemed to have failed by a first marker or in which academic dishonesty is suspected is double marked.

**Year 2 and Final Year**
- All summative work which contributes towards the calculation of a student’s degree classification shall be subject to a system of moderation by an internal examiner.
- All work deemed to have failed by a first marker or in which academic dishonesty is suspected is double marked.
- Where particular circumstances dictate, at the discretion of the Director of Studies, any assessed work may be double marked.
- Exam results will be made available through MyStudentRecord.
- Module leaders and Personal Tutors will be available for discussion of student’s performance.

**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](http://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.

**Further Information on Assessment Procedures**

Where a module is assessed on the basis of coursework essays, students will receive feedback within 21 working days of submitting the essay.

You must be present for all examination papers you are required to sit. Anyone who is unwell must submit a Mitigating Circumstances Form and obtain a doctor’s note, appropriately dated, formally certifying an inability to sit the examination either in the examination room, in the sick-bay or in another special room which will be made available on the day in question.

For any course contributing to your final assessment you may (exceptionally) be required at the discretion of the examiners to attend an oral examination.

**First Year**

The first year of your course is a qualifying year only. Completing it gives you the right to proceed to the second year.
In order to proceed to the second year of the course, you must normally have passed modules for 120 credits, according to your degree specifications. To obtain the credit-units for each module you must:

a) meet your academic obligations, such as attendance at classes (see neglect of academic obligations section earlier in this Guide).

b) submit, by the stipulated date, all specified essays, assessed and non-assessed written and oral work, dissertations or project-work; completed in accordance with the School’s requirements as to length, layout, and style

and, in the assessment process:

c) achieve a mark of at least 40 in each module contributing to the total of 60 credit-units in that semester.

Subject to the achievement of an overall average of 40%, modules may be passed at a level sufficient for the award of credit (marks between 35% to 39%). However, it should be noted that all language modules are core modules and must be passed at 40% rather than pass for credit. This means that students with a credit-weighted average of less than 40% overall will be deemed to have failed all modules in which a mark of less than 40% has been obtained; students with a credit-weighted average of 40% or more overall will be deemed to have failed all modules in which a mark of less than 35% has been obtained.

In short, this means that if you get a module mark of between 35 to 39 but have an overall average of 40 or above then it will be deemed a ‘pass for credit’ mark and you won’t be asked to retake it (and indeed won’t be able to). However, any marks of 34 or below will be deemed a fail and in most circumstances, require a retake/resubmission regardless of your overall average.

Students will receive an email telling them when their marks are available to view on MyStudentRecord. Students declared by a Board of Examiners to have failed any modules taken during the session will normally be allowed to re-submit or re-sit any examination associated with a failed module in the September immediately following the end of the academic year in which the failure occurred, and students who have failed or not completed any elements of assessed course-work will normally be given the opportunity to (re-)submit the work either before the end of the academic year or by the end of the September examination period.

Second Year

In order to proceed to the final year of the course you must obtain 120 credit-units overall. The requirements for obtaining the credit-units are the same as in the first year and the same rules about provision of information and the handling of failures also apply.

Final Year

You must obtain 120 credit-units for your course.

The requirements for obtaining the credit-units that you take are the same as in the first and second years. The same rules about the provision of information for first-semester performance also apply. Failures are, however, handled differently.

Students who fail to satisfy the examiners in the Final Examinations may be allowed to present themselves for re-examination on one subsequent occasion only, and they will be considered for the award of a classified degree. However, where a student has failed some final year modules, but has still met the criteria for the award of a degree, an opportunity to re-sit those failed assessments shall normally only be offered where successful re-assessment could potentially result in the student becoming eligible for a higher classification.
Examination anonymity: The University has a system of anonymous marking for written examinations and assessed essays, and students must use their nine-digit student number (printed on the Library Card). Students use the same number for the duration of their course.

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

Referencing and Academic Integrity

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

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

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

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

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

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

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

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

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

Referencing style

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. Most 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.

The school of Modern Languages uses the MHRA referencing system. A full style guide is available at http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml or via Blackboard.

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

Mitigating Circumstances

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

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

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

A student may submit a mitigating circumstances claim if they feel that the submission of one or more pieces of work has been or will be affected by a serious or significant event. You will be automatically enrolled on a Blackboard site titled Mitigating Circumstances* through which you should submit your form and evidence.
If a student has submitted a mitigating circumstances form along with supporting evidence, their case will be considered by the Mitigating Circumstances Panel. Our Mitigating Circumstances Panel meets weekly during term-time. Its membership comprises colleagues from the School of Arts, which allows us to schedule regular Mitigating Circumstances Panel meetings so as to present timely responses to our students. Please note that student confidentiality is of utmost importance to the Mitigating Circumstances Panel, and specific information will never be disclosed outside of the Mitigating Circumstances Panel.

The Mitigating Circumstances Panel has the power to make one of the following recommendations:

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

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

* Mitigating circumstances do not lead to marks being changed.

Personal Support for Students

Departmental Student Support Arrangements

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

Personal Tutors

You will be allocated a Personal Tutor in your subject area at the beginning of your degree. If you are a joint degree or Major/Minor student, you will be allocated a Personal Tutor from your Lead/Major department, but will also have access to academic support in both disciplines. Your Personal Tutor can advise you whom to contact in that case.

You can find out who your Personal Tutor is by consulting Blackboard or contacting the School office. You will have regular, scheduled meetings (twice per semester) to discuss academic issues and reflect on your progress; some of these are 1-2-1 meetings (your Personal Tutor will contact you to arrange them), and others are group meetings (which will appear on your timetable). Records are kept for these meetings. You are encouraged to contact your Tutor for further advice and support when you need it.
Your Personal Tutor is there to provide academic support, advice and guidance on an individual level, overseeing your progress and reflecting on your development during your degree. This support includes guidance on feedback and assessments, crisis support and signposting to other university services, help with study skills, module choices, and CV building, and access to careers information. The School’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor

It is your responsibility to:

- respond to contact from your Personal Tutor (including emails and invitations to meetings);
- request a meeting or make contact if the need arises, seeking timely advice from your Tutor when you are faced with issues (academic or personal) for which you need support;
- bring examples of work and feedback to meetings, when appropriate, to discuss academic development.

It is in your interests to ensure that your Personal Tutor is kept informed about anything that might affect your ability to fulfil your work.

As well as the scheduled sessions, your Personal Tutor is there to help if you have more urgent issues arising. If your tutor is unavailable (for instance, if s/he is unwell or away from campus) and you need to talk to someone immediately, please contact one of the Senior Tutors: Mary Ann Lund (maejl1@le.ac.uk) and Mel Evans (mel.evans@le.ac.uk). If you should experience any problems with the Personal Tutoring system, or wish to change Personal Tutors, then you should also contact one of the Senior Tutors.

Additionally, the Student Services Centre in Charles Wilson (open from 9am every day) is a central point for information and advice for all students. If you need help with any practical matters, the Centre will always be happy to help you.

**Peer Mentoring**

The Peer Mentoring scheme was set up to give all first year undergraduates access to a student who is in their second or third year to gain all the best advice and support about starting University.

Mentors are there to listen, as well as give advice on the best places to go to should Mentees needs any help or assistance during their first year. They will share experiences – good and bad! As well as all the tips they picked up whilst they were a first year to make sure new students settle into life at The University of Leicester.

If you haven’t signed up for your mentor please go to: peermentoring.su.le.ac.uk/apply and follow the link for New Students.

**Equal Opportunities**

The School of Modern Languages endorses the University’s Equality Scheme and will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate on the basis of gender, gender identity, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances and trade union membership. The School endorses and executes the University’s Corporate Equality Objectives. It seeks to ensure that all its members are aware of Equal Opportunities issues and have confidence in the School’s ability to identify and adhere to best practice on such issues.

The School of Art is committed to encouraging inclusive cultures, policies and practices that promote and foster equality and diversity. It will respond to this diversity within the learning environment and in its members’
dealings with each other and with the general public. Students and staff are expected to be aware of appropriate use of non-gender-specific language in all course literature, coursework and assessed work, and to be aware of the offence stereotyping can cause.

Any form of direct or indirect discrimination, harassment, bullying or intimidating behaviour is unacceptable within the University community in that it represents a denial of individual rights and opportunity and an attack on the dignity of the individual person. The University regards acts of unlawful discrimination and harassment as a serious disciplinary matter. Students or staff who feel they may have been subject to unfair discrimination or harassment are advised to approach their personal tutor, the Equal Opportunities officer (Dr Jonathan Taylor, jt265@le.ac.uk), or the Head of School.

Equal Opportunities issues may be raised and discussed at the Student-Staff Committee, at departmental staff meetings and at plenary sections of the full School Board of Studies.

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
Student Welfare Centre

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

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

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

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

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

Counselling and Wellbeing Service

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

Services on offer include:

Student Counselling Support

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

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

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

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

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

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

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Contact: Student Healthy Living Service
+0(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

In the School of Modern Languages there are two Careers Tutors who work closely with other Modern Languages staff and with the Career Development Service. A range of events specifically for Modern Languages students run throughout the year. Events in previous years have involved talks from representatives from the EU, and a chance to network with recent graduates, to explore your options. The Careers Tutors post opportunities and events on the Modern Languages Careers Blackboard site (MLX003), so make sure you check it regularly so you don’t miss out. The following programme runs throughout each year of your degree whilst based in Leicester:

- First years will benefit from Talent Academy which features in the Core Skills module, where you will have the opportunity to undertake a short experiential activity to build your skills.
- The year abroad is held in high esteem by employers and you need to make the most of your year abroad to impress in applications. Second years will participate in a workshop to help you prepare for the opportunities available during work and/or study abroad.
- For finalists, a workshop is held to help you reflect on and articulate the skills gained to employers and prepare for job hunting and applying for further study.

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

Contact the Career Development Service:
Feedback from Students

Student Feedback Questionnaires

It is important to us to know what you think about the courses we provide and the ways in which they are delivered. To enable us to receive adequate feedback, you will be asked to complete at least one module or Course Evaluation Questionnaire in each semester. This will normally take place during a regular teaching session.

Student Staff Committees

There is a School Student-Staff Committee (SSC) which deals with a whole range of issues relating to teaching, learning and assessment in undergraduate courses. Student members of the Committee have an important role to play in its work by representing opinions and providing feedback to their constituents. The Committee consists of a member of staff for each degree-level language, and nine student members, one for each year in each language. There is also one representative chosen by visiting ERASMUS students. The Head of School may attend in an ex officio capacity. Meetings of the Committee are chaired alternately by a staff member and a student representative.

Elections to the Committee take place within the first four weeks of the first semester; the Committee normally meets at least twice in each semester. Training for student representatives is provided by the Students’ Union’s Education Unit. Information about the support the Union provides for representatives can be found on the S.U. website at http://www.leicesterstudent.org/pages/support/education/course_reps/.

Items for discussion may be channelled through members of the Committee or handed in at the reception desk in the School Office (ATT 1514). The Committee’s minutes are posted on the SSC Blackboard site and are considered by staff at the first School Meeting after they are available.

What you can expect of us - What we expect of you.

This final section sets out what we expect of you and what we think you should reasonably expect of us, it also serves as a summary of some of the points which appear elsewhere in this handbook.

What can you expect of us?

• You can expect that you will be provided with an overall course which is well structured and clearly outlined and which takes account of your level of achievement.

• You can expect that modules will be well planned and delivered and will be appropriate to your level of attainment at the stage you take them. You can also expect that they will be both stimulating and demanding; ‘appropriate to your level’ does not mean easy, and indeed a module which is easy is not appropriate to your level.

• You can expect that lectures, seminars and classes will be well planned and that they will fit clearly and properly into the overall structure of the module and your course.

• You can expect that seminars and classes will be carried out in a constructive and encouraging atmosphere, as these are the circumstances in which learning is easiest. It is of course up to you to contribute to this
atmosphere by preparing the work which you were asked to do and making an effort to contribute to discussion.

- You can expect that lectures, classes and tutorials will begin and end on time. Please remember that conventionally lectures and classes timetabled to finish on any hour will end at 10 minutes to the hour to allow time for both students and staff to move to their next class.

- You can expect to have the appropriate course materials for each module handed out at the first teaching session of the course, and that this literature will be helpful and will make your obligations clear.

- If you submit an item of coursework on time you can expect to have it marked, with comments, within three weeks of the submission deadline. If there will be a delay for any reason, e.g. illness, the module co-ordinator will notify you.

- You are entitled to expect that those comments on your essay will be clear and helpful; the amount of comment that you should expect will obviously depend upon the essay and the style of the teacher concerned. Your academic tutor will be willing to discuss and explain both the comments and the mark awarded.

- You are entitled to consult your academic tutors for advice when preparing your coursework (however this must be within a reasonable time frame from the deadline). This may include suggesting further reading, giving guidance on the expected scope of the topic, or matters of correct format in references and bibliography (as the submitted work must be your own effort, there are limits to the help which can be given on the actual content).

- You should expect to be able to see your personal tutor at his or her advertised office hours and by appointment; you are entitled to expect that your tutor will keep such appointments.

- You are entitled to expect that any comments, negative or positive, that you make about the course, individual modules, or the way they are taught will be taken seriously. You are entitled to a response and an explanation if your suggestion is rejected.

- You are entitled to be treated courteously and with consideration by all the staff of the School.

What can we expect of you?

- The School expects you to take responsibility for the planning and execution of your own work. Perhaps the most important thing you will learn at the University of Leicester, and what distinguishes university most from school or college, is that you alone are responsible for the pattern and the structure of your work. In particular, it is up to you to plan your work so that you are ready for each of your classes and that your essays are submitted on time. Your academic and personal tutors can help if you find this difficult; as can the Learning Development Service, but in the end the responsibility is yours.

- We expect you to read carefully through this handbook and any other information which you are given, including course handouts. You should be aware of the procedures of the School and of your obligations; if you are in doubt or have questions, you should take the initiative and ask for guidance.

- We expect you to check your timetable and class lists to ensure that you know when and where your lectures and classes are being held.

- Mobile phones must be turned off and not used at all during lectures, seminars and tutorials.

- We expect you to check your email regularly.
• We expect you to attend lectures, seminars and classes and to inform your academic tutor if you are unable to be present. If you fail to attend regularly you will be asked to explain your absences; repeated absence without good reason can lead to your course being terminated. If you are unable, through illness or other reasons, to attend a class, we expect you to let your academic tutor know and to provide appropriate supporting documentation.

• We expect you to have done at least the recommended preparation and to be willing to contribute to discussion. If you have been asked to make a presentation, we expect you to attend promptly and to make your best efforts in preparing and presenting the paper. Classes work best when the atmosphere is relaxed and when everyone has something to contribute.

• We expect you to read carefully the instructions for the submission of essays and other work, and to keep to them. In particular we expect you to submit your essays on time and in the proper way. It is your responsibility to check that submission of coursework has been successful, for both the hard copy AND the electronic copy.

• We expect that any essay you submit will be your own work, with quotations from books and articles properly identified and attributed. Remember the only real loser from plagiarism is you.

• We expect you to respond to requests to see your personal tutor, and that you will keep your personal tutor informed of any problems that you are having; this will enable us to take them into consideration at examination time or at other times.

• We expect you to familiarise yourself with and make use of the University’s facilities, such as the Library and the IT network.

• We expect you to keep the University informed of any change in either your home or local address.

• We expect you to provide us with your honest opinion upon the modules which you have taken and the course as a whole, and to bring to our attention any problems you have with the course.

• We expect you to follow the deadlines stipulated within this Handbook. Providing documentation by a specified deadline to support a mitigating circumstances claim is your responsibility.

• Finally, we hope that you will take advantage of the other opportunities which being at University offers you - to make the most of the social, cultural and sporting sides of student life.

Societies

There is a thriving Modern Languages society which organises events and outings throughout the year. Find out more and join here http://www.leicesterunion.com/groups/modern-languages

Safety and Security

The School Safety Officer is Mrs Andrea Vear. Phone 0116 252 2662 Email av128@le.ac.uk

Emergency Numbers

To summon the fire brigade, police, or ambulance from an internal phone: dial 888
If there is no reply: dial 9 then 999
From an external phone / payphone: dial 999
The fire alarm is tested once a week, usually on Thursday at 9.45am. If the alarm sounds at another time, please exit the building via the stairs. Do not collect personal belongings. Follow any instructions issued by the fire wardens. The assembly point is the area in front of the Mathematics Building.

**Evacuation Procedure**

During your first lecture/seminar/tutorial for each of your modules you will be alerted to the procedure to follow in the event on an emergency.

**First Aid**

For information on who the School's first aiders are, please contact the School Office (contact details for the School Office can be found on page 6).

**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_and_services/security/CodedCycleScheme.html](http://www.le.ac.uk/estates/facilities_and_services/security/CodedCycleScheme.html)

**Complaints and Academic Appeals Procedures**

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

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see [www.le.ac.uk/sas/regulations/appeals-complaints](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s Regulations governing student appeals ([www.le.ac.uk/senate-regulation10](http://www.le.ac.uk/senate-regulation10)) and Regulations governing student complaints ([www.le.ac.uk/senate-regulation12](http://www.le.ac.uk/senate-regulation12)).