



***Cardiff School of English, Communication and
Philosophy
(ENCAP)***

**Postgraduate Taught
Student Handbook**

2011-12

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**SECTION 1: Foreword by Professor Martin A. Kayman FRSA FEA
(Head of School)**

Welcome, or welcome back, to 'ENCAP'. With its unique mix of disciplines, the School offers an exciting range of specialised and innovative undergraduate and postgraduate programmes and a dynamic and highly successful research culture. As one of the largest Schools in the University, with more than a thousand students (one hundred of them postgraduates), and over fifty academic staff, we pride ourselves on the quality of experience we offer our students.

The School is fully committed to the University's mission of providing research-led learning and teaching of the highest quality. There are several ways in which you as a student can contribute to the community, generally by participating fully in seminars and by engaging with your fellow students and staff in the spirit of mutual respect that we seek to promote in all dealings with the School. You can make a particularly useful contribution by joining the Staff-Student panels associated with the Board of Studies that runs your degree and by standing as a student representative to the Board.

This School Postgraduate Taught Student Handbook contains advice on presentation of work and assessment, how staff and students contact each other, personal development and careers, student support, extenuating circumstances, regulations regarding assessed work and progression. For more detailed information relating to your course, please refer to your Course Guide which details academic staff email addresses and research interests, word limits for essays and dissertations, grading/assessment criteria, referencing systems etc. This Handbook and your Course Guide should be read in conjunction with each other.

Please remember, however, that no handbook can cover every possible detail; if you have any queries or need clarification on any issue your first point of contact is your personal tutor. You will also find the administrative staff very helpful. The postgraduate administrators are located in the Humanities Building in room 2.67.

I hope you both enjoy and profit from your time in the School.

Professor Martin A Kayman FRSA FEA
Head of Cardiff School of English, Communication and Philosophy
September 2011

SECTION 2: About the School of English, Communication and Philosophy (ENCAP)

The Cardiff School of English, Communication and Philosophy (ENCAP) consists of four discipline areas: Language and Communication, English Literature, Critical Theory, and Philosophy. The School is housed in the Humanities Building, with the administrative staff on the second floor.

Each discipline offers a number of undergraduate and postgraduate degree programmes and each has an associated research centre or group (see below). Each discipline has a Board of Studies which consists of staff who teach on the degree, plus student representatives. They each have a Staff-Student Panel as well (see Section 14: Have Your Say).

1. The School's Research Culture

The School is committed to encouraging an active and lively research culture with an active postgraduate community. Each of the four areas runs research seminar programmes, featuring contributions from staff and visiting speakers, which all ENCAP postgraduate students are very much encouraged to attend. A number of staff are also involved in cross and inter-University networks which also have seminar series to which postgraduate students are equally welcome. The programme for each research semester will be announced in advance and publicised on the School webpage at <http://www.cardiff.ac.uk/encap/newsandevents/index.html>.

Likewise, postgraduate research students organise their own reading groups, lunchtime seminars and/or student conferences to which Masters students are generally invited to attend.

2. The School's Research Centres

The Cardiff School of English, Communication and Philosophy enjoys a world-wide reputation as a centre for excellence in research and teaching. It offers a wide range of postgraduate degrees and provides an exciting set of programme choices for students. Research in the School is focused on the following areas of expertise: **Critical and Cultural Theory; English Literature; Language and Communication; Philosophy and Applied Ethics**. Within these areas, there are five research centres within the School dedicated to specific themes of study:

The Centre for Critical and Cultural Theory (CCCT) has contributed significantly both to the definition of theory itself and to the redefinition of 'English' as a subject of study in the Humanities, and is firmly established as a world leader in its field. Drawing on developments in linguistics, philosophy and the history of ideas, the Centre offers a dynamic and interdisciplinary research environment for staff and students. The range of its activities and interventions is

diverse, and includes work on literature, film, the visual arts, cultural history, psychoanalysis, postcolonialism, race, sexual identities and the emergence of the posthuman. For more details about the Centre, visit its site at <http://www.cardiff.ac.uk/encap/research/ccct/index.html>.

The **Centre for Editorial and Intertextual Research** (CEIR) was founded in 1997 and combines IT with traditional bibliographical skills to produce innovative research into the history of authorship and the publishing, distribution and reading of literature. CEIR hosts two online journals: *Romantic Textualities: Literature and Print Culture, 1780–1840* and the *Journal of Illustration Studies (JOIS)*. In addition to research projects and publications, CEIR also runs a regular speaker programme on behalf of English Literature and offers a variety of facilities for members in order to support research, teaching and the creation of electronic resources. CEIR also supports advanced graduate training in editing, book history, illustration studies and material cultures as part of the MA and PhD in English Literature. For more information, see the Centre's pages at: <http://www.cf.ac.uk/encap/research/ceir/index.html>

The **Centre for Language and Communication Research** (CLCR) provides a focus for research and research training in social, applied and interactional areas of language, linguistics and human communication, focussing particularly on linguistic description and linguistics applied, socio-cultural approaches to language and communication, forensic linguistics, and health communication. In our research, theoretical, descriptive and practical approaches are taken to a broad range of data types, informing many areas of central interest across social, psychological and professional spheres, including international and global relations, law, health, the workplace, the media, and language education. For more information, see the Centre's pages at <http://www.cardiff.ac.uk/encap/research/clcr/index.html>

The **Health Communication Research Centre** (HCRC) co-ordinates communication-based research in the broad area of health and social care. Its aim is to close the communication gap between health professionals and those they serve, in order to offset the risks of misunderstanding that can occur in the sometimes tense consultations between healthcare professionals and their patients. Details of current activity in HCRC can be found at <http://www.cardiff.ac.uk/encap/research/hcrc/index.html>

The **Centre for Applied Ethics** (CAE) was founded in 1989 with the aims of promoting the study of and public interest in Applied Ethics, and of facilitating research in Applied Ethics. With a membership that draws on wide-ranging expertise, the Centre's particular concerns are with ethical issues in the biomedical sciences, the environment, international relations and the professions. The Centre enjoys a special relationship with the ESRC Centre for Economic and Social Aspects of Genomics (Cesagen) at Cardiff and Lancaster, and also works in association with other individuals and Centres throughout the United Kingdom, and Western and Central Europe. For further details, see <http://www.cardiff.ac.uk/encap/research/cae/index.html>

All the work at the School is complemented by its high-quality equipment and facilities. The School has received substantial investments in information technology, including the extensive electronic databases, Early English Books On-line and Eighteenth-Century Collections On-line, the most comprehensive records available of publications between the 15th and 18th centuries. The Arts and Social Studies Library also has a collection of rare books, including 175 early books, published before the 16th century, some rare bibles, as well as a large number of books published by private presses in the 19th and 20th centuries. Masters students are able to access the rare books collection (see Library Section 10: The Learning Environment)

SECTION 3: Starting Out

1. Induction and Orientation

Enrolment Week

Monday 26 September 2011 - Friday 30 September 2011

The ENCAP webpage at <http://www.cardiff.ac.uk/encap/> will have links to the enrolment activities for your discipline, including details of Arts and Social Studies Library orientation

Various postgraduate welcome events are organised by the University see <http://www.cf.ac.uk/gradc/newpostgrads/newpostgrads.html> for more details.

2. Key Dates 2011-12

Autumn Semester

Monday 3 October 2011 - Sunday 29 January 2012

Christmas Vacation: Saturday 17 December 2011 - Sunday 8 January 2012

Reading Week w/c 7 November 2011

Autumn Semester assessed work deadline Thursday 19 January 2011

Spring Semester

Monday 30 January – Friday 15 June 2012

Easter Vacation: Saturday 31 March - Sunday 22 April 2012

Reading Week w/c 5 March 2012

Spring Semester assessed work deadline – please see the course guide for your MA Scheme

Dissertation deadline for full time students starting in September 2011 and part-time students who started in September 2010 - 14 September 2012

STUDENTS ENROLLED ON THE CREATIVE WRITING MA SHOULD REFER TO THEIR COURSE GUIDE FOR ALL ASSESSMENT DEADLINES

3. School Accommodation

The offices of academic staff teaching on the MA courses and the seminar rooms for MA teaching are located on the first three floors of the Humanities Building. Please refer to your course guide for contact details of academic staff teaching on the MA modules you are taking.

The administrative part of the School is located on the second floor.

The Humanities coffee shop is located on the ground floor of the Humanities Building.

SECTION 4: Communicating With ENCAP

1. School Address

The postal address of the School is:

Cardiff School of English, Communication and Philosophy
Cardiff University
Humanities Building
Colum Drive
CARDIFF CF10 3EU

2. School Administration

The Head of School is Professor Martin Kayman.

The Head of School is responsible for the leadership and management of the School.

The Director of Teaching and Learning is Professor Alessandra Tanesini

The role of the Director of Teaching is to advise and assist the Head of School in the development and implementation of teaching, learning and assessment strategy across the School.

The School Manager is Ms Caroline Brown.

The role of the School Manager is to oversee the smooth running of the School's teaching, research and administrative activities.

The Academic Manager is Mrs Jill Burnett. The role of the Academic Manager is to provide administrative and organisational support for the management of all teaching and learning activities across the School.

The Postgraduate Manager is Ms Rhian Rattray

The role of the Postgraduate Manager is to oversee the administrative support given to postgraduate students in the School.

3. Key Contacts for Postgraduate Taught students:

Each MA programme has a Programme Director who is responsible for general academic matters relating to that programme. Please see the course guide for your MA programme for the name and contact details of your Programme Director. Each taught programme is administered through the relevant Board of Studies which oversees the teaching and assessment for all MA programmes.

The postgraduate administrators in 2.67 are available to give general assistance on a day to day basis. (see 'Postgraduate Administrators' below)

4. Postgraduate Administrators

The postgraduate administrators are situated in the postgraduate administrative office of the School, located on the second floor of the Humanities Building (room 2.67). The postgraduate administrators will help you with all general queries and are an important first point of contact. The contact details for the administrators are given below. The name of the postgraduate administrator for your subject area will be listed in your course guide.

