



**School of
Languages, Linguistics and Film**

HANDBOOK FOR MA STUDENTS

2011-12

**This handbook is for all postgraduate students on all MA
programmes in the School of Languages, Linguistics and Film**

How to use this Handbook

This Handbook should be used together with the Academic Regulations and the Student Guide. This Handbook provides information specific to the School of Languages, Linguistics and Film, while the Student Guide gives information common to all students at Queen Mary. The Academic Regulations provide detailed information on award requirements and governance.

Nothing in this Handbook overrides the Academic Regulations, which always take precedence.

This Handbook is available online at:
www.slif.qmul.ac.uk/postgraduate/current

You will receive a copy of the Student Guide at the start of the academic year.
It is also available online at:
www.arcs.qmul.ac.uk

The Academic Regulations are available online at:
www.arcs.qmul.ac.uk/policy_zone

This Handbook can be made available in large print format. If you would like a large print copy, or have other requirements for the Handbook, please contact Sharon Bernor: s.j.bernor@qmul.ac.uk or 020 7882 8332.

The information in this handbook is correct as of September 2011. In the event of substantial amendments to the material, the School will attempt to inform you of the changes.

Queen Mary cannot accept responsibility for the accuracy or reliability of information given in third party publications or websites referred to in this Handbook.

The Student Guide

The Student Guide is QMUL publication that you will receive at the start of the academic year. The Guide should be used together with this Handbook for general information on your time at Queen Mary.

The Student Guide contains a wide range of information, including:

- Academic and student support services
- The academic year
- Campus facilities
- Simplified academic regulations
- How to? advice
- Queen Mary contact information
- Calendar
- Graduation and alumni
- Student administration, and common issues and processes
- QMUL policies
- Campus and QMUL information

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TERM DATES

Academic Session 2011-12

Semester One	26 September 2011	–	16 December 2011
Semester Two	9 January 2012	–	30 March 2012
Exam Term (BA only)*	30 April 2012	–	8 June 2012
Degree Ceremonies	December 2012	and	July 2013

* Please note, with dissertation supervision in mind, that academic staff will become **less available** after the end of this term.

In common with many (but not all) other departments and Schools at Queen Mary, classes are suspended for courses in the School of Languages, Linguistics and Film during Reading Weeks, to enable you to catch up on, or get ahead with your reading and visit libraries which you may not normally be able to reach. **Dates of Reading Weeks may vary from Faculty to Faculty throughout QMUL. These weeks may be permanently cancelled by Queen Mary for everybody if students leave London or are absent from classes in other departments.**

In the School of Languages, Linguistics and Film, Reading Week falls in week 7 of each semester.

INTRODUCTION

School of Languages, Linguistics and Film (SLLF)

Welcome to the School of Languages, Linguistics and Film. We hope that this year will prove a rewarding and enjoyable academic experience. This Handbook aims to give you the information you need in order to get the most out of your studies in the School. Please read it carefully, and keep it so that you can refer to it throughout the year. **This is in your own interest. The book is intended to help you, but you are also expected to be aware of its contents. Teaching and administrative staff will be operating according to the procedures described here, and it will not be allowable to claim that you were unaware of the regulations, penalties, and so forth, that are set out in these pages.** If you find any of the information in this book unclear, please do not hesitate to ask for guidance from any member of staff.

All students have a personal Adviser. Any problems which you may encounter, and which are not fully addressed here, will be raised in the first instance with your adviser, but you are welcome to bring important issues, which your adviser cannot resolve, direct to the Convenor of your MA programme.

The aim of the School is that your studies should be exciting, important and productive.

The School is based in the Arts One Building, Mile End Road, London, E1 4NS.

A full campus map can be found online at:

www.qmul.ac.uk/about/campus/mileend/index.html#map.

Website for postgraduate students

www.sllf.qmul.ac.uk/postgraduate/current

Please use this webpage to access information on any queries you may have. The page contains links to many resources and useful information at QMUL and to external websites that may of specific interest to students in SLLF. Forms to be completed to apply for a change of status or for submission purposes that you may need to complete during your studies are also available from this website.

Further information about the School is available on our website at www.sllf.qmul.ac.uk.

The Arts One Building

Smoking is prohibited in the Arts One Building (and everywhere else on campus). Please do not carry open drinks around the building; these should only be consumed on the ground floor. Please make use of litter bins in- and outside the Building. Please do not stick posters to the walls. These measures ensure a much more pleasant environment for us all to live and work in, and your co-operation is much appreciated.

Please note that to avoid overloading, the lifts in the Arts One Building are for the use of staff and those with serious medical conditions only.

Entry to the Arts One Building is via the front door on Mile End Road. You will be required to show your student ID at the entrance. Your student ID will also give you card access via the side and rear doors on weekdays from 8 am to 6 pm. Certain students may be given additional temporary access at other times (e.g. film studies students working on specific practice-based modules). Film Studies students undertaking practical modules will also have limited access to the Arts Two Building.

In the event of an emergency, the rear and side doors of the building will automatically unlock. In case of a fire alarm, you must make your way immediately via the nearest exit to Assembly Point D, by the Lock-keepers' Cottage. Do not remain by the exits to the building.

Use of Queen Mary ID Card

You will receive a Queen Mary photo-ID card upon enrolment. This card is very important, and must be carried at all times on campus. If you do not produce this card upon request, and satisfy staff that it is your card through comparison of your face and the photograph, you may be removed from the building, or from campus.

The card shows your Student Number and your Examination Number.

The card also serves as your library card, and as an access card for certain buildings. Many buildings have security points at which you must show your card, and others require you to scan your card to release the doors.

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Registry, who will be able to help you. A fee may be charged to replace lost Queen Mary Cards.

Commonly Used Abbreviations

You are likely to come across a number of abbreviations that are commonly used for venues organisations, staff, etc. and these are shown in the table below:

AFB	Arts Faculty Board
AHRC	Arts and Humanities Research Council
ALT	Arts Lecture Theatre
ARCS	Academic Registry and Council Secretariat
BB	Bancroft Building
DGS	Director of Graduate Studies
DRC	Departmental Research Co-ordinator
HOS	Head of School
IGRS	Institute of Germanic and Romance Studies
QM/QMUL	Queen Mary, University of London
RDO	Research Degrees Office
SLLF	School of Languages, Linguistics and Film
SSLC	Student / Staff Liaison Committee
TLC	Teaching and Learning Committee
UOL	University of London

MA PROGRAMMES AND ORGANISATION

The School offers the following taught MA programmes in 2011-12:

MA in Film Studies
MA in Linguistics

Each MA programme runs for one academic year starting in September. Part-time students take the course over two years.

Each MA programme has a Convenor, responsible for the running of the programme and a Chair of Examiners, responsible for examining matters and granting extensions.

MA Programme	MA Convenor and Chair of Examiners	Email
Film Studies	Professor Janet Harbord	j.p.harbord@qmul.ac.uk
Linguistics	Dr Devyani Sharma	d.sharma@qmul.ac.uk

Professor Edward Hughes is the School's Director of Graduate Studies, the Chair of the School Board of Examiners and the Convenor of the School's Research Training Programme.

All postgraduate programmes are administered by Miss Sharon Bernor.
Location: School Office, Room 1.08, Arts One Building
Email: s.j.bernor@qmul.ac.uk
Tel: 020 7882 8332
Fax: 020 8980 5400

The School Office is open from 10.00am-4.00pm during term time (closed 12.30pm to 2.00pm during vacation periods). For all enquiries, or when you need to hand something in, these should be addressed in the first instance to staff at the reception to the office.

Email addresses, as well as telephone numbers and office locations for all MA staff are listed on page 24 and a full QMUL directory is on the website.

ADVISER SYSTEM

Every student will have a designated personal adviser. You should meet with your adviser at the beginning and end of the session and as many times in between as is deemed appropriate. You should contact your adviser if you have any queries or any problems (academic or personal) that may be preventing you from working properly. If your health or other personal circumstances are likely to have an adverse effect on your assessed work, your adviser will inform the MA convenor for your programme, in writing, providing copies of relevant supporting documents. You may also discuss any problems you may have with your MA convenor.

All academic staff set aside office hours during term-time when they are available without appointment to see students. These hours are displayed on their office doors. You should, where possible, use these hours to see Module Organisers with queries about your modules, or your Adviser about any matter you wish to discuss. If you cannot see a member of staff during his or her office hours, it is often easiest to contact staff by email to arrange an alternative time.

KEEPING IN TOUCH

We may contact you in one of a number of ways: either individually or as part of a group; via your QMUL email; via the noticeboards or Blackboard pages relevant to your subject area, or a particular module; via the School's LCD screens or via the student pigeonholes. On occasion, we may need to write to you at either your home or term-time address. You must ensure that you keep your personal details up to date on MySIS. **You must check your email regularly, and the noticeboards, screens and pigeonholes every time you are in Queen Mary** – we will expect that you have received any information passed on in these ways, so it is your responsibility to make sure that you do.

Email

When you enrol for your first year, you will be registered with the QMUL computing network, and receive a username (with password). As well as allowing you to make full use of word-processing facilities, the internet and QMUL intranet, and giving you access to our Virtual Learning Environment (VLE) platform, Blackboard, this will give you access to your QMUL email address. This is vital as this is the email address we will use to contact you throughout your studies.

Please note that you can forward messages automatically from your QMUL account to any other email address if you prefer (such as hotmail etc.). You should consult IT Services for advice on this. Full information on getting started with your computer account and the facilities available can be found on the IT Services website at: <http://qm-web.css.qmul.ac.uk>

You can access your email account by logging on to a QMUL computer or, if you are off-campus, at: <http://my.qmul.ac.uk>.

Blackboard

Module organisers may use Blackboard to make material relevant to their module available for you to download. You must be properly registered for the module to access Blackboard page. You can log into Blackboard at www.elearning.qmul.ac.uk/webct/entryPageIns.dowebct.

Postbox

There is a School postbox for you to use to contact staff of the School. The postbox is located in the Gallery on the first floor of the Arts One Building, near to room 1.33. It is emptied at least once daily,

the last time at 4.00pm. **You must use this to post any messages for members of staff, or to submit any work.** The box is kept locked, so any work is secure once it has been posted in there, and will be taken straight to the staff pigeonholes which are in a secure room. Do **not** put work or any other messages under office doors as they will go missing.

Student Pigeonholes

Any mail that is sent to you at Queen Mary will be placed in the student pigeonholes, located in the Gallery area on the first floor of the Arts One Building (opposite room 1.33). The student pigeonholes are labelled alphabetically and are also used by members of staff to leave messages for individual students. You should regularly check the box with the initial of your surname on it.

FACILITIES

Careers Service

The Careers Service at QM provides information on choosing a career, finding work and details of courses, talks, presentations and workshops. Further information is available online at www.careers.qmul.ac.uk or by contacting 020 7882 8533 or careers@qmul.ac.uk.

Dissertation Binding

A binding service is available on campus at the The Copy Shop. This is situated next to the Post Room behind the People's Palace, opposite the School of Biological and Chemical Sciences. The Copy Shop is usually able to offer a 'while you wait' service for students. However, it is advisable to allow 24 hours turnaround to be on the safe side and not leave binding of the dissertation until the last day/moment before the deadline.

Foreign Language Learning Opportunities

During your studies as a postgraduate student, you may wish to learn a language (in addition to the work normally required for your degree). You may find that we are able to offer language learning within the School of Languages, Linguistics and Film at undergraduate level and you are advised to consult the relevant Language Studies Co-ordinator for the subject that you are interested in. If you are accepted onto a language course in the School you will be able to attend free of charge. Queen Mary, via the Language Learning Unit, also offers language courses in French, German, Japanese and Spanish for a reduced course fee. Arabic, Chinese and other languages may also be available on demand. Further information and contact details for the School's Language Studies Co-ordinators is available online at: www.slif.qmul.ac.uk/postgraduate/language_studies_coordinators.html.

Library Resources

It is very important for students to join and to familiarise themselves with the library resources listed below.

Queen Mary Library

Many books relevant to the MA are held here. If a book of central importance is not in the QMUL Library, you should bring this to the attention of the relevant teacher, who will try to have it ordered.

Similarly, if the loan period for a book of central importance is too long or too short, a teacher can also be asked to change its status in the Library (make a one-week loan book into a long loan one or vice versa, for example).

A large collection of video tapes, and DVDs, is available for private study in the library, or may be borrowed for a limited period of time.

Students are reminded that the Library is a place for study. It is not a social space. Please:

- Always consider the needs of other users of the Library
- Always be silent in the study areas on the upper floors
- Always confine group working to the designated group study areas
- Always keep noise to a minimum in other areas e.g. the ground floor entrance and circulation area and the stairs
- Never talk in anything other than a quiet voice and then only where permitted

- Never allow your mobile phone to ring in the Library

There is system of sanctions for non-compliance with the above, starting with one-day bans and escalating to four-week bans and worse for frequent offenders. Our department is fully behind these measures and we may take our own action against any student who does not respect the study environment.

Information about the library is also available online at: www.library.qmul.ac.uk.

University of London Library in Senate House (Malet St) and the British Library (St. Pancras)

MA students are entitled to use these two important libraries. While every effort is made to stock relevant material in the QMUL library, this is not always possible, especially for periodicals or books that are no longer in print. For this reason, you are strongly encouraged to make use of these libraries. The British Library also has an excellent Slavonic collection.

Lending rights at ULL are available on production of a QMUL card. Reading rights at BL are available with a letter of recommendation obtained from the MA Administrator.

Libraries of the other Colleges of the University of London

It is normally possible to gain reading rights at the other College Libraries (e.g. Birkbeck). This is sometimes useful in tracking down a particularly elusive book or periodical.

British Film Institute Library

21 Stephen Street, London, W1.

For students studying Film: BFI free admittance cards can be borrowed the morning you intend to go, from the Queen Mary Library issue desk. It is recommended that regular use be made of this card. For further information, consult the BFI's website at: www.bfi.org.uk/filmtvinfo/library.

Screen Studies Group

A very useful set of resources developed by the Screen Studies Group specifically for MA and PhD students engaged in Screen Studies research is available online at: www.screenstudies.info (under 'Current Students'). This includes information about relevant libraries, archives, online resources and essays on methodologies and research practices.

Lock-Keeper's Graduate Centre

The Graduate Centre is open for use to all Humanities and Social Sciences postgraduate students between 8:00am and midnight daily. Access is by personal Queen Mary swipe card only. Postgraduate students may make use of the two workrooms (ground floor), the 8 internet research stations and the common room (first floor) at all times during the opening hours. The seminar room (and the 2 internet research stations within) may be used for academic study when not in use by departments.

Furniture (especially chairs) shall not be moved from one room to another. If furniture was moved to accommodate a meeting or seminar, it has to be moved back to its original location. If the teaching layout of the seminar room is changed for the duration of a seminar or a lecture it has to be returned to its original layout afterwards.

No fliers, posters, or any other paper announcements may be posted anywhere in the building. The Faculty Administrative Officer is instructed to remove such items. Events can be advertised on the plasma screen in the foyer. Please email publicity material as pdf file(s) to the Faculty Administrative Officer, Chris Cramer (c.cramer@qmul.ac.uk).

Computing Regulations

All PCs in the Graduate Centre are on the QMUL Student PC System. There are 8 dedicated internet research workstations on the first floor. Students are recommended that they occupy these desks for no longer than half an hour. Any free desks may be used on a first-come-first-served basis. Please note that the workrooms and workstations are provided for individual study. Any large groups will be requested to study in the library, where there are designated group-study areas available. The printer located in workroom 1 (ground floor) is available to the student service PCs in all workrooms but not

to any portables brought into the building. If you experience problems with the printer, please contact the IT Services Helpdesk (its-helpdesk@qmul.ac.uk).

Telephones in the building are on the internal telephone system and shall only be used for brief internal calls or emergencies. Please do not use computers, laptops, mobile phones or other equipment to make telephone or video calls as such behaviour is disruptive to other students using the Lock-keeper's Cottage.

Common Room Regulations

Kitchen facilities in the common room are for general use but users should at all times treat kitchen equipment with care and respect. Students may use the fridge to store cold drinks on an occasional basis when using the Graduate Centre. Food may not be stored for more than 24 hours. The consumption of alcohol in the Graduate Centre is forbidden; unless under academic supervision at scheduled events. It is the responsibility of the students to leave the common room including the kitchen in good order at all times, making use of the washing up facilities.

Safety Regulations

Smoking is prohibited in the Graduate Centre. Food and drink consumption is prohibited in all rooms but the common room. This rule will be strictly enforced. The only exception is covered bottles of water, which may be taken into the workrooms but the bottles should be sealed to ensure that there is no spillage. All users of the Graduate Centre must make themselves aware of the safety notices posted throughout the building. The Graduate Centre is under camera surveillance at all times and is patrolled by QMUL Security. Please note that all students are responsible for their own belongings. Do not leave personal items unattended. Please ensure that all windows are closed when vacating the workrooms. Failure to do so in the past has resulted in widespread theft.

Noticeboards

The School has two LCD screens which show identical information. One is located outside the School office, Arts One 1.08, and the other in the Gallery Area on the first floor of the Arts One Building. These screens will be used to display general information about the School, such as forthcoming events, and also for urgent messages.

There is also a noticeboard for each department. The noticeboard for Film Studies is located outside the Hitchcock Cinema (Arts One G19). The noticeboards for information for Comparative Literature and Culture, French, German, Iberian & Latin American Studies, Linguistics and Russian are located in the Gallery Area.

Photocopying and Scanning

Photocopying facilities are available in the Library and the Students' Union. In addition, there are colour scanners available for your use in IT Services, Queens Building, Room W209, and in the Library, both with IT support to help you in the event of any problems. The scanner in the Library is not connected to a computer with an internet connection and you will, therefore, need to take a USB drive with you in order to save the scanned-in files. It is also advisable to take along a USB drive to save your work onto if using the facilities in IT Services. However, internet access is available and files can, therefore, be saved to the desktop and sent to an e-mail address.

Students' Union

The Students' Union offers support and advice on all elements of your time at University, as well as representing your views to QMUL and national authorities. It also offers many services, in particular, photocopying and laminating facilities. Further information about the Students' Union can be found on their website at www.qmsu.org, or by contacting 020 7882 8030 or email to general@qmsu.org.

Viewing of Past Dissertations

Successful dissertations from previous years are available for viewing from the School Office, room 1.08. Dissertations may be borrowed and returned within 1 week. A limited number of past dissertations in Film Studies are also available on Blackboard.

RESEARCH TRAINING

School of Languages, Linguistics and Film

In the first semester, there will be a programme of three compulsory sessions on research training skills, common to students on all MA programmes in the School. They deal with time management, IT and the choice of essay and dissertation topics. These will take place on Wednesday afternoons for one hour per week.

Week 1: Planning your work, managing your time (Professor Edward Hughes)

Week 2: Choosing essay and dissertation topics (Professor Rüdiger Görner)

Week 4: Using IT (Professor Chris Pountain)

A full schedule with details of timetable and venues is provided at the beginning of the academic year and is available online at: www.slif.qmul.ac.uk/postgraduate/ma_timetables.html.

Institute of Germanic and Romance Studies (IGRS)

The IGRS offer workshops on Saturdays as part of their research training programme. The Institute is part of the School of Advanced Study of the University of London, and the workshops take place in Stewart House. Stewart House lies between Senate House and Russell Square; its entrance is at 32 Russell Square. These workshops are open to all graduate students (MA and research) in the Romance field in London and beyond; and are offered free of charge to graduate students in departments subscribing to the IGRS Departmental Scheme (which includes the School of Languages, Linguistics and Film).

These workshops may be beneficial for students taking any MA programme within the School. Further information and a programme is available from the IGRS website:

<http://igrs.sas.ac.uk/postgraduate/igrs-research-training-programme.html>

EVENTS

School of Languages, Linguistics and Film

All MA students are welcome to attend any of the various research seminars organised by the School of Languages, Linguistics and Film. Details of these events will be circulated via email. Event listings in the School can also be found on our website (www.slif.qmul.ac.uk/events/index.htm) and departmental listings at www.slif.qmul.ac.uk/postgraduate/current/index.html#events.

Other Institutions

All students are entitled to attend lectures, seminars and conferences at the research institutes of the University. Events at the Institute for Germanic and Romance Studies, School of Slavonic and East European Studies and the English Institute (all in Senate House) are likely to be of particular interest. Details will be circulated via email.

STUDENT REPRESENTATION

Student / Staff Liaison Committee

Student / Staff Liaison Committees (SSLCs) are an important channel for students to air their views, criticisms and suggestions for improvements, and a wide range of issues regarding modules and teaching is covered each year. All reasonable suggestions are carefully considered by the department(s) concerned. Issues raised are reported to the School Teaching and Learning Committee, where appropriate, with other matters being referred to the Junior Deputy Head of School. Students are encouraged to make full use of this forum.

Terms of reference

The SSLC exists to consider and discuss matters relating to:

- the content and organisation of programmes of study and any proposed changes;
- the provision of academic facilities and general Departmental/ School/ QMUL facilities;

- Departmental/ School social activities;
- provision for student welfare including the operation of the personal tutor system;
- arrangements for induction and study skills provision;
- Local monitoring of academic standards through, for example, consideration of annual reports on undergraduate and postgraduate teaching, first destination statistics and the results of student evaluation questionnaires;
- election of student representatives to Faculty/ School Boards and QMUL committees with assistance from the Student Union;
- any other topics on which the SSLC wishes to express a view.

Membership

- One undergraduate student from each year (first, second and final) from each of the following: Comparative Literature, Film Studies, French, German, Iberian & Latin American Studies, Linguistics, Russian
- One taught postgraduate student from each of the following: MA in Film Studies, MA in Linguistics.
- One research student from each of the following: Film Studies, French, German, Iberian & Latin American Studies, Linguistics, Russian
- Head of School
- Senior Tutor
- School Administrator
- One member of staff from each of the following: Comparative Literature and Culture, Film Studies, French, German, Iberian & Latin American Studies, Linguistics, Russian

Each department will hold SSLC meetings of its own student and staff representatives throughout the year.

Election of student members

The School will be holding its own elections in September and October 2011. Students will be invited to nominate themselves each year to represent their subject area and year, and elections will be held if there is more than one nominee per subject. Elections will be open to all students in the relevant constituency. The posts are held for one year; elected representatives may stand again for a second or third year, but must be re-elected by their peers.

Module Evaluation

At the end of each module, students are invited to give the Module Organiser feedback by completing a questionnaire. The Module Organiser will give you the appropriate form near the end of the module. Your co-operation will be valued - it is quite voluntary and anonymous. The purpose of the questionnaires is to ensure the quality and suitability of all modules and their teaching in the School. The major positive and negative points which emerge are presented to the Teaching and Learning Committee for further discussion which, where appropriate, will recommend action to the School.

COURSE CONTENT AND STRUCTURE

The course content and structure varies for each programme and is detailed in the following sections. Please refer to the relevant MA programme in this section.

MA in Film Studies

The timetable of modules that will be offered in 2011/12 is on our website: www.sllf.qmul.ac.uk/postgraduate/ma_timetables.html.

Core module

All 1st year students take the Core Module in Film Studies and must attend the Methodology Sessions (which includes induction to film resources in QMUL and the SLLF MA Research Training Sessions as detailed on page 10.

- **Film Studies Core Module** (obligatory)

Module organiser: Professor Janet Harbord
Semester I and II

Fridays at: 10am-12pm and 2pm-4pm.

There are normally two sessions each week consisting of a screening and seminar which may take place in either the morning or afternoon session. Please note that the final session of the first semester will be a site visit to view film in a gallery or museum. The Core Course outline for Semesters One and Two is available at :

www.silf.qmul.ac.uk/postgraduate/ma_directory_and_reading_lists.html

- **Methodology Sessions** (obligatory)
You are required to attend the methodology sessions in order to pass the MA programme. These are not assessed but they are intended to encourage research and discussion. Attendance at all classes and seminars is expected for successful completion of the MA programme.
- **MA Research Training Sessions** (obligatory)
Semester I, weeks 1, 2 and 4
Wednesday afternoons (1-hour)

Option modules

You will also take **two** further single-semester option modules, one per semester, normally chosen from the Film Studies timetable.

You may be permitted to take one option offered as part of another MA programme in the School or within the Faculty of Arts, provided that the MA convenor agrees that this would be beneficial for your intellectual development and research plans. In the case of options outside the School, admission to such courses requires the further agreement of the module convenor. This arrangement is also extended to include an option offered as part of the MA in History of Film and Visual Media at Birkbeck, the MA in Screen Studies at Goldsmiths, the MA in Film Studies at Kings College London, the MA in Global Cinema and the Transcultural at the School of Oriental and African Studies and the MA in Film Studies at UCL.

Dissertation / Film Studies Research Project modules

You will need to complete a substantial piece of supervised work; either the Dissertation module or the Film Studies Research Project module.

Depending on the module you have chosen, you will submit the following:

- **Dissertation** of 10-12,000 words, including footnotes (but excluding bibliography and appendices), or
- **Film Studies Research Project** consisting of an independent student-led research project within the field of Film Studies. The outputs from the research will be a 5000 word Research Essay and a fifteen minute Documentary Essay. You will receive tutorial and technical support.

The subject is to be determined in consultation with your adviser, and with other appropriate teachers. It must be approved by the MA Convenor. The subject will normally fall within the range of the MA as a whole, though it need not be tied to any particular course. It is not permitted to write a dissertation/research project and an essay on the same subject.

From January to May you should think about possible dissertation/research project topics, consult with teachers and your personal Adviser, agree a provisional topic and start preliminary reading for it. **The provisional title, 500-word proposal and short bibliography must be submitted via email attachment to Sharon Bernor (s.j.bernor@qmul.ac.uk) by 1st May 2012.** (A hard copy is not required). These will be forwarded for approval to the MA convenor and you will be allocated a supervisor on the basis of this information.

The dissertation/research project is submitted by the end of August in the year following registration.

[Where reference to the Dissertation alone is made elsewhere in this Handbook, this should be taken to also include the Film Studies Research Project].

Part-time Students

Part-time students complete the same number of courses as full-time students but spread them over two years. However, the Film Studies core course module must be taken in the first year and the two option modules plus the dissertation are taken in the second year.

MA in Linguistics

The timetable of modules that will be offered in 2011/12 is on our website:

www.sllf.qmul.ac.uk/postgraduate/ma_timetables.html.

There are two primary pathways through the MA in Linguistics degree: a Sociolinguistics pathway and a Formal Linguistics pathway. Both pathways offer core training in their respective research domains as well as a series of options. Students should work with their academic advisors to tailor a programme of study that corresponds to their experience and research interests. We welcome cross-disciplinary interactions and encourage students to select options from both pathways, where applicable.

All full-time students take four modules per semester and spend the summer writing a dissertation. In Semester One, full-time students take **3** compulsory modules and **1** option; in Semester Two, full-time students take **1** compulsory module and **3** options.

Compulsory modules

Sociolinguistics Pathway	Formal Linguistics Pathway
Semester One Experimental Linguistics Module Organiser: Dr Linnaea Stockall Research Methods in Sociolinguistics Module Organiser: Dr Erez Levon Sociolinguistic Theory Module Organiser: Dr Devyani Sharma	Semester One Experimental Linguistics Module Organiser: Dr Linnaea Stockall Formal Methods and Theory Module Organisers: Dr Daniel Harbour and Dr Linnaea Stockall From Morpheme to Meaning Module Organiser: Professor David Adger
Semester Two Dissertation Proseminar Module Organiser: Professor Hagit Borer	Semester Two Dissertation Proseminar Module Organiser: Professor Hagit Borer

All 1st year students also attend the SLLF MA Research Training Sessions as detailed on page 10.

Option modules

Full-time students take **1** further option module in Semester One and **3** further option modules in Semester Two. Details of the option modules offered in this academic year are available on the department's website. Note that students are also welcome to take any of the other pathway's compulsory modules as options (i.e., in addition to the compulsory modules from your chosen pathway).

Dissertation module

You will submit a dissertation of 10-12,000 words, including notes (but excluding bibliography and appendices). The subject is to be determined in consultation with your adviser, and with other appropriate teachers. It must be approved by the MA Convenor for Linguistics (Dr Sharma). The subject will normally fall within the range of the MA as a whole, though it need not be tied to any particular course. It is not permitted to write a dissertation and an essay on precisely the same subject, though you are welcome to expand upon your coursework in your dissertation.

From January to May you should think about possible dissertation topics, consult with teachers and your personal Adviser, agree a provisional topic and start preliminary reading for it. The Dissertation Proseminar will provide support in all of these areas. **The provisional title and 500-word proposal must be submitted via email attachment to Sharon Bernor (s.j.bernor@qmul.ac.uk) by 1st May**

2012. (A hard copy is not required). These will be forwarded for approval to the MA Convenor for Linguistics and you will be allocated a formal supervisor on the basis of this information.

The dissertation is submitted by the end of August in the year following registration.

Part-time Students

Part-time students complete the same number of modules as full-time students but spread them over two years. For part-time students, **2** compulsory and **2** option modules are taken in the first year (compulsory modules in Semester One and option modules in Semester Two), and **2** compulsory and **2** option modules in the second year (1 compulsory and 1 option in Semester One and 1 compulsory and 1 option in Semester Two). The dissertation module is taken in the second year.

MODULE REGISTRATION

You will be required to officially confirm the modules you are taking for assessment in this academic year by using the online registration service MySIS. You will be able to modify your choice of modules within the first two weeks of each semester. In Semester One, this must be completed by 9th October 2011. Any decision to change your registration of modules must be discussed with your adviser and notified to the MA Administrator; Sharon Bernor. Second semester modules will need to be re-confirmed at the beginning of the second semester.

ATTENDANCE

Attendance at all lectures and full participation in all seminars and additional research workshops is an important part of your learning experience at MA level. If you are not present on a regular basis you are jeopardising your own chances of developing into a successful postgraduate student. Irregular attendance on your part can affect the overall delivery of the course, thus undermining the coherence aimed at by lecturers and thereby disrupting the learning of others in your seminar group.

If you are facing problems which prevent you from attending, please do discuss things promptly with either the module organiser or your adviser. (See also EXTENUATING CIRCUMSTANCES on page 19).

Should you not meet module requirements for attendance or for submission of coursework, you may be deregistered from the module. You will be given warnings before deregistration occurs, and you will have the right to represent your case to the School. Deregistration from modules may lead to deregistration from your programme of study.

You may find, for reasons of prolonged illness, domestic or personal problems, that you need to take a break from your studies and request permission to interrupt your studies. Full details are given in the Student Guide. Any period of interruption should be considered in consultation with your adviser. If you need interrupt your studies, a form will need to be completed and approved by the MA Convenor, prior to obtaining the QMUL approval. The **Interruption of Studies Form** is available online at: www.sllf.qmul.ac.uk/postgraduate/current.

TIMETABLES AND READING LISTS

You will be issued with a timetable applicable to your MA at the start of term. However, schedules are subject to change and the most up to date timetables will be posted online as follows:

Timetables: www.sllf.qmul.ac.uk/postgraduate/ma_timetables.html.

From time to time during the year it becomes necessary to make late changes or cancellations to individual classes. These will be notified to you by email.

Reading lists: www.sllf.qmul.ac.uk/postgraduate/ma_directory_and_reading_lists.html.

Further reading materials may be provided prior to individual classes.

ASSESSMENT

All students are required to take 180 credit points, comprising a dissertation and taught component. The taught component consists of core or compulsory modules and option modules.

Assessed coursework can count for anything up to 100% of your final mark for a module. Submission of all assessed coursework is compulsory and failure to do so may result in failure of the whole module. If you hand in a piece of coursework after the deadline, without an agreed extension, your mark for that piece of work will be pegged at 50%. Work handed in more than two weeks late will receive a mark of zero. **Please note that any mark given for assessed coursework remains provisional until it is confirmed by the Examination Board.**

Assessment of work and the requirements vary for each MA and are detailed in the following sections. Please refer to your MA programme.

MA in Film Studies

You will be assessed on the basis of the following work:

Core module

60 credits: 3 essays (one 2,000-word essay and two 3,000-word essays).

Option modules(2)

30 credits each: 1 essay per option (4,000 words each).

Practice-based modules: 1 essay (3,000 words) plus practical assignment.

Dissertation module

60 credits: 10-12,000 words

or

Film Studies Research Project module

60 credits: 1 Research Essay (5,000 words) and 1 Documentary Essay (15-minutes).

The word count for all work includes footnotes (but excludes bibliography and appendices).

Work submitted with a word count of over 10% extra will receive a penalty of 1% for every 100 words or part of 100 words.

No substantial material used in writing an essay on one component of the course must be repeated in other work.

In accordance with the QMUL regulations, if you fail a module, you may resubmit on one further occasion the failed elements of assessment for that module, at the next available opportunity, as determined by the Subject Examination Board. The next available opportunity for MA students is in the subsequent academic year.

The examination board may condone failure in modules up to the value of 30 credits if you have achieved a module mark of 30% or more and the average achieved across all modules is 50% or greater. There shall be no condonement of failure in the dissertation/research project part of the programme.

You will not be permitted to resubmit elements of assessment that have passed. Where the module has been passed, but some elements of assessment have been failed, you will not be permitted to resubmit any element of assessment. The mark for any element of assessment that is resubmitted, and the module mark, will be pegged at the minimum pass mark of 50% regardless of the standard of achievement. Resubmission of an essay or dissertation will incur a fee payment.

Levels of expectation and film analysis

Essays must normally be presented in word-processed form. Essays that fail to pay due attention to expression, grammar, syntax, spelling, punctuation, bibliographical conventions, footnoting and referencing may be penalised.

Essays and dissertations/research projects should demonstrate a sound knowledge of film, paying special attention to film form, e.g., mise en scène, narrative, camerawork, performance, genre and other features. They must be informed by knowledge of critical and theoretical work in relevant and related areas. You must use the terminology of film analysis; argue cogently and logically using your own critical judgement.

MA in Linguistics

A wide variety of assessment techniques are used, tailored to the learning outcomes of each of the individual modules. Assessment techniques may include: poster presentations, technical exercises, critiques of theoretical and methodological proposals in the literature, research reports, field projects, essays and extended written analyses of linguistic data.

For each 15-credit module (both compulsory and option modules), you will be assigned a maximum of 4000 words of written assessment (or the equivalent in other forms of exercises).

The Dissertation module is worth 60 credits and your assessment is based entirely on the 10-12,000 word dissertation you submit.

Where a word count for a particular assignment is provided, that count includes all notes but excludes references and appendices.

Work submitted with a word count of over 10% extra will receive a penalty of 1% for every 100 words or part of 100 words.

No substantial material used in writing an essay or completing some other form of assessment on one component of the course must be repeated in other work.

In accordance with the QMUL regulations, if you fail a module, you may resubmit on one further occasion the failed elements of assessment for that module, at the next available opportunity, as determined by the Subject Examination Board. The next available opportunity for MA students is in the subsequent academic year.

The examination board may condone failure in modules up to the value of 30 credits if you have achieved a module mark of 30% or more and the average achieved across all modules is 50% or greater. There shall be no condoning of failure in the dissertation part of the programme.

You will not be permitted to resubmit elements of assessment that have passed. Where the module has been passed, but some elements of assessment have been failed, you will not be permitted to resubmit any element of assessment. The mark for any element of assessment that is resubmitted, and the module mark, will be pegged at the minimum pass mark of 50% regardless of the standard of achievement. Resubmission of an essay or dissertation will incur a fee payment.

Levels of expectation and linguistic analysis

Essays and other submitted assessments must normally be presented in word-processed form, unless specified otherwise. Assignments that fail to pay due attention to logical expression, grammar, syntax, spelling, punctuation, bibliographical conventions, endnoting and referencing may be penalised, where applicable.

All submitted coursework should display a sound knowledge of linguistics as a discipline, including its primary theoretical and methodological frameworks. We expect coursework at the postgraduate level to demonstrate a thorough engagement with relevant primary and secondary sources, and, where appropriate, to link analyses of original data with prior research in the field. For a general idea of what is meant by linguistics as a discipline, see the Linguistics Benchmark Statement at:

SUBMISSION OF ASSESSED WORK

Late submission will be penalised unless you have obtained permission for an extension to the deadline. Extensions must be requested before the deadline. Permission for an extension for assessed coursework can be granted ONLY by the relevant MA Convenor, via the online application system (see EXTENUATING CIRCUMSTANCES on page 19).

Different procedures are in place for submission of coursework and dissertations as outlined below.

Coursework

Coursework, unless you have good reason, should be word-processed, double-spaced, with a good left-hand margin. They should have a title page, a contents page, footnotes or endnotes, and a bibliography (arranged alphabetically). You must ensure that you keep a copy of each piece of work you submit, whether or not it is word-processed.

The conventions of the **MHRA Style Guide** should be adhered to, which is available online as a free download from:

www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml.

Teachers will normally distribute essay titles for each topic taught in a module. Any student wishing to depart from these set titles must agree another title with the course teacher before writing the essay.

Guidance about tackling essays can be sought from teachers; this is advisable above all for the first one or two.

One 'hard' (paper) copy of all work must be posted into the School postbox in the Gallery Area on the first floor of the Arts One Building by **4.00pm** on the day of the deadline. Please ensure that you have attached all the pages, and marked it clearly with the teacher's name.

If the coursework is assessed, you must fill out and attach a coversheet and submit it by the deadline. Please follow the instructions on the coversheet. An **electronic copy** of your coursework must also be submitted to the Blackboard page for that module. Although it is the paper copy which the module organiser will mark and return to you, this electronic submission will provide you with proof of submission, should you need it. It also allows us to run coursework through anti-plagiarism software. **BOTH electronic and hard copy must therefore be submitted by the deadline in order for submission to be counted as being on time.**

A coversheet is not needed for required coursework.

Coversheets for assessed work can be found above the School's postbox in the first floor gallery where there is also a stapler provided to attach the coversheet to the essay

If ever you have to submit coursework by post, you must send it by Special Delivery, to arrive by the deadline, and retain the proof of postage. It is advisable to take some coversheets in advance in case you have to submit any work by post. **No work will be accepted by fax or by e-mail.** This is because work submitted in these ways is often illegible.

If you have taken an option from outside of the School of Languages, Linguistics and Film (e.g. the School of English & Drama, the School of History or from an Intercollegiate Screen Studies programme), you must check when their deadlines are and whether they require you to complete one of their own coversheets. Such essays must be handed into the relevant department, **not** the School of Languages, Linguistics and Film.

Feedback on Essays

Questions and discussion in class, the essays you write, etc., and your teachers' comments on them all stimulate and help you clarify your ideas, and also show the effectiveness of the teaching/learning process. You are encouraged to discuss your essays individually with your teachers, who will usually

set aside times to do this when any work is returned. You should discuss your general progress with your Adviser each semester.

Coursework will be returned and feedback offered within four term-time weeks of the submission date. **The grade and numerical mark remains provisional until finalised by the External Examiner and the Board of Examiners.**

Dissertations

The dissertation should be typed or word-processed, double-spaced, with a good left-hand margin. It should have a title page, a contents page, footnotes or endnotes, and a bibliography (arranged alphabetically) and must be bound. Coversheets are not provided for dissertations. **The title page should include your name, dissertation title, supervisor, word count and a declaration that it is all your own unaided work.**

A coversheet is not needed for required the dissertation.

The conventions of the **MHRA Style Book** should be adhered to and is available online as a free download from: www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml.

You may find it useful to view previously successful dissertations as specified under Viewing of Past Dissertations on page 9.

You should ensure that you know how to contact your supervisor during July and August, in case you need advice whilst you are finishing your dissertation. A supervisor should have seen some of the work in draft before the dissertation is completed.

Two bound copies of the dissertation must be placed in the School postbox in the Gallery Area of the Arts One Building by **4pm** on the day of the deadline. Do note that a deadline is only the last date on which a piece of work can be submitted, not the first, and you would be well-advised not to leave work to the last minute. If you ever have to submit any work by post, you must send it by Special Delivery, to the MA Administrator, Sharon Bernor, to arrive by the deadline, and retain the proof of postage. Each copy will be stamped with the date of receipt and forwarded to the examiners, along with an assessment form. You should keep a copy for your own use, as we will retain both copies. No work will be accepted by fax or by email.

In addition to your submission in hard copy, we would ask that you send an electronic (preferably pdf) copy of your dissertation to Sharon Bernor (s.j.bernor@qmul.ac.uk). This will assist with the examination process and, with your consent; a successful dissertation will subsequently be made available on the intranet as a pdf file. This will form part of an online archive of dissertations to be made available to students who may wish to view them in future.

Feedback on Dissertations

You are entitled to request copies of the examiners' comments on your dissertation. These will be sent to you from November, after the examination board has met. These may be requested from Sharon Bernor (s.j.bernor@qmul.ac.uk) and will be sent to you as a pdf file.

Deadlines

Deadlines must be treated as absolute, and it is **your** responsibility to make sure you know what the deadline is for each piece of coursework and the dissertation, as you will be penalised if you miss it. Do note that a deadline is only the last date on which a piece of work or dissertation can be submitted, not the first, and you would be well-advised not to leave work to the last minute. If you have extenuating circumstances, you may be able to ask for an extension to the deadline (see EXTENUATING CIRCUMSTANCES on page 19). Late work handed in up to two weeks after the deadline without an agreed extension will receive a maximum mark of a bare pass (50%). Work handed in more than two weeks late without an agreed extension will receive a mark of zero.

Deadlines for handing in coursework will be put in writing in a module handout, on Blackboard, and sometimes also on the noticeboards.

The deadline for submission of the dissertation for all MA programmes is **31 August 2012**.

EXTENUATING CIRCUMSTANCES

If you believe that your ability to attend or submit a particular item of assessment has been negatively impacted by circumstances outside of your control and so as to cast doubt on the likely validity of the assessment as a measure of your achievement, you may wish to submit a claim for extenuating circumstances. Extenuating circumstances include illness, death of a close relative, etc. Extenuating circumstances do not include computer problems, misreading your exam timetable, planned holidays or local transport delays.

Where any form of assessment is concerned (e.g. a deadline for assessed work, or performance in an examination), a formal procedure must be followed if you wish the extenuating circumstances to be taken into account, and these are outlined below. However, you must recognise that the School and Queen Mary have limited powers to make allowances for the effects of extenuating circumstances. The School Board of Examiners is required by the QMUL regulations to measure achievement, not potential: what a student has done, not what s/he might have been able to do if there had been no problems. Therefore the only claims for extenuating circumstances which we are allowed to consider are those that cast doubt upon the validity of an assessment as a measure of achievement, and are also outside the student's control. This excludes circumstances which have had no bearing upon the assessment: e.g., absence from part of the teaching due to illness. You may not have reached your full potential, but this has not affected the validity of the assessment, which has demonstrated your level of achievement. Whilst we may be able to consider such circumstances in relation to progression – e.g. whether you might be allowed to re-take or re-sit the module – we may not be permitted to take them into account when considering your overall performance.

Making a claim for Extenuating Circumstances

Extenuating circumstances may affect your ability to attend classes or meet coursework deadlines.

Absence from Classes

Noting what is said under ATTENDANCE on page 14, as a matter of courtesy you should explain your absence to the module teacher, keep your Adviser informed, and provide a medical certificate or similar document as necessary. However, if you are prevented from attending a significant number of classes you may need to consider whether you will be able to recover lost ground, and you should discuss your situation with your Adviser.

Extensions to assessed coursework deadlines

If you are unable to meet an assessed coursework deadline owing to extenuating circumstances you may submit a claim for extenuating circumstances to apply for an extension. This should be at least **one week** in advance of the deadline. This applies even if a deadline falls at the very beginning of a semester. The same applies if your assessment is an in-class test during Semester One or Two, which is treated as coursework by the QMUL systems. This means that an 'extension', if your claim is accepted, would take the form of a new opportunity to sit the test.

You will need to make an application via an online system which is currently in development. Detailed instructions will be emailed to all students once it is up and running, and will be available on our website. If you are in any doubt, please contact the School Office on 020 7882 8330 for information. The reasons for the request must be explained and should be accompanied by supporting documentation, e.g. a medical certificate or equivalent.

If you have missed a deadline or in-class test owing to extenuating circumstances on the day of the deadline, you should make an application as soon as you can. In such cases, it is acceptable to seek an extension after the event. However, this should normally be within three working days of the deadline.

Extension of a deadline will **only** be granted in cases of genuine extenuating circumstances; it is not an automatic right. You will not be granted an extension for foreseeable problems, such as conflicting deadlines, difficulty in obtaining books from the Library, or having to take paid work. Remember that, unless an extension has been agreed, late work will receive a mark of **no more than 50% (a bare pass)** if submitted within two weeks, and a mark of **zero** if submitted more than two weeks late.

Extensions to deadlines for required (e.g. non-assessed) coursework are at the discretion of the Module Organiser.

If you are taking modules offered by a department outside the School, you may also need to make a separate application to that department.

Non-Submission of the Dissertation

If you are unable to submit your dissertation by the deadline, you may apply for an extension as outlined above for coursework. However, it should be noted that the School Board of Examiners will meet only once per year. Owing to the close proximity of the dissertation submission deadline at the end of August to the School's Examination Board held in mid-October, any extension to a dissertation deadline will be severely restricted as there is very limited time for marking of the dissertation to be completed within the current academic year.

If you are granted an extension and are still unable to submit your dissertation, you will need to make another application for Extenuating Circumstances. In such cases, it may be permissible to request a deferral of submission to the following year. The reasons for the request must be explained and should be accompanied by supporting documentation, e.g. a medical certificate or equivalent. This must be done in advance of the School Board of Examiners.

In accordance with the Academic Regulations all claims must be received no later than three working days before the relevant examination board meeting. This means the deadline in 2011-12 will be 5th October 2012. Please note that although accompanying documentation can be submitted late, claims without any evidence cannot be considered. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible.

Subject to receipt of satisfactory evidence that a request for a deferral is appropriate, the School Board of Examiners may make an application to Queen Mary for a deferral on your behalf. Please be aware, however, that we cannot guarantee that QMUL will grant approval for a deferral of the dissertation. This would result in failure of the dissertation module. (See also ASSESSMENT on page 15.)

PLAGIARISM

This section is extremely important, especially for students unfamiliar with the British higher education system.

We expect students' work to be the product of their own individual study and thought. Naturally, we also expect postgraduate students to take account in their written work of existing scholarship on the subject. What is crucial is that students must clearly indicate in their written work the sources from which they have derived information and ideas. Listing a work consulted in your bibliography is not enough: you have to show by a footnote or endnote at what point in your essay you are making use of it. This applies whatever medium you have used to access other people's ideas, whether printed sources or the internet.

QMUL defines plagiarism as presenting someone else's work as one's own irrespective of intention. Close paraphrasing, copying from the work of another person, including another student, using the ideas of another person, without proper acknowledgement or repeating work you have previously submitted without properly referencing yourself (known as 'self plagiarism') also constitute plagiarism.

Plagiarism is a serious offence and all students suspected of plagiarism will be subject to an investigation. If found guilty, penalties can include failure of the module to suspension or permanent withdrawal from Queen Mary.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below can help you in avoiding plagiarism.

- Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source. Be particularly careful if you are cutting and pasting information between two documents, and ensure that references are not lost in the process.
- Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment to particular sources. However, it is best to be safe to avoid plagiarism.
- Be particularly careful with quotations and paraphrasing.
- Be aware that technology is now available at Queen Mary and elsewhere that can automatically detect plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.
- If in doubt, ask for further guidance from your adviser or module tutor.

MARKING CRITERIA FOR ASSESSED WORK

DISTINCTION (70-100) Exceptional work that presents an excellent understanding and critical ability			
Understanding A mature understanding of all the relevant issues and theoretical approaches with some original analysis, providing a comprehensive response to the research question	Use of Sources / Referencing Well chosen sources used to support an original or potentially original argument, impeccably referenced	Argument / Expression Coherent, logically structured, nuanced and rigorous argument with close to flawless written expression/presentation of results	General (90-100) Highly original work of publishable quality making a genuine contribution to knowledge (80-89.9) Displaying excellent research ability, potentially publishable upon revision (70-79.9) Excellent work showing a high level of analysis of primary sources, very good knowledge of secondary sources, and the ability to construct an independent argument
MERIT (65-69.9) Coherent, well argued work displaying a strong understanding and critical ability			
Understanding A good command of most to all the relevant issues and theoretical approaches, providing a clear answer to the research question	Use of Sources / Referencing Good coverage and analysis of the relevant sources, well referenced	Argument / Expression Coherent and logically structured argument with very good written expression	General Approaching excellence in some but not all areas, evidence of research potential
PASS (50-64.9) Basic to good understanding with limited or some critical ability			
Understanding Basic to good command of the key issues with limited or some capacity for independent critical evaluation, a basic or competent response to the research	Use of Sources / Referencing Basic to good coverage of some of the relevant sources with limited or some ability to independently command them	Argument / Expression Basic to good structure and argumentation with significant or some errors in written expression	General (60-64.9) Well developed and relevant argument, very good knowledge of the material (55-59.9) Competent argument with a basic command of

question			the subject, some flaws and inaccuracies (50-54.9) Satisfactory argument with significant flaws and inaccuracies
FAIL (0-49.9) Very little to no understanding of the subject			
Understanding Little to no command of the basic issues, inability to respond to the research question	Use of Sources / Referencing Little to no evidence of appropriate reading, poorly referenced	Argument / Expression Severely under-developed or incoherent argumentation, frequent flaws in written expression	General (35-49.9) excessively brief / including substantial irrelevant material / poor presentation (0-34.9) Work falling short of a pass at undergraduate level

OVERALL DEGREE MARKING SCALE

The Board of Examiners, convened in October, will decide the final mark for the degree:

Average of at least 70% overall and a Dissertation of at least 65%	=	Distinction
65%+	=	Merit
50-64%	=	Pass
Below 50%	=	Fail

HELP WITH ACADEMIC STUDY AND ENGLISH LANGUAGE

The English Language and Study Skills office (ELSS) in the Learning Development Unit offers a range of courses, workshop classes and individual tutoring in English language, academic communication skills and related areas. All students are eligible to use this service, which is free of charge. Whether you are unsure about the skills required for your degree or wish to enhance your abilities in a particular area, you are encouraged to come and see them.

The ELSS runs workshop classes covering research skills (including note-making from lectures and reading and how to avoid plagiarism), time management, oral presentation skills, academic writing, grammar and punctuation, personal development planning and examination skills. Workshops are normally between 2 and 4 hours long. Individual tutorials, which can be on any area of English language or study skill, are for 30 minutes.

Students who have been educated in a language other than English can join longer courses (20 hours per semester), which cover both English language and study skills. These in-session English courses include General English, Lecture Comprehension and Seminar Skills, Grammar and Writing, and Academic Writing. These courses are popular with international students and can make a substantial difference to your chances of academic success.

For information on how to join ELSS modules, book tutorials and to make appointments with the RLF Writing Fellows, contact the ELSS Administrator (First floor, Bancroft Building; tel: 020 7882 7490; email: elss@qmul.ac.uk), or check their website: www.languageandlearning.qmul.ac.uk/rff/.

APPLYING FOR A PHD AND STUDENTSHIPS AT QUEEN MARY

If you think you might consider applying for a PhD to start in 2012-13 and also wish to apply for funding, you should start to think about preparing your application as early as Semester One.

Applying for a PhD in the School of Languages, Linguistics and Film

www.sllf.qmul.ac.uk/postgraduate

The QM application form must be completed and this is available online or in hard copy. However, the online application form is recommended. For application methods please visit:

www.qmul.ac.uk/postgraduate/howtoapply/index.html.

In the first instance you should consult a potential supervisor with a 500-1000 word research proposal. Your potential supervisor can help you with advice on making an application and putting together a formal research proposal. For further advice please consult the appropriate Departmental Research Co-ordinator for your chosen subject area. You are strongly advised to do this well in advance of submitting a formal application. See: www.sllf.qmul.ac.uk/postgraduate/#research.

Once your proposal has been finalised you will need to submit a formal application. You will also need to choose two academic referees who know your work well and request a reference from each of them. Each referee should provide you with a letter of reference for you to include with your application. Complete applications (which consist of the application form, 2 academic references and a research proposal) must be submitted to the Admissions and Recruitment Office, Queens Building, Room CB02. It is preferred that references be included with the application. However, these can be sent separately.

Tuition fees will be a minimum of £3,732 for UK/EU students and £11,450 for overseas students. Part-time students pay half of the full-time rates each year. These are the rates for the current year and will be subject to increase.

If you are applying to study in a department outside the School or at another institution, you will need to contact them to check what their procedures and deadlines are.

Queen Mary Research Studentships

The School offers studentships to its most highly qualified applicants. These include a payment of tuition fees (either home or overseas) for three years and an annual stipend at the relevant research council rate. All studentships are full-time. Holders of Queen Mary research studentships will receive teaching training and will have the opportunity to undertake a few hours of teaching each week in the second and third years of their study. See: www.sllf.qmul.ac.uk/postgraduate/#funding.

Arts and Humanities Research Council Scholarships (AHRC)

An AHRC (BGP) scholarship may be awarded to cover tuition fees and a maintenance grant for UK residents (both UK citizens and EU nationals). EU nationals not resident in the UK are eligible for a fees only award. Non-EU nationals are not eligible for AHRC awards, with the exception of persons who have been granted Indefinite Leave to Remain and who can demonstrate a relevant connection to the UK. See: www.sllf.qmul.ac.uk/postgraduate/#ahrc.

Applying for a Studentship

Full details of studentship availability and the deadline for applying will be announced once known. An application for admission to a PhD programme, submitted by the deadline will also be considered for a Queen Mary Studentship or an Arts and Humanities Research Council (AHRC) award (if eligible). There is no separate application form for funding. However, if you would like to be considered for an award you must submit – in addition to your application for admission – a summary of your research proposal (funding statement) in 750-1,000 words, addressing following questions:

- What is the subject of your proposed doctoral dissertation? (500 words max) Please include a brief title.
- Why is Queen Mary the right place for you to undertake this research?
- What ethical issues--if any--are related to your research?
- What research training and professional preparation have you already received?
- What further training and professional preparation will you need to complete the doctorate and begin your career?

All required materials must be received in the Admissions Office by the deadline. Candidates whose applications are received after the deadline, will be considered for admissions but **not** for funding.

School of Languages, Linguistics and Film: Research Programmes and Admission Tutors

Research programmes are offered on a departmental basis within the School, as listed in the table below. All students in the School are registered with one of these departments even if the area of research is not necessarily in one of these subjects.

Dept./PhD Programme	Admissions Tutor	Room ArtsOne/	Email
Film	Prof. Janet Harbord	119a	j.p.harbord@qmul.ac.uk
French	Prof. Edward Hughes	113	e.j.hughes@qmul.ac.uk
German	Dr Robert Gillett	206	r.m.gillett@qmul.ac.uk
Iberian & Latin American Studies	Dr Omar García	134	o.a.garcia@qmul.ac.uk
Linguistics	Dr Erez Levon (sem I) Prof. Hagit Borer (sem II)	117a 112	e.levon@qmul.ac.uk tba
Russian	Prof. Andreas Schönle	242	a.schonle@qmul.ac.uk

CONTACTING STAFF

All Queen Mary telephone numbers begin **020 7882** followed by the relevant extension number.

A list of staff involved in MA studies is provided below. A complete list of staff in the School, research interests and further details can be found online at www.sllf.qmul.ac.uk/staff.

The main number for the School is **020 7882 8330**.

MA Staff

Title	First Name	Surname	Ext.	Room: ArtsOne/	Email
Prof.	Elza	Adamowicz	8288	209B	e.adamowicz@qmul.ac.uk
Prof.	David	Adger	8289	120	d.j.adger@qmul.ac.uk
Miss	Sharon	Bernor	8332	108	s.j.bernor@qmul.ac.uk
Dr	Lucy	Bolton	n/a	n/a	l.c.bolton@qmul.ac.uk
Prof.	Hagit	Borer	5740	112	tba
Dr	Colleen	Cotter	8294	114	c.m.cotter@qmul.ac.uk
Dr	Esther	de Leeuw	5911	109	e.deleeuw@qmul.ac.uk
Mr	Eugene	Doyen	8297	G23A	e.doyen@qmul.ac.uk
Dr	Charles	Drazin	2857	123	c.b.drazin@qmul.ac.uk
Dr	Paul	Elbourne	8298	117B	p.d.elbourne@qmul.ac.uk
Dr	Mark	Glancy	3193	241	h.m.glancy@qmul.ac.uk
Prof.	Rüdiger	Görner	8304	140B	r.goerner@qmul.ac.uk
Prof.	Janet	Harbord	5910	119	j.p.harbord@qmul.ac.uk
Dr	Daniel	Harbour		121	d.harbour@qmul.ac.uk
Dr	Sue	Harris	8305	129A	s.harris@qmul.ac.uk
Dr	Jeremy	Hicks	8306	243	j.g.hicks@qmul.ac.uk
Prof.	Edward	Hughes	8308	113	e.j.hughes@qmul.ac.uk
Dr	Alasdair	King	8311	208	a.king@qmul.ac.uk
Prof.	Annette	Kuhn	5912	141A	a.f.kuhn@qmul.ac.uk
Dr	Erez	Levon	8435	117A	e.levon@qmul.ac.uk
Ms	Athena	Mandis	8788	135	a.mandis@qmul.ac.uk
Dr	Luisa	Marti	5740	112	luisa.marti@qmul.ac.uk
Dr	Leigh	Oakes	8319	105	l.oakes@qmul.ac.uk

Dr	Libby	Saxton	8328	104	e.a.saxton@qmul.ac.uk
Dr	Devyani	Sharma	8338	117C	d.sharma@qmul.ac.uk
Mrs	Pauline	Small	8291	139	p.p.small@qmul.ac.uk
Dr	Linnaea	Stockall	5742	110	l.stockall@qmul.ac.uk
Dr	Guy	Westwell	8337	143	g.r.westwell@qmul.ac.uk

Useful Queen Mary Telephone Numbers

All QMUL numbers begin 020 7882 followed by the relevant extension number.

Academic Registry (Queen Mary Administration)	5005
Accommodation Office	5522
Admissions	5511
Careers Service	8533
Chaplaincy	3179
Queen Mary Switchboard	5555
Disability Co-ordinator	2756
Fees Office	3087
Graduation (Events Office)	5147
Health Centre	7752
IT Services Help Desk	5297
Library	3300
Research Degrees Office	3657
Students' Union	8030
Welfare & Counselling	5175

DEGREE RESULTS

At QMUL there is a two-tier system of examination boards:

The SLLF Subject Examination Board will take place in October 2012 to consider marks, progression and any circumstances that may have impacted on these, and make recommendations for award.

The QMUL Degree Examination Board is an awards board and will take place in November 2012 to approve awards and classifications as well as ratify other results achieved and progression decisions.

Pass List

A **provisional** Pass List will be published in November.

Transcript

The Academic Registry will send you an official transcript of results in November. This will be sent to your results address, which you must ensure is correct on your MySIS record.

Certificate

Certificates are issued in January

GRADUATION

The Graduation Ceremonies take place in December and July. Further information and details on how to book your place will be online at: www.qmul.ac.uk/graduation/

Any queries regarding the ceremony should be directed to:

Events Office

Tel: +44 (0)20 7882 5147

Email: graduation@qmul.ac.uk