	Room number	Telephone number	Email address
Critical and Cultural Theory	2.67	029 2087 4722	encap-pg@cf.a.cuk
Language and Communication	2.67	029 2087 4722	encap-pg@cf.ac.uk
English Literature	2.67	029 2087 0322	encap-pg@cf.ac.uk
Philosophy	2.67	029 2087 0322	encap-pg@cf.ac.uk
Creative Writing	2.67	029 2087 0322	encap-pg@cf.ac.uk

SECTION 5: Methods of Communication

1. Keeping Your Contact Details up to date on SIMS Online

During the online registration process you will have listed your current contact details. These details will be stored in the Student Information Management System. Should any of this information change during the year you should make the changes via SIMS Online and notify the administrative staff as soon as possible. **This is most important.** The School will use the contact details that are stored on SIMS Online to communicate with you. To access your student record you will need to use your University username and password. You can find the programme at the following address: <https://sims.cf.ac.uk/>.

2. Office Hours

All full-time staff indicate on their notice boards/doors hours during the week when they are available to see students for consultation. You may knock on the door and see your tutor during these hours, without making an appointment, although it is best to make an appointment. Students may find these times especially useful when they are preparing work for assessment. Part-time staff also make consultation hours available, and you will be able to find out these times from them). Academic staff also set aside one electronic office hour a week for answering emails from students. You can email at any time in the week, but they are only obliged to respond within the designated 'e-office-hour' which will also be specified outside office doors. The designated 'e-hour' is the latest time by which you should expect to receive a reply to your inquiry. If you need to speak to someone urgently please phone or see a postgraduate administrator in room 2.67.

3. Email (use of)

The University provides you with a Cardiff University email address, and you will receive information and enquiries from the University on this address. For example, lecturers may contact you about your work in their modules. Therefore, it is most important that you use this address rather than a private email address. Access your Cardiff University mail account securely via the internet using the Cardiff Mail service; visit MWE (<http://mwe.cf.ac.uk>) or Cardiff Mail directly (<http://cardiffmail.cf.ac.uk>). Use your network username and password to login to either service. If you experience any problems, please contact the IT Service Desk on 029 2087 4487.

Please check your University email account mailbox on a regular basis. You should try to do this **daily**, if possible, but at the very least **once a week** so that you do not miss vital information. Mailboxes can easily become cluttered with emails. Once your mailbox is full, new mail will not be delivered and will be returned to the sender. So please do some mailbox 'housekeeping' on a

regular basis, by deleting old emails that you no longer need. Do this both for received emails and copies of those that you have sent. At the same time, keep copies of anything important that you may need in the future. Housekeeping is important both for your University mailbox and your private ISP mailbox. If you auto forward mail to your private ISP address (e.g. studious@hotmail.com), it will not be delivered if the mailbox is full, and you may again lose important information.

4. Contacting Lecturers

Academic staff receive a huge volume of emails every week, and try to answer any queries from students within a reasonable time. Sometimes, however, the nature of the subject is less than clear from the Subject title, while the email address of the sender sometimes looks like that of a SPAM hoaxer. In order to overcome these problems the School is adopting the following procedures:

- All students are asked to use their Cardiff email address, as required by University regulations. The Cardiff address is the official form of communication with students. Emails from other addresses may not receive a reply.
- In the Subject box you should write: 'Office hours for' and add your name, for example, 'Office hours for [Your Name]'. This will allow staff to sift their email at a glance and not accidentally delete genuine but unspecific emails. Staff are asked to reserve particular times for dealing with email; they cannot be expected to reply as and when enquiries arrive – least of all, of course, at weekends or at night. Email correspondence does not replace office hours, and you can, of course, still book to see staff face to face, but this system will allow us to deal efficiently with the more minor queries.

Please keep emails reasonably formal, polite and moderate in language. You should not expect academic staff to tell you things such as timetable details or where your exam is being held. For such queries, first check to see if the information you need is in this Handbook or in your Course Guide. If it is not, please email the administrative staff (see 'Postgraduate Administrators' in section 4 for further details). Properly used, email provides an efficient and effective means of communication between you and your tutors.

5. Text Messages

The School will occasionally send text messages to your mobile phone with important information – e.g. notification of seminar cancellations or room changes. Please ensure that your mobile telephone number is up to date on SIMS otherwise you won't be able to receive these messages. We will send these messages on an **occasional basis only** but if you would prefer not to be contacted in this way please email encap-ac@cardiff.ac.uk.

6. The ENCAP Website

The ENCAP website at <http://www.cardiff.ac.uk/encap/> is a useful source of information.

7. The University Registry Website

It pays to get to know your way around the University Registry web pages (www.cardiff.ac.uk/regis) as they are a very good source of general information as well as detailing the University's rules and regulations.

8. PG Facebook Group

A School Facebook Group ([School of English, Communication and Philosophy, Cardiff University, postgrad, 2011/12](#)), has been created specifically for postgraduate students joining the School, to provide them with an easy way to introduce themselves to others who will also be studying within the School, and to allow them to maintain contact throughout their time at Cardiff University. The Group is purely for the purpose of enabling students to get to know their fellow students and to provide them with basic information about starting their studies at Cardiff and will not be used by the School or the University to communicate with them once they begin their course.

9. Communicating in Welsh

Welsh speaking students can request a Welsh speaking personal tutor (see Section 7 'Welsh Speaking Students'.)

SECTION 6: Equality, Diversity and the Inclusive Curriculum

1. Equality Opportunities and Diversity

The School is very much aware of equal opportunities issues for both students and staff. It seeks to ensure good practice, to raise awareness and to consider existing provision. It takes seriously the need to implement the University policy on Equal Opportunities and Diversity, and to keep under review all its policies and procedures in the light of policy.

2. Dignity at Work and Study

The University is committed to supporting, developing and promoting equality and diversity in all of its practices and activities. The University aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. The University recognises the right of every person to be treated in accordance with these values.

The aims of the University policy are to:

- promote a positive University environment in which people are treated fairly and with respect;
- encourage all University staff and students to play a role in creating and maintaining an environment in which harassment, bullying and victimisation are understood to be unacceptable forms of behaviour;
- provide a framework of support for University staff and students who feel that they have been the subject of harassment, bullying or victimisation;
- ensure that allegations of harassment, bullying or victimisation are addressed fairly, with respect for the rights and dignity of all those involved.

For further information, see the website at:

<http://www.cardiff.ac.uk/cocom/equalityanddiversity/dignityatwork/index.html>

3. Disability and Specific Learning Needs

All members of the School are encouraged to pay particular attention to issues of equality, diversity and access in relation to both students and staff. The School seeks to raise awareness, to review existing provision, and to ensure good practice. It is committed to implementing University policy on Disability and to keeping its policies and procedures under regular review.

The University seeks to provide an accessible environment and encourages anyone who has specific requirements that arise as a result of a disability to contact the Disability and Dyslexia service at 50 Park Place (029 2087 4844) in order that appropriate arrangements can be made. The Disability team have a general responsibility for the co-ordination of admission arrangements

and post-entry support. They can advise and offer practical help and assistance on matters such as the Disabled Students' Allowance, general finance, car parking, accommodation, setting up care packages, equipment, study support needs, examinations and so forth. They are available during office hours. Appointments are not always necessary.

The Dyslexia service at 50 Park Place provides a range of confidential services for dyslexic students and students who think they may be dyslexic. These include advice on applying for grants and examination concessions, and individual help with study skills, language skills and computer use. Individual assessments can also be arranged if the Head of the Dyslexia Resource Centre recommends an assessment is necessary. Students are responsible for covering the cost of the assessment themselves but can apply for funding from the University's Financial Contingency Fund to cover the cost of the test. For further information, see: <http://www.cardiff.ac.uk/dyslxl/index.html>

4. Disclosure

Students are given a number of opportunities to make the University aware of their needs and will have been invited to fill in a Disclosure form sent to them after they have received their offer of a place at Cardiff. This should enable the University to make any reasonable adjustments you may need to help you have an enjoyable and successful time here. You can fill in or update this form at any time and choose who is allowed access to the information you give. Requests to limit access will be respected, although this may mean that it affects the scope of adjustments that we are able to make.

For more information, ask the School Disability Contact (Mrs Jill Burnett (encap-ac@cf.ac.uk)) who will help with this, or contact the Disability and Dyslexia team at 50 Park Place. For further information, see: <http://www.cardiff.ac.uk/dyslxl/index.html>. See also 'Assignment Information Sheet' (below and Appendix 3)

5. Assignment Cover Sheet

Students with a disability such as dyslexia or dyspraxia or students who are deaf or hard of hearing should attach an 'Assignment Information Sheet'. However, students should ensure that they have spell-checked and proofread the assignment thoroughly before submitting it for assessment. See also Appendix 3.

6. Extenuating Circumstances

If illness, personal problems or previously undisclosed disability disrupts your work you must inform us, preferably by using an Extenuating Circumstances Form (ECF) (see Appendix 2). Please also see Section 11 Assessment. Short absences (no more than a day or two) may be

self-certified, but longer illnesses must be covered by a medical certificate from a doctor. This can be given to one of the postgraduate administrators in room 2.67. It is your responsibility to inform your personal tutor or another member of staff if you are experiencing difficulties or are absent from university for sustained periods of time.

7. Inclusive Curriculum

The University-wide Inclusive Curriculum Project is concerned with policies and practices relating to learning, teaching and assessment, and is founded on the conviction that good inclusive practice is just good practice. It aims to eliminate discrimination and to promote equality in relation to disability, gender, ethnicity, nationality, sexual orientation, religion or other philosophical belief, and age. Its focus on groups traditionally underserved by higher education also makes it part of the sector's efforts at widening participation.

Promoting inclusive practice is not only consistent with maintaining the highest academic standards it is an important means of doing so. The approach of the Inclusive Curriculum Project is therefore to support academic members of staff in developing their understanding of the challenges and opportunities presented by an increasingly diverse student body, enabling them to make decisions with confidence and justification on the basis of a principled approach to inclusion. Students play a key part in the inclusive curriculum by practising the values of dignity and respect in the learning situation and by extending these values through their behaviour and language to all members of our learning community.

SECTION 7: Student Support and Personal Tutors

A. Personal Support

1. Student Support

Confidential advice and guidance for students is available from the Student Support Centre (50 Park Place). The Support Centre comprises the Advisory Service (029 2087 4844, email: studentsupportcentre@cardiff.ac.uk) and the Student Counselling Service (029 2087 4966, email: counselling@cardiff.ac.uk).

2. Personal Tutors

All students in ENCAP are automatically allocated a Personal tutor on entry (See Appendix 1 Personal Tutor Policy). You will be given the name and contact details of your personal tutor during enrolment week. These will also be posted on the PGT noticeboards. If during your studies you experience difficulties that impact on your studies you should make an appointment to meet with your personal tutor. Every effort is made to ensure that your Personal Tutor remains the same throughout your MA programme. He or she is an extremely important source of help and guidance. You should regard your Personal Tutor as your first source of advice and support, and you should always seek the help of your Tutor before seeking appointments with the Chair of the Board of Studies, or with the Head of School.

Personal Tutors play a central role in supporting students, and you will be given an early opportunity to meet with your Personal Tutor. You can expect your Personal Tutor to provide advice and guidance in relation to the following:

- the content and structure of your programme of study;
- your academic progress;
- any study skills you may need to develop;
- assessment of your work;
- how to seek specialist help within the University in respect of special needs, careers guidance, financial, personal or health problems.

You may meet with your Personal Tutor at any of the key points in your MA programme – for example, in the early weeks of teaching, at progression and decision-making stages, when you require advice about approval for changes to your choice of courses, and when you are considering the topic for your dissertation. When you need to see your Personal Tutor, you will find that members of staff display office hours outside their door. If you encounter any difficulties in contacting your Personal Tutor, please seek help from the administrative office (2.67).

Your Personal Tutor is a very important reference point during your MA programme. While he/she will be able to offer general advice on a range of matters, your Personal Tutor is not qualified to offer specialist counselling or guidance on financial, personal or health problems. These types of guidance are available within the University and your Personal Tutor will refer you for specialist help should this prove necessary.

If for any reason you require a change of Personal Tutor, this can be arranged easily and quickly. You simply need to ask another member of the academic staff to become your Personal Tutor and inform the administrative office of the change; there is no need to provide reasons for the change or to inform your original Personal Tutor.

Personal tutors who are on research leave should ensure that an appropriate notice directs their personal tutees to the administrative office for information about the interim arrangements.

3. Welsh Speaking Students

We recognise that if you are a Welsh speaker you may feel more comfortable speaking to a Welsh speaking personal tutor. Provided there are Welsh speaking members of staff in your subject area, every effort will be made to allocate a Welsh speaker to you.

4. The Advice and Representation Centre

Situated on the 3rd floor of the Students' Union the Advice and Representation Centre provides a professional and confidential advice service for all students. Specialist advice is available on Housing, Immigration, including working in the UK during and after studies, Academic and consumer issues. Students can be referred to a permanent member of staff who will advise and represent those students who are facing unfair practice, disciplinary and appeals.

For further information please contact Advice Centre Manager Maria Al-Haddad by email at advice@cardiff.ac.uk or telephone 029 2078 1490 (advice) or 029 2078 1506 (representation).

B. Student Skills Support

1. English Language Support

The ENCAP Writing Centre provides a friendly, free and confidential service to help you to write better essays, papers, dissertations and examination papers. Watch the notice boards for where to find the Centre and look out for the short courses the Centre will be running on grammar,

punctuation, organisation and layout. For further information telephone 029 2087 7239 or email encap@cardiff.ac.uk.

2. The Maths Support Service

The Maths Support Service is freely available to all Cardiff University students who want to improve their numerical skills. For further information visit the website at <http://www.cf.ac.uk/mathssupport/aboutthecentre/index.html>

3. Student Development Unit

The Student Development Programme, based in the Students' Union building, exists to provide a range of short and longer personal training courses and is available to all current students at Cardiff University. Attendance can assist students to build up knowledge and skills which can be incorporated into their Personal Development Planning (PDP) portfolio. Students can attend individual sessions and courses or work towards completion of certificates of professional development. Examples of topics available include Presentation skills, Assertiveness, First Aid, Leadership etc.

For further information please see www.cardiffstudents.com or email steelej@cardiff.ac.uk or telephone 029 2078 1789.

SECTION 8: Managing your Masters' Degree

In this section we set out some of the practical information you will need in order to ensure that your student records, etc, are up to date and inform you of how the degree programme works as a whole.

1. SIMS Online

SIMS is the Student Information Management System used by Cardiff University to store all student information. You should get into the habit of checking your record on SIMS Online on a regular basis, but particularly at the start of each semester. To access your SIMS record you will need your University username and password and you can find the programme at the following address: <https://sims.cf.ac.uk/>.

2. Enrolment

Please ensure that you are officially enrolled for the modules you are actually doing, as you cannot be assessed in a module for which you are not enrolled. For information on changing modules see below 'Making Changes to your Student Record.'

3. Making Changes to your Student Record

You can make changes to your modules in the first three weeks of each semester. All changes to modules are to be made on SIMS Online; the changes are then authorised by the administrative staff. You must consult the Director of Postgraduate Taught Studies for your subject area before making any changes. Failure to follow the correct procedure may result in your name not appearing on the correct module lists.

4. Programme transfers

If you wish to change your programme pathway you have three weeks from the start of the academic year to do so. Formal approval of the Head of School must be given to any programme transfer requests.

5. Your workload

If you are enrolled on a full-time course then your Masters degree is a full-time job. Study, preparation and attendance should involve around 40 working hours. In fact, the University *requires* students to do a minimum of 40 hours study per week during semester time, in order to fulfil the commitments associated with your full-time course. You should be cautious about over-extending the time you spend at paid work; restrict your part-time working hours to an appropriate number and do not put your academic work at risk. If you are undertaking a part-

time MA course then you should expect to spend 20 hours a week, including study, preparation and attendance.

We will require you to do a great deal of preparation for classes (reading, preparation to present material in the class) and encourage you as postgraduates, to use your own initiative to find solutions to problems as far as you can. At postgraduate level we look for you to show independence in your work, and a proactive, critical approach to your studies.

6. Attendance (including what happens if you don't attend)

You are enrolled on a taught MA course and attendance at all MA modules' related seminars is **compulsory**. Full-time students on taught postgraduate courses are expected to be present in Cardiff for the 10 weeks of each semester. If you fail to comply with the attendance requirements and/or fail to show evidence of an intent to engage with the learning and teaching requirements of the individual programme of study, then you will be deemed to have failed to engage, which could lead to permanent exclusion from the programme of study (see below 'Failure to Engage with Programme of Study/Points of Engagement').

7. Failure to Engage with Programme of Study / Points of Engagement

It is a University requirement that student attendance is monitored at a number of points of engagement throughout the year. Where a student fails to provide evidence of engagement on 2 consecutive points of engagement, the Head of School or nominee will remind the student in writing of their requirement to engage, and will state that continued failure to engage will result in their exclusion from their programme of study. Registry will also be informed of the student's failure to engage.

Where a student continues to fail to provide evidence of engagement with their programme of study, or where a student fails to respond to written communication regarding their failure to engage, the Head of School will inform Registry of his/her decision that the student should be excluded from their programme of study.

8. Guided Study Week

Guided study weeks are the weeks immediately prior to the assessment periods. There are usually no seminars during these weeks. If you have any worries or concerns about your forthcoming assessments you should endeavour to seek advice from the relevant module leaders during their office hours (see 'Office Hours' in Section 5). Please refer to your course guide for contact information.

9. Submission Deadlines

Submission deadlines for assessed work for Stage One of your Masters' Degree are listed in Section 3. Please refer to the course guide for your subject for further information on formative and summative coursework deadlines. **Creative Writing students should refer to their course guide for all assessment deadlines.**

10. What to do if you are absent or sick

Attendance at seminars is **compulsory** for all Masters' students. If you are going to miss a seminar or tutorial you must make every effort to inform the tutor in advance, whether by sending a written message/email, or by telephoning the tutor or appropriate administrator. (See Section 3 for contact details).

11. Interrupting Studies (IOS)

Senate Regulations for student absence make provision for postgraduate students to interrupt the taught part of their programme of study for reasons as follows: ill-health; compassionate grounds; sabbatical; work experience; parental leave; study abroad; financial hardship; exceptional professional commitments. **MASTERS STUDENTS SHOULD NOTE THAT THIS FACILITY IS ONLY AVAILABLE DURING THE TAUGHT PART OF YOUR STUDIES (STAGE ONE).** In stage Two (the dissertation stage) an extension to the submission deadline should be requested. (See Section 11)

If you think you need to take an interruption of studies you must discuss your request with your personal tutor. Approval for Interruption of Study longer than 10 days but less than 12 months is at the discretion of the Head of School. Interruptions of over 12 months must be approved by the Pro-Vice Chancellor for Learning and Teaching. Once you have discussed the issue with your personal tutor, you (or the course administrator on your behalf) may apply for the Interruption of Study via SIMS Online.

SECTION 9: The Educational Experience

1. School Learning and Teaching Strategy

The School is committed to offer research-led teaching and learning at the cutting edge of emerging and established disciplines. All our MAs offer students the opportunity to explore in depth a number of related specialist topics while gaining experience in research methodology.

These degrees constitute the ideal preparation for undertaking a research degree.

The School prides itself in being responsive to students' views and to their needs. Our degrees are continually updated and renewed in light of students' feedback and staff's developing research. As an MA student in ENCAP you will be exposed to the most innovative ideas and be taught by staff who are at the forefront of their disciplines.

2. Programme Descriptions – Where to find them

Programme specifications for each MA programme will be included in the course guide for your subject area.

3. Methods of Teaching including description on Research-led training

The majority of the MA modules in the School are taught in a weekly seminar for ten weeks. The sessions include presentation of material by the module tutor, student presentations and class discussion. **Creative Writing students should refer to their course guide for information about teaching.** A teaching programme for each module will be issued at the very beginning of each semester which will detail required readings to ensure that students have the necessary background preparation. Students receive individual guidance on the development of a range of skills and their value is emphasised.

All MA students are entitled and in some cases advised to attend undergraduate modules relating to their postgraduate studies. You will be given a Years two and three undergraduate timetable in your induction pack to allow you to highlight any modules that would be beneficial to your MA studies.

4. Skills

According to the National Qualifications Framework, at the end of their MA programme of study successful MA students 'will have shown originality in the application of knowledge, and they will understand how the boundaries of knowledge are advanced through research. They will be able to deal with complex issues both systematically and creatively, and they

will show originality in tackling and solving problems. They will have the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative in complex and unpredictable professional environments.'

SECTION 10: The Learning Environment

A. Information Technology and Computing Facilities

There are IT facilities available for students in the Humanities Building (room 0.46), in the Julian Hodge Building and in the University libraries. Students are encouraged to make use of the equipment available.

The Information Services Handbook at www.cardiff.ac.uk/insrv/aboutus/handbook provides an overview of the library and IT services available to all members of the university.

1. Cardiff Portal (<http://portal.cf.ac.uk>)

The Cardiff Portal is a secure, single sign-on, one-stop shop for University web resources. Once logged in, you can access the following services:

- Email and calendaring
- Personal and shared file space
- Library catalogue and electronic resources
- Teaching resources

2. Open-access IT rooms

INSRV provide a number of open-access IT rooms from which you can access the Cardiff Portal as well as a wide range of networked applications to facilitate your studies here in Cardiff. Details on the opening times of the rooms and their facilities can be found at <http://www.cf.ac.uk/insrv/it/itrooms/index.html>.

3. Personal and Shared File Space

INSRV provide highly available, fully resilient, disaster tolerant and backed up networked storage for both personal and shared use. The data is therefore stored in a very safe and secure manner, is available as a drive letter (H: is Home, S: is Shared) on open-access machines, and also available via the Cardiff Portal.

4. Networked Applications

INSRV make a number of networked applications available via the open-access machines. Such applications include MS Office 2007, Adobe Photoshop and EndNote.

5. Graphics and Media

INSRV offer a variety of printing services, including posters. Further details can be found at <http://www.cf.ac.uk/insrv/graphicsandmedia/index.html>. There is also a binding service.

6. Wireless Access

Wireless access is available in all academic buildings on campus.

7. Education and Training

INSRV offer a variety of training courses, including the European Computer Driving Licence (ECDL). More information can be found at <http://www.cf.ac.uk/insrv/educationandtraining/index.html>.

8. Help and Support

If you should have any questions or problems using any of the IT systems here at Cardiff University, you can contact the INSRV Service Desk:

- In person at 40-41 Park Place
- By email to insrvConnect@cardiff.ac.uk
- By telephone on 029 208 74487

Details of opening hours can be found at <http://www.cf.ac.uk/insrv/it/help/index.html>.

B. The Library

1. The Arts & Social Studies Library

The Arts & Social Studies library, next door to the Humanities Building, is the main library for ENCAP students. An enquiry service is available to all University members. Please call in to the library, or phone 029 2087 4818 or email asslliby@cardiff.ac.uk. Information about the Arts & Social Studies Library, and all our other library locations can be seen at www.cardiff.ac.uk/insrv/libraries/locations.

2. Library Orientation Sessions for all New Students

All new taught postgraduate students in ENCAP are invited to an orientation meeting with their Subject Librarian, along with the rest of their class. Most students then receive timetabled follow up classes with the Subject Librarian in a computer room, where they can gain practical experience of accessing the many electronic resources available to support their studies.

3. Accessing library resources electronically

The electronic library, including the library catalogue, Ejournals, Ebooks and bibliographic databases are all accessible by logging into Cardiff Portal with a current network username and password. Click on the Library tab on the Portal home page to access library resources, on and off campus.

4. Organising references for assignments

For collecting, organising and citing your references in your academic work, you may want to consider using the EndNote software. This is available across campus, and there is also a web-based version you can use from home. Details on EndNote, including user guides and tutorials are at www.cardiff.ac.uk/insrv/educationandtraining/guides/citingreferences. On this page you can also access general help on referencing other people's work in your assignments

5. Accessing materials from other libraries

If you live elsewhere in the UK during vacation time, you may want to take advantage of the SCONUL Access Scheme, which enables you to register to access other academic libraries around the UK, during your course of study here at Cardiff. There is no charge for this service and details are at <http://www.cardiff.ac.uk/insrv/libraries/otherlibraries/usingother.html> or alternatively please ask for details at the Information Desk in the Arts & Social Studies Library.

6. SCOLAR

Postgraduate taught students can consult the Rare Books collection on application at the Special Collections Department (SCOLAR) within the Arts and Social Studies Library. SCOLAR is open Monday to Friday 9 a.m. to 5 p.m. All materials are reference only and must be used in the SCOLAR department. The SCOLAR website is at www.cardiff.ac.uk/insrv/libraries/scolar.

C. Learning Resources and Learning Central

Learning Central is the Cardiff University E-Learning system and is accessed via the University website at <http://cue.cf.ac.uk/webapps/portal/frameset.jsp>. Use your University username and password to access Learning Central. Here you will find module information, seminar handouts and notes, important announcements and information, discussion forums, etc. You will be required to submit electronic copies of assessed coursework via Learning Central (see Appendix 4 for further information in the form of a guidance sheet).

D. The ENCAP IT Technicians

The technicians situated in room 0.44 of the Humanities Building are a useful source of advice if you have technical difficulties, particularly if you are experiencing problems when attempting to

upload your assessed work to Learning Central (see Section 11.4 [Assessment – Electronic Submission of Assessed Work]).

E. Photocopying

If you are a full-time postgraduate taught student in ENCAP you are entitled to an annual networked photocopying account up to the value of £10, and, if you are a part-time student up to the value of £5. In mid October please take your University identity card to Graphic Services on the lower ground floor of the Arts and Social Studies Library to activate your account.

Please ensure that when photocopying material that you do so within the terms of the University copyright licence. For information about copyright please see <http://www.cardiff.ac.uk/insrv/copyright>

F. The Graduate Centre

Based on the 3rd floor, Union Building, Park Place, and open Monday to Friday from 8.00 a.m. to 12.00 midnight and on Saturday and Sunday from 12.00 noon until 12.00 midnight, the Graduate Centre is exclusively for currently enrolled postgraduate students and staff. It provides opportunities for interschool and interdisciplinary exchange. As well as a Café Bar, there is a computer room with 35 networked computers, as well as printing and scanning services, five meeting/group study rooms that can be booked without charge for student-led research seminars, presentation practice, or group projects and a Reading Room that provides an additional individual study space. The Graduate Centre can also be used as a venue for postgraduate conferences. The Graduate Centre's web site is updated daily and there are events pages and links to other helpful sites. There is a fortnightly email bulletin to all postgraduates and you'll be added to this list automatically after enrolment. You can find out more information about the Centre at www.cardiff.ac.uk/gradc

As well as the Postgraduate Welcome Events fortnight (see Section 3), during the year there are a variety of social events including quiz nights, film nights and seasonal parties. The Centre also organises fortnightly day trips throughout the year to attractions in England and Wales.

The Graduate Centre welcomes ideas and suggestions from postgraduate students and is keen to support interdisciplinary events by providing facilities and publicity.

SECTION 11: Assessment

1. Assessment Information

STUDENTS ON THE MA IN CREATIVE WRITING SHOULD REFER TO THEIR COURSE GUIDE FOR INFORMATION ON ASSESSMENT AS THE WEIGHTINGS FOR THE CREATIVE WRITING MA DEGREE ARE DIFFERENT. HOWEVER, POINTS 3, 4, 5, 11, 14 and 15 DO APPLY TO CREATIVE WRITING STUDENTS.

Each Masters Programme of Study comprises:

Stage One – the taught component, the Diploma Stage (120 credits) and

Stage Two – the Master's Dissertation Stage (60 credits)

For the award of MA, each of the two stages has **equal weighting**.

The pass mark for each module is 50%. There are no unseen examination components for any module. The overall pass mark for Stage One is 50%.

The rules on failure and resubmission are those as set down by the University. The regulations can be found at <http://www.cardiff.ac.uk/regis/sfs/regs/1112acadregs/academic-regulations-handbook-201011.html>: 1.05 Senate Regulations for PG Taught Programmes of Study – Modular – item no.8.4

Candidates who pass Stage One (the Postgraduate Diploma stage) will normally be allowed to proceed to Stage Two, the Master's stage. Stage One and Stage Two of the MA must be passed separately: compensation is not allowed between the dissertation (Stage Two) and Stage One.

ALL students should refer to their course guides for specific details relating to assessment for the MA modules that they are taking.

2. Formative Assessment Stage One

Please refer to your course guide for details of formative assessment and formative assessment deadlines.

3. Summative Assessment Stage One

Please refer to your course guide for details of summative assessment.

4. Electronic Submission of Assessed Work to Learning Central

As well as the required number of hard copies required to be submitted to the postgraduate office in room 2.67 (see your course guide) all students in ENCAP must also submit an electronic copy of the assessment to the assessment portal that is linked the module on Learning Central. Please see Appendix 5 Electronic Detection of Plagiarism and Appendix 4 Guide sheet for Electronic Submission of Assessed Work.

THIS INFORMATION DOES APPLY TO STUDENTS ON THE MA IN CREATIVE WRITING.

5. Cover sheets for assessed coursework submission

All assessed coursework must be submitted with a cover sheet with a signed declaration that the work submitted is all your own. On submission of your course work you will be handed a receipt by the postgraduate administrator. (Please see appendix 7 Assessed Coursework Coversheet). If you have a specific learning disability, please also remember to append the Assignment Cover Sheet to your coursework (see Section 6.5 and Appendix 3).

THIS INFORMATION DOES APPLY TO STUDENTS ON THE MA IN CREATIVE WRITING.

6. Requests for extensions to submission deadlines (Stage One)

Applications for extensions to submission deadlines for assessments in the taught part of the MA (Stage One) should be made to the Postgraduate Taught Director for your subject area. Please refer to your course guide for contact details.

Please do not assume that extensions are automatically granted for whatever reason. When word-processing your coursework, make sure that you keep a back-up copy of the file and that the printer you use does not break down at the last moment. In other words, failed disks, broken printers and the like are not valid excuses for missing deadlines.

If you hand in work late without justification you will receive a mark of 0%

There are two good reasons why deadlines should be respected. First, all students should have the same amount of time to complete their work; it is unfair to other students if someone arbitrarily has more time to complete it. Second, lecturers have to work to extremely tight schedules; they need to have a complete set of students' work to mark in order to provide the results as soon as possible.

7. The Dissertation

STUDENTS ON THE MA IN CREATIVE WRITING SHOULD REFER TO THEIR COURSE GUIDE FOR INFORMATION ON PORTFOLIO II (the equivalent to the MA dissertation).

On successful completion of the taught part of the MA students will normally be able to progress to the Masters stage of the course and undertake the dissertation. The pass mark for the dissertation is 50%. If a student fails the dissertation the regulations allow one further attempt within the following **6 months**. Students must submit two copies of the dissertation in temporary binding to the office (2.67) and an electronic copy to the assessment portal that is linked to the dissertation module on Learning Central. Temporary binding is a secure form of binding that is not spiral bound or ring binder-bound. You will need to have your name, degree title and year printed on the spine of your dissertation. The Graphics Services section of the Bute Library on King Edward VII Avenue (at the entrance to the building) on the lower ground floor offers a binding service that will allow the relevant information to be printed on the spine of your dissertation. The deadline for submission is **14 September 2012** for all full-time Masters' students and for part-time MA students who started Stage One of the MA in September 2010.

University Regulations state that the word count of MA dissertations should not exceed 20,000 but it is essential that you refer to your course guide for rules on word count for your subject area.

Two copies of a completed Notice of Submission form should be submitted to the office with the two copies of the dissertation (see Appendix 9 Notice of Submission form). The copies of the form **should not be bound in** the dissertation. To download a copy of the Notice of Submission form, please go to <http://www.cf.ac.uk/regis/sfs/postgrad/index.html>. Please ensure that the submission form that you download is appropriate for Taught Masters rather than Research Degrees (see Appendix 9.)

If you fail the dissertation then you are allowed one further attempt

8. Declarations for inclusion in the Dissertation

Candidates are required to state (a) that the dissertation is the result of independent investigation; and (b) that the work has not been and is not currently being submitted elsewhere for any other degree. These conditions are met by a series of declarations which should be bound into the dissertation and signed. Candidates must also sign a declaration regarding availability of the dissertation. For guidance please see the Notes of Guidance on the Completion of the Submission Form at <http://www.cf.ac.uk/regis/resources/NotesofGuidanceontheCompletionoftheSubmissionForm.pdf> Please do not sign Statement 5 'The bar on access' on the downloaded declarations form (see Appendix 8.)

9. The Dissertation Summary/Abstract

Each copy of the dissertation must contain a summary of the work in a form suitable for publication and not exceeding three hundred words. The summary should be bound in the dissertation.

For details on the presentation and layout of the thesis (including order or insertions) please see Section 12: Presentation of your Written Work and Feedback)

10. Allocation of supervisor and submission of dissertation title

The MA dissertation may be on any topic chosen in consultation with a supervisor. Please refer to your course guide for further information and the date by which you must submit your dissertation title.

11. Dissertation Supervision

STUDENTS ON THE MA IN CREATIVE WRITING SHOULD REFER TO THEIR COURSE GUIDE FOR PORTFOLIO II SUPERVISION ARRANGEMENTS. HOWEVER, POINT 11 IN THIS SECTION (requests for extensions to the submission deadline (Stage II)) DOES APPLY.

Our experience tells us that it is absolutely essential that you have, from the outset of your dissertation work, a clear idea of what you are going to do, how you are going to do it, some sort of schedule, and a plan of what will go into each chapter. Your supervisor will advise you on all this.

Students are entitled to five supervision sessions each roughly one hour in length. Students should be aware that between June and September academic staff have other obligations: he/she is committed to his/her own research and writing, giving papers at conferences, preparing modules for the upcoming academic year, taking leave etc. You should remember that outside of the five hours for supervision, we expect you to complete your work independently. It is vitally important that you refer to the course guide for your subject area for further information about supervision arrangements.

To make the most of your supervision meetings you should be proactive. At each supervision meeting, make sure that there is something specific, or a number of specific things, to focus discussion on. Ideally, you should hand in a written draft of a section of your dissertation to your

supervisor a few days in advance of the supervision meeting. Handing it in the day before does not allow time for your supervisor to look at it in advance of the meeting. Alternatively, or in addition, you should go along to the supervision with a list of specific questions you need advice on. It is important to plan ahead like this so that you and your supervisor can both be reassured that you are making good progress towards writing up.

12. Requests for extensions to the submission deadline (Stage Two)

THIS POINT IS APPLICABLE TO ALL STUDENTS UNDERTAKING STAGE TWO OF THE MA

Extensions to the dissertation submission deadline have to be approved by the Head of School in the first instance and then by the Academic Standards and Quality Committee. The regulations governing extensions to thesis submission deadlines, including acceptable grounds, can be found at <http://www.cardiff.ac.uk/regis/sfs/postgrad/>. Grounds for extension are: ill-health (application to be accompanied by a medical certificate), compassionate grounds, exceptional professional commitments (to be accompanied by a letter from your employer), parental leave (application to be supported by relevant documentation), unavoidable practical/logistical difficulties. Please submit your extension request in writing to the Director of Postgraduate Taught studies for your subject area. Please see your course guide for contact details. Please note that extensions to submission deadlines cannot be granted retrospectively, so need to be made in advance of the original submission deadline.

13. Resubmission of the Dissertation

If a student fails the dissertation the regulations allow one further attempt within the following six months. (Further details can be found in the Cardiff University MA Regulations at <http://www.cf.ac.uk/regis/sfs/regs/1112acadregs/academic-regulations-handbook-201011.html>). Please note a **resubmission fee** is payable to Cardiff University.

14. School Research Ethics Policy

School policy is to promote the understanding and debate of the ethical dimensions of research, be it at staff, postgraduate or undergraduate level, and to ensure that particular research initiatives are carefully and formally scrutinised and that ethical approval for them is granted or withheld. An Ethical Approval form (Appendix 6) will need to be completed by all students involved in relevant sorts of empirical research involving contact with human 'subjects' or informants or similar projects. The completion of the document will be a precondition of beginning the student's research project.

Further details of the School Ethics Policy and procedures for research can be obtained from the Academic Manager (room 2.63 / email encap-ac@cf.ac.uk)

15. Assessment Criteria

You will find useful assessment criteria listed in your Course Guide. These are what the markers use when assessing your work and they include criteria such as content and coverage, presentation and style, organisation and structure, originality and critical thinking and referencing. Ensure that you are familiar with these criteria when writing formative and summative coursework.

The pass mark for each module in Stage One is 50%. The overall pass mark for Stage One is 50%. The pass mark for the dissertation (Stage Two) is 50%. Marks above 70 are given for work of distinction quality and marks above 80 are very exceptional. **CREATIVE WRITING STUDENTS – PLEASE REFER TO YOUR COURSE GUIDE FOR THE ASSESSMENT WEIGHTINGS FOR THE CREATIVE WRITING MA.**

16. Extenuating Circumstances

If you know of any circumstances likely to affect your assessed work adversely - for example, if illness disrupts your work or you are experiencing family difficulties - please make sure that you let us know. In the first instance you should contact the administrative staff, or the Chair of the relevant Examining Board. It is important that you let us know, and let us know as soon as possible. Wherever possible, your report should be supported by documentary evidence such as a medical certificate. The information will be treated confidentially. See also Appendix 2.

17. Examination Boards' Procedures for Extenuating Circumstances

Each of the School's MA Examining Boards has an Extenuating Circumstances (EC) sub-committee which meets before the internal examining board meeting to consider all documented extenuating circumstances in conjunction with provisional marks. Please ensure that you have informed the Chair of your examination board of any extenuating circumstances that may have affected your performance well before the EC sub-committee meets. If you submit extenuating circumstances information after the sub-committee has met it will be too late to take the circumstances into consideration. The EC sub-committee makes recommendations to the examination board which may make adjustments to marks as appropriate. As with all other discussions held during the examining board, these adjustments are and will remain confidential.

18. How will your work be marked?

With the exception of Creative Writing, all coursework in the taught part of the MA is marked by student number. Your student number rather than your name should be on any assessed work for the taught part of the MA. Dissertations, however, are not marked anonymously and your name should be on the spine of the dissertation and on the front cover of the bound copies of the dissertation. Please refer to your course guide for further information on marking procedures.

Each MA programme will have at least one external examiner. The external examiners are experienced academic staff from other universities who oversee the whole process of examining, who ensure that standards are the same in different universities and who try to ensure that the whole examining procedure is as fair as possible. Depending on the size of the student cohort on each programme of study, all (or in the case of larger student cohorts) a selection of scripts is sent to external examiners as part of the process of maintaining standards.

19. Finding out your result

Following the relevant exam board, results will be posted by student number on Learning Central. Registry will write to you with a transcript of the marks within 3 weeks of the date of the examination board.

20. Putting your Coursework Grades into Perspective

It is natural to try to compare the grades you obtain at postgraduate level with those you were accustomed to at undergraduate level. The danger of this is that you may feel dissatisfied with your grades and feel that your work has been too severely marked, or that you are seriously under-performing. To put things in perspective for you, a mark of 50-60 at undergraduate level in this university corresponds to a lower second class degree, whereas at postgraduate level the same mark indicates that the work is of MA standard. Postgraduate degrees are not awarded by class and division as undergraduate degrees are. It is simply a question of distinction, pass or fail.

21. Data Protection and Results

Under the rules of the Data Protection Act 1998, a student may opt not to have his or her results publically displayed. In such cases, decisions of the Examining board will be issued (on the same day that marks are displayed) either by a private face-to-face disclosure (but not by telephone), or in a private written communication, which will be sent to an address specified by the student. Any student wishing to exercise this right should notify the relevant administrative office in writing by the start of the examination period.

SECTION 12: Presentation of your Written Work and Feedback

1. Word-processing of Written Work

We require you to word-process all of your assessed written work. The University's networked word-processing package is Microsoft Word. You are of course free to use whatever package you wish, although you will only be able to use it at home, and you will be unable to edit any document from a University computer. If you need any advice about this, or any computing-related problem, contact one of the computer technicians (Dean Burnett, Rob Thomas or Nathan Heslop). Their office is in Room 0.44; email them at encap-it@cardiff.ac.uk

2. General presentation features of assessed work

These features will not necessarily be applicable to the portfolio work produced by students on the Creative Writing MA.

The following are presentation features of assessed work:

- word-processed
- a clear, legible font, such as Times Roman or Arial
- 12 point
- double-spaced
- sufficient margins (all round) for notes to be written, and for your staple or binder not to obscure the print
- pages accessible for the marker to write on (not in separate plastic pockets)
- pages stapled together at top left or along left margin
- your student number and title of assignment (if appropriate) on front page of your work
- your student number and page number on each page (in case they get dropped or separated)
- referencing according to standard conventions for your subject area (see subject course guide for your subject)
- full acknowledgement, with a proper reference, of the source of all cited (i.e. mentioned) ideas from others, and of all quotes (including page number); this is to ensure you cannot be accused of intentional or unintentional plagiarism
- clear structure – make sure you achieve clarity in your organisation, however you present your work.

Presentation is an assessment criterion, so failing to apply the guidelines above will lose you marks. It is a waste to throw away marks in this way. The single most common failing in presentation is in referencing. See below 'Referencing'. See also reference guidelines in your subject course guide.

3. Assessment criterion for assessed work

You should refer to the subject guide for your area for assessment criteria. The general categories on which your work is assessed are as follows:

- Content and Coverage
- Presentation and Style
- Organisation and Structure
- Originality and Critical Thinking
- Use of primary and secondary sources and Referencing

Content and Coverage

Make sure that your writing is relevant and that it answers the question posed.

Presentation and Style

These are categories that apply to academic work in general, whether at undergraduate level, postgraduate level or the presentation of work for publication. It is important to understand, however, that you will be assessed, as postgraduates, according to what can be expected of postgraduates.

You should use a style that is appropriate for academic writing (e.g. avoid linguistic expression that is colloquial, informal or more typical of the spoken language.) Model your style on good examples in the literature.

Express your ideas and arguments clearly; good ideas and arguments will not be convincing if they are not clearly expressed to the reader. Exemplification is also an important part of making your ideas and arguments clearer.

Do not assume that your reader is an expert who is perfectly familiar with everything you are writing. Assuming a more general readership means that you must give an appropriate title to your work, introduce its purpose, aims, objectives etc., and give explanations for difficult terms, concepts etc. wherever necessary.

Check your spelling and grammar; this is an important stage in preparing your work for submission. Use a spell-checker, dictionary or an appropriate textbook on your topic to check your spelling; do not assume that your spelling is correct, simply because it looks right. Inappropriate spelling and grammar may indicate a lack of care in your work at best, or make it difficult or impossible to understand, at worst. Remember that you are submitting a piece of formal academic writing.

Organisation and Structure

Coherence: ensure that your work 'hangs together' as a text and that its general coherence is clear to the reader. Guide the reader through your work with a clear indication of how it is organised and how its various parts fit together. Use appropriate numbered section headings where necessary.

Development of Argument: develop and build your arguments so that the reader can follow them and understand how each point in the argument follows from previous points.

Originality and Critical Thinking

Originality: ensure that there is clear evidence of **your** ideas and thinking in your work. A piece of work that simply and uncritically repeats or reports the work of others is of little use in assessing your understanding and intellectual contribution.

Your ideas and arguments do not have to be groundbreaking to be valid, but there must be evidence that you have thought things out and come to your own conclusions. Importantly, you should not pass off the ideas of others as your own, so always acknowledge the source of ideas that you are not claiming originality for. At times, you may well come to conclusions that have been expressed elsewhere, but which you are unaware of. As long as there is evidence in your work of how you have arrived at these, you will be given credit for them, despite the lack of absolute originality.

Critical Thinking: evaluate your own ideas and arguments, and those of others. This involves assessing the strengths and weaknesses of ideas and arguments, and being aware of their limitations and inadequacies.

Use of Primary and Secondary Sources and Referencing

Use of Primary and Secondary Sources: correctly attribute the source of the literature you draw upon. A text in which the author(s) use and refer to the work of author X is a secondary source for the work of author X. The primary source for author X is the original text in which his or her ideas are presented.

Quoting and Paraphrasing: distinguish between 'quoting' an author's words, as written, and 'paraphrasing' the author's words by re-expressing them in words of your own. Quotation marks are used to indicate that you are quoting an author's words exactly.

Use of Literature: use the literature to illustrate and clarify concepts and ideas, and to contribute to and support the points and arguments that you are making.

4. How to Reference

All written work should be presented in a clear, readable form, and in accordance with the recognised academic conventions: you should acknowledge the sources of your ideas, give

proper references for your quotations from texts and also (as appropriate) give a bibliography or list of references at the end of your essay. Please refer to your Course Guide and/or Style Guide for full instructions on referencing

5. Presentation and Layout of the Dissertation

CREATIVE WRITING STUDENTS SHOULD REFER TO THEIR COURSE GUIDE FOR INFORMATION ABOUT THE PRESENTATION OF PORTFOLIO II

These notes should be read in conjunction with Senate Regulations for the submission of Postgraduate Taught dissertations, which can be accessed at <http://www.cf.ac.uk/regis/sfs/regs/1112acadregs/academic-regulations-handbook-201011.html>

As detailed in Section 11: Assessment, each copy of the dissertation shall contain:

1. a summary not exceeding three hundred words;
2. a statement signed by the candidate showing the extent to which the work submitted is the result of the candidate's own investigation, and an explicit acknowledgement (with references) of any other sources used;
3. a full bibliography;
4. a signed declaration to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award;
5. a signed statement regarding availability of the Dissertation;
6. a completed 'Notice of Submission' form.

General Layout

The dissertation should be typed (word-processed) on A4 paper, using one side of the paper only, and should be in temporary binding in the first instance (this allows any corrections to be inserted before final binding). The size of the margins should be as follows: one and a quarter to one and a half inches on the left hand side; one inch on the right; one to one and half inches at the top; one inch at the bottom of the page. These are the standard settings on most word-processors.

The main text must be in a serified font, such as Times Roman or Book Antiqua, minimum size of 12 pt, on *1 ¼ or 1 ½ line spacing*. The text must be left justified. Quotations should run on in the text if they do not exceed two or three lines; otherwise they should be *indented* and in single spacing. Use single quotation marks for matter quoted in the text; indented quotations do not need quotation marks.

References should be in a standard academic style. Notes should be in single spacing at the foot of each page. A new series of index numbers should begin for each new chapter.

Pagination should run consecutively from beginning to end and include any appendices, etc.

Page Order

The following order should be observed:

- (i) Title page (This should include Your Name, The title of your dissertation, Cardiff University and the year submitted, and the words 'This dissertation is submitted in partial fulfilment of the regulations for the degree of MA in')
- (ii) Statement and declarations
- (iii) Summary/abstract (see above)
- (iv) Table of Contents
- (v) List of abbreviations, symbols, etc.
- (vi) Text of thesis, divided into chapters, each with a descriptive title
- (vii) Appendices (if any), together with titles
- (viii) Bibliography

Don't forget you also need your name, dissertation title, degree title and year printed on the spine of your dissertation (see Section 11: Assessment).

6. Support and advice about assessments

For support and advice about assessments please contact the relevant module leader (refer to course guide) or your personal tutor.

7. Avoiding allegations of cheating – Academic Integrity

Your attention is drawn to the notes on Unfair Practice in the Academic Regulations Handbook (<http://www.cf.ac.uk/regis/sfs/regs/index.html>).

Students are reminded that all written work (practical exercises, formative and summative essays, essays in examinations, dissertations etc.) must be a reflection of their own efforts. All ideas taken directly from secondary sources (whether or not those sources are paraphrased or quoted) must be acknowledged. Students who reproduce the words of a critic, theorist or anyone else, and attempt to pass them off as their own original work, will be heavily penalised for plagiarism. This includes copying out word for word and copying someone else's work and making only slight changes. Plagiarism is distinguished from the proper use of sources by its failure to acknowledge the influence of another's work. You will, of course, use other people's

works and ideas, but there is a substantial difference between using criticism and relying totally on other people's efforts. Plagiarism is a problem that does not arise in the vast majority of essays, but if you have any doubts about what is or is not plagiarism you should consult a member of staff.

Students should ensure that they do not duplicate material used on any other form of assessment. This is considered a form of plagiarism.

Students who are required to resit a module because of plagiarism will not be permitted to take extra credits to discount the maximum mark of 50% that they can receive for that credit, and that mark of 50% will stand as one of the marks on which the overall mark for the taught part of the Masters degree is calculated.

Please see Appendix 5 for further information regarding plagiarism and its detection.

8. Feedback on Formative and Summative Assessment

The School has a commitment to giving feedback to students as promptly as possible and at least within four weeks of the submission date. Please refer to your Course Guide for further information on formative and summative writing and feedback.

9. How to use feedback

Feedback is important to learning and to assessment. However, it can never be a passive process. All staff have set Office Hours and you can take your written work and feedback to them if you require additional explanation.

SECTION 13: Your Progress

1. Monitoring your progress

Your progress will be monitored at various stages during your Masters' degree. Please refer to the course guide for your subject area for information on progression.

2. Progress Problems

If you are concerned about your progress on your Masters degree you are advised to see your personal tutor or the Programme Director for your Programme of Study. Please see your course guide for contact details.

3. Personal Development Planning for Masters Degrees

What is Personal Development Planning (PDP)?

You may have participated in a process of PDP during your undergraduate career or in the workplace. At Masters level, PDP is designed to build on and enhance the skills which you have developed during your undergraduate level studies or work experience. PDP will help you to critically review your learning experiences, set personal and academic goals and evaluate your progress towards these goals.

PDP is designed to assist you to further develop as an independent learner and will be of benefit not only during your time at Cardiff University but throughout your future career.

Why should you do it?

Adapting to Masters level study

There are many reasons why individuals choose to undertake postgraduate level qualifications.

- You may have enjoyed your degree subject and want to progress to a higher level.
- You may have enjoyed your degree subject and want to progress to a higher level
- Your chosen career may require a postgraduate qualification
- You may want to change careers
- You may want to enhance your career prospects
- You may want more time to think about your career options

Whatever the reason for continuing to study, the Masters degree is a step change from undergraduate level study. As the course is one year in duration (or two if part-time) you will be participating in a more intense period of study. You will also be developing and enhancing skills

in many areas e.g. working with minimum supervision, developing the ability to critically analyse and evaluate evidence and further developing oral and written communication skills.

PDP will provide a framework in which you can clarify what you aim to achieve from Masters level study and a process which will help you achieve these aims.

Get the most from your Masters degree

Studying at postgraduate level is a large financial commitment and it is important to ensure that you make the most of your time at Cardiff.

The PDP process will help you to:

- Identify your training needs
- Set objectives for development
- Monitor your progress
- Discuss your development needs with your tutor/advisor

Added Value

Employers will be keen to know what you have gained from postgraduate study and you will need to confidently articulate and demonstrate your skills to potential employers.

PDP will help you to record and track your personal and professional development during the course of your studies. Participating in the process will help you to develop the confidence and ability to articulate your skills and qualities to a wide range of employers and other professional bodies.

PDP in your Course

PDP in ENCAP is made available via Learning Central and linked into the Personal Tutor system. During your Masters year, you will be expected to maintain a Personal Development Plan/log/portfolio. This process is designed to provide a framework to help you reflect on your progress and as a tool for helping you to identify the training and support you need to make your Masters year a success. This process will assist you in undertaking:

- Identification of training needs
- Establishing your expectations for the year
- Reflecting on progress
- Recording progress.

How can you Record the Outcomes of PDP?

An on-line resource, designed to guide you through the process of PDP and help you construct an electronic record of your development is available to all students. This is hosted in Learning Central. As well as providing a framework to help you plan and record your personal development, this resource will provide you with information on how you can integrate extra-

curricula experiences into your PDP process.

What Support will you receive?

While the responsibility for participating in the PDP process rests with individuals, the University is committed to supporting students in this activity. Support will be provided by appropriate members of academic staff within ENCAP.

To find out more, login is at <http://cue.cf.ac.uk>.

SECTION 14: Taking your Studies Further

1. Applying to do a PhD

If you are interested in the possibility of studying for a PhD in the School, please speak to the Postgraduate Manager in room 2.67 who will put you in touch with the relevant Postgraduate Research Admissions Tutor. A list of staff for each discipline within the School and their research interests can be found on the School website <http://www.cardiff.ac.uk/encap/>

The main source of funding for postgraduate research study is the Arts & Humanities Research Council (AHRC) for English Literature and Language, Linguistics, Critical Theory and Philosophy. For language and communication students, the Centre for Language and Communication Research (CLCR) is able to support applications for ESRC PhD studentship funding, covering tuition fees for UK and EU students plus a generous stipend (fees-only for non-UK EU students), on a competitive basis within the ESRC Doctoral Training Centre (DTC) Wales Consortium, led by Cardiff University. (Further information about ESRC funding is available at <http://www.esrc.ac.uk/funding-and-guidance/funding-opportunities/postgraduate-funding.aspx>) ENCAP also offers bursaries and scholarships amounting to £20,000 to assist well-qualified students. Competition is strong, though, so if you wish to undertake a PhD, begin thinking about your research proposal as soon as possible. The Postgraduate admissions tutors for the School will give talks to prospective research students at the University Postgraduate Open Day on Wednesday 30 November 2011 and ENCAP will be running information sessions at various points in the year, including help in putting together a research proposal or funding application. You will be sent an email informing you of the dates of these sessions. For current information about funding for postgraduate research study visit the School website at <http://www.cardiff.ac.uk/encap/funding/index.html>. You will be alerted in good time to funding deadlines so that you have plenty of time to put together an application.

2. References for further academic study

If you are planning on applying for a place on a PhD programme following your Masters' Degree, you will need to provide academic references. See Section 17 'References' below.

3. Awards and Prizes

Please see individual course guides for details of awards and prizes relevant to your MA programme of study.

4. Work Experience and Work Placements

Find out more about how Go Wales can help you to obtain a work placement at
<http://www.gowales.co.uk/en/Graduate/Placements>

Find out more at <http://www.gowales.co.uk/>

SECTION 15: HAVE YOUR SAY!

1. Cardiff University Students' Union

Cardiff University's Students' Union has a team of full and part-time elected officers who are responsible for listening to your views and representing you at senior University meetings. The Students' Union website contains further information and contact details:

<http://www.cardiffstudents.com/tags/elected-officers>

The annually elected Students' Union officers represent all students and the part-time Postgraduate Officer, who will be elected in the autumn by-elections, is a port of call for postgraduate students to discuss issues and suggestions of concern. Postgraduate students can put themselves forward to stand for this role in the autumn by-elections, and can also vote for their preferred candidates. You can contact Union officers via their contact address on the Students' Union website, or visit them on the third floor of the Students' Union.

2. Student Representation on Boards of Studies and the School's Teaching, Learning and Quality Committee

Academic responsibility for teaching and examining the various Masters degree programmes in the School lies with the various Postgraduate Boards of Studies, which consist of the staff who teach on the MA programme of study plus student representatives. Boards of Studies report to the School's Teaching, Learning and Quality Committee (TLQC).

The Board of Studies for your programme is chaired by the Director of Studies for the programme, assisted by a Deputy. For details of the Chairs and Deputies of each Board of Studies please refer to the relevant Course Guide.

The Board makes all the important decisions about teaching and learning in your postgraduate taught degree and progression through it.

3. Student-Staff Panels

Each Board of Studies has a Staff-Student Panel. Student members of the Panel sit on the Boards of Studies and on other School committees. The main purpose of the Staff-Student Panel is to give students an official forum to raise issues on the nature of modules taught, including content, seminars, teaching methods, assessment methods, etc., and, more generally, any academically related issues such as staff consultation time, or the passing on of information. Panel meetings therefore provide important feedback for members of staff on the modules for which they are responsible. The Panel is chaired by one of the student representatives.

Student representatives are supported in their role by Senior Student Academic Representatives, or 'Senior Representatives'. Senior representatives are appointed from the pool of student representatives within the School and their role is to help develop the link with the Students' Union through membership of the Union's Academic Council.

You should find out from the notice boards who your student representatives are and ask them to raise specific issues at the panel meetings. Minutes of the meetings are placed on the notice boards.

If you are interested in becoming a Staff-Student Panel representative, please contact the relevant administrative office at the beginning of October.

SECTION 16: Contributing to the Development of your Programme

1. Evaluation of Modules/ Course Appraisal

Towards the end of teaching of each module you will be asked to evaluate the modules you undertook and the teaching you received. You will be asked to complete a questionnaire or evaluation form. For us to gain a sense of what we have to do to alter and improve, we need your responses. We regard the forms as very important and pay a lot of attention to the comments made. The forms are anonymous and are issued and completed in the penultimate seminar for each module.

2. Student Surveys

The Postgraduate Taught Experience Survey (PTES) is made available to Postgraduate Taught students to allow them to answer questions relating to the quality of teaching learning, assessment and feedback, organisation and management, learning resources, the services and facilities available at Cardiff University and career development. An online link to the survey will be emailed to you at the beginning of the second semester. For more information see <http://www.cardiff.ac.uk/studx/PTES/page144582.html>.

For international students the **International Student Barometer (ISB)** is an online survey that International and European students are invited to complete. The ISB takes the pulse at two significant points in the academic year: Post-arrival and Year end. The survey is available for completion each year during May and October. See <http://www.cardiff.ac.uk/studx/ISB/index.html>

SECTION 17: EMPLOYABILITY AND CAREERS

1. The Careers and Employability Centre

The Careers and Employability Centre is based at 50 Park Place (within the Student Support centre). There is a vast amount of information and advice available to postgraduate students to help develop their career management skills and market their postgraduate qualification. Many of these sessions are run by the Careers and Employability Centre but hosted by the Graduate Centre (see Section 10: The Learning Environment). The Graduate Centre runs a series of Career Management Skills for Masters Students: 'Application forms – Making your Answers Count'; 'Effective CV Writing'; 'Employment Regulations for the UK for Overseas Students'; 'Job Search'; 'Job Interview Skills'. These workshops are offered several times each year for postgraduate taught students and courses can be booked via the single web portal:

<https://rssdp.cardiff.ac.uk/>

You can contact the Careers and Employability Centre by emailing them at careers@cardiff.ac.uk or by telephone on 029 2087 4828.

2. Go Wales

Managed by the Higher Education Funding Council for Wales the GO Wales project is delivered by the University's Careers & Employability Centre. Go Wales makes it possible for students and graduates to develop their careers in Wales through quality work experience and training opportunities with businesses. The project contributes significantly to the development of a knowledge economy in Wales; businesses have access to higher level skills and fresh ideas to support growth and development. Go Wales offers a range of services to help students, graduates and businesses in Wales including: work placements, funding for training, an online database of jobs in Wales and the Graduate Academy.

3. Employability Skills

Your postgraduate degree will teach you subject specific skills but also essential transferrable skills that are sought after by employers. It is VITAL that you help potential employers recognise the value of your postgraduate qualification. You cannot assume that they will immediately understand how your postgraduate degree will make you more employable to them. Students are advised to visit the Careers and Employability website at www.cardiff.ac.uk/carsv to find out more about employability skills and their role in career planning.

The Work Experience section of the Careers and Employability Centre website contains much useful information, and guidance on work experience, including opportunities to book a 15 minute 'Work Experience Query' appointment to discuss your needs in person. Check the webpage for more details at <http://www.cf.ac.uk/carsv/students/workexperience/index.html>.

4. Academic References

Following the successful completion of your Masters' Degree, whether you are planning to continue your studies to PhD level or take up full-time paid employment, you will need references. Most employers expect students to use their tutors as referees and academic references will be required for entry onto PhD programmes. Academic staff members are always willing to write references for students, but it is helpful to be asked by the student first so that they can comment directly on why the student is interested in the particular career or research programme. There is no reason why you should not have several academic tutors acting as referees. In each case you should provide the member of staff with a copy of the job/PhD application and keep them informed of your job, career or further postgraduate study plans.

SECTION 18: If Things Go Right

1. The Graduation Ceremony and ENCAP Graduation Reception

On successful completion of your Masters' Degree you will be invited to attend the University's Graduation Ceremony. This is normally held in mid July. You will also be invited to attend a Graduation Reception hosted by the School of English, Communication and Philosophy on the same day as the Graduation Ceremony. This reception will allow you and your family to celebrate your success with members of the academic and administrative staff from the School. For further information about Graduation see <http://www.cardiff.ac.uk/graduationold/index.html>. Information about the School Reception will be sent to you in the May following your dissertation submission.

2. Your Degree Certificate

Following the submission of your dissertation (or on successful completion of the postgraduate taught stage of the programme if you are studying for a Postgraduate Diploma rather than a Masters' Degree) and the subsequent meeting of the Examining Board for your programme, your overall mark will be agreed. Following the meeting of the Examining Board the marks will be conferred by an Awards and Progress Committee meeting. Certificates will be sent to the home address that is in your student record in SIMS approximately eight weeks after the meeting of the Awards and Progress committee.

SECTION 19: If Things Go Wrong

1. Academic Progress and Disciplinary Procedures

The regulations that apply to unsatisfactory academic progress can be found in the regulations handbook <http://www.cardiff.ac.uk/regis/sfs/regs/1112acadregs/academic-regulations-handbook-201011.html> - Part 2 Attendance and Progress, 2.1, 9 Unsatisfactory Academic Progress.

Please also see the academic regulations for the student disciplinary procedure at <http://www.cardiff.ac.uk/regis/sfs/regs/1112acadregs/academic-regulations-handbook-201011.html> - Part 3 Student Matters, Section 3.01

2. Appeals Procedure

Students, following the published outcome of a University assessment, may appeal the result on one or more of the following grounds only:

- The mark(s) and/or result published by the University contains arithmetical or other errors of fact;
- Defects or irregularities in the conduct of the examinations and/or other assessments or in written instructions or advice relating thereto which were not known to the Examining Board, when such defects, irregularities or advice are shown to have had an adverse effect on the student's performance or evidence that the Examining Board has acted inappropriately;
- Extenuating circumstances which were not known to the Examining Board, and where the student can show good reason why such circumstances could not have been made known to the Examining Board when the student was assessed, and which are shown to have had an adverse effect on the student's performance.

For further information on the University appeals process please refer to the University website at <http://www.cardiff.ac.uk/regis/sfs/regs/index.html>.

3. Unfair Practice

See section 11 'Avoiding Allegations of Cheating – Academic Integrity'. Please also see the notes on Unfair Practice in the Academic Regulations Handbook (<http://www.cf.ac.uk/regis/sfs/regs/index.html>).

If you find yourself facing an allegation of any of the above you are advised to contact **The Advice and Representation Centre** see **Section 7 Student Support and Personal Tutors**.

4. Harrassment or Unlawful discrimination – What to do?

Harassment consists of behaviour towards another which causes, or which might reasonably be expected to cause, sufficient distress or annoyance to disrupt seriously the work or to reduce substantially the quality of life of that other, by means of bullying, verbally or physically abusing, ill-treating, or otherwise creating or maintaining a hostile environment for that other person. An extra problem is that harassment, by its nature, often takes place in circumstances where there are no witnesses. There are various courses of action open to anyone who believes that they are being harassed. If possible, the recipient should state clearly to the harasser that the behaviour is unacceptable and should cease. If this first rebuff is insufficient, the complainant is likely to benefit from the support of a third party. It is useful to make a note of the time, place, and nature of any specific incident. For further guidance, turn to the Student Advisory Service, 50 Park Place. To contact the Student Advisory Service please email studentsupportcentre@cardiff.ac.uk or telephone 029 2087 4844.

APPENDIX 1 - Personal Tutor Policy

1. All students enrolled on a degree in the School of English, Communication and Philosophy (ENCAP) will be allocated a Personal Tutor on entry.
2. Personal Tutors will have the following responsibilities:
 - 2.1 To meet with students twice a year, either individually or in small groups, including at key points in their academic career such as:
 - the early weeks of a proposed programme of study for each year;
 - progressions and decision-making stages such as changing module choices or determining a programme of study for the following year;
 - at other times during the year by arrangement
 - 2.2 To act as a first source of advice and support for students on academic matters;
 - 2.3 To refer students to the appropriate services for assistance in relation to non-academic matters.
3. Personal Tutors may provide advice and guidance to students in relation to the following:
 - 3.1 content and structure of a proposed programme of study;
 - 3.2 academic progress;
 - 3.3 study skills development;
 - 3.4 assessment of work;
 - 3.5 how to seek specialist help within the University in respect of special needs, careers, guidance, financial, personal or health problems;
 - 3.6 references.
4. Students will be encouraged to report any absences from classes to their Personal Tutors, and to discuss the reasons for these and any necessary action.
5. Personal Tutors are able to offer general advice on a range of matters but are not qualified to offer specialist counselling or guidance on financial, personal or health problems. These types of guidance are available within the University, and Personal Tutors will refer students to the appropriate source for specialist help should this prove necessary.
6. Students will normally be allocated a single Personal Tutor for the whole of their postgraduate taught studies. However, students are entitled to change their Personal Tutor at any time without giving a reason. This can be done simply by asking another member of the academic staff to become their Personal Tutor and informing the administrative office of the change; there is no need for students to inform their original Personal Tutor.
7. Students seeking guidance to help them access information in the absence of their Personal Tutor should be referred to one of the following: the postgraduate manager (2.67); the appropriate postgraduate taught director of studies (see your course guide for contact details), the Director of Teaching's Office (room 1.47).
8. Personal tutors who are on research leave should ensure that an appropriate notice directs their personal tutees to the administrative offices for information about the interim arrangements.

APPENDIX 2 - Extenuating Circumstances and Form

Reporting Extenuating Circumstances - All You Need To Know

Students may occasionally experience personal circumstances, such as illness, bereavement etc, which can seriously disrupt their ability to study and/or affect performance in an assessment or examination. In the University we refer to this as **EXTENUATING CIRCUMSTANCES** and in this appendix you will find essential information about:

- your possible options;
- what you need to do if this happens to you;
- where you can go in the University for advice and guidance.

You will find further useful information about Extenuating Circumstances on the web at www.cf.ac.uk/regis/index.html

It is important that you report your extenuating circumstances AT THE TIME THEY OCCUR or BEFORE the Examining Board meets to consider your results.

1. What are extenuating circumstances?

These are circumstances which:

- have prevented you from performing at your usual level in an assessment or examination; **and**
- are severe and exceptional; **and**
- are unforeseen or unavoidable; **and**
- are close in time to the affected assessment or examination.

2. What kinds of circumstances are likely to be accepted?

These examples illustrate the kinds of circumstances which may affect performance in an assessment or examination. The list isn't exhaustive and obviously other individual circumstances may arise. The University will always consider other extenuating circumstances where you can demonstrate significant impact on your performance.

- Bereavement – for example the death of a close relative or friend, partner or significant other;
- Serious short-term illness or accident;
- Evidence of a long-term health condition worsening or a change in symptoms;
- Significant adverse personal/family circumstances;
- Being a victim of a serious crime;
- Disability or impairment where it hasn't been possible to put the required adjustments in place.

3. What kinds of circumstances are unlikely to be accepted?

These examples illustrate the kinds of circumstances that are unlikely to be accepted:

- Medical circumstances for which adjustments have already been made (such as an extended deadline);
- Long-term health condition or disability for which reasonable adjustments have already been made;
- Minor illness or ailment;

- Poor time management, personal computer or printer problems;
- Holidays;
- Financial difficulties, unless there are additional factors which make them exceptional or particularly severe;
- Claims that you were unaware of the dates or times of submission or examination.

If your own circumstances appear in this list, but you feel that they have seriously affected your academic performance and wish to report them to the Examining Board, you may submit the circumstances for consideration.

4. What are my options if I experience extenuating circumstances?

The University has a number of options to support students who are experiencing extenuating circumstances. These are:

- **Application for an Extension** – if you are not able to meet a set deadline for an individual assessment because of your extenuating circumstances, you can apply to have an extension. You will need to make this application directly to your School. Your School Office or Personal Tutor will be able to advise you on how you do this.
- **Reporting of the extenuating circumstances to the Examining Board** – if you believe that your performance in an assessment or examination has been affected adversely by your extenuating circumstances, it is important that you make this known **AT THE TIME THEY OCCUR AND BEFORE** the Examining Board meets to consider your results. In the remainder of this leaflet you will find information about what you need to do.
- **Application for an Interruption of Study** – if your circumstances are likely to affect your ability to study for a significant period of time (normally over 10 days), you may wish to consider applying for an Interruption of Study. You are advised to discuss this with your Personal Tutor before any such application. You will find more information about this at www.cf.ac.uk/regis/index.html.

5. When should I report extenuating circumstances to my Examining Board?

Reporting extenuating circumstances to your School promptly is vital and you must do this at the time they occur and before the Examining Board meets to consider and confirm your results. **Do not wait until you get your assessment/examination results before reporting your circumstances as this could be too late!** Understandably, students sometimes feel embarrassed or uncomfortable about disclosing extenuating circumstances. You can rest assured that any report you make of extenuating circumstances will be treated sensitively, in confidence and will only be made available to School staff directly involved in considering such disclosures.

6. How do I report my extenuating circumstances?

Extenuating circumstances should be confirmed in writing and submitted to your School **as soon as the circumstances arise, and, where possible, before the assessment task**. If, for any reason, you do not report your circumstances at the time they happen, make sure that you report them by the deadline provided by your School (in your Programme Handbook) and **BEFORE your Examining Board meets**. Some Schools have a specific form for completion and your School Office will be able to advise you on this. If there isn't a form for you to complete, you should:

- **Confirm in writing:**
 - Full details of the extenuating circumstances, including dates;
 - How the circumstances have affected your performance;

- The assessments and/or examinations which have been affected (including module codes).
- **Provide supporting evidence** to demonstrate the existence of the circumstances, dates affected and impact.

These examples illustrate commonly accepted forms of evidence:

- Photocopy of a death certificate;
- Medical/health certificate which confirms illness for a defined period (with relevant date of the assessment);
- Letter of support/explanation from a support service at the University (for instance, a statement from the Disability and Dyslexia Service);
- Letter of support/explanation from a third party (such as a police report, counsellor's letter, local authority report, etc).

These examples illustrate forms of evidence which are unlikely to be accepted or may be considered insufficient evidence to support the circumstances claimed:

- evidence for a medical condition which was produced at a later date (for instance, a doctor's note which states that the student was seen after the illness occurred and reported they had been ill previously);
- a letter from a parent, partner or family member verifying circumstances where there is no other independent supporting evidence.

The School may ask for more evidence to support or clarify your case.

7. What happens after I have reported my extenuating circumstances?

Your School will have a process in place for considering extenuating circumstances. This may include an Extenuating Circumstances Committee which considers any reports of extenuating circumstances in advance of the Examining Board. This Committee is made up of a small number of staff, ensuring that personal information is handled sensitively and in confidence. The Committee makes a recommendation to the Examining Board based on the information and evidence received; the Board then confirms the final decision.

Reports of extenuating circumstances will be considered on an individual basis, taking into account:

- the information and supporting evidence provided;
- any specific programme or professional body requirements.

8. What happens if I do not report my extenuating circumstances to the Examining Board?

Extenuating circumstances, which are not received before the Examining Board meets, can only be considered through the submission of an academic appeal under the University's Verification and Appeals Procedure (see www.cf.ac.uk/regis/sfs/regs/1011acadregs/academic-regulations-handbook-201011.html)

Please note - If you do report extenuating circumstances in your academic appeal, you will need to explain why you did not provide this information for consideration by the Examining Board. If you cannot provide good reason for your late disclosure, your appeal may be rejected and the result as confirmed by the Examining Board will stand.

9. Where can I go if I need help and advice about what to do?

You can obtain independent advice from the Students' Union Advice and Representation Centre. They are located on the 3rd floor of the Students' Union or can be contacted at 029 2078 1410 or advice@Cardiff.ac.uk. **This leaflet is available in alternative format at <http://learning.cf.ac.uk/themes/assessment/extcircs/>.**



Extenuating Circumstances Form

Part 1: Guidance notes - When to use this form

The University recognises that, as a student, you may occasionally experience personal circumstances, such as illness, bereavement, etc., which can seriously disrupt your ability to study and/or affect your performance in an Assessment or Examination. We refer to these as **Extenuating Circumstances**.

The University defines Extenuating Circumstances as those circumstances which:

- have prevented you from performing at your usual level in an Assessment or Examination; **and**
- are severe and exceptional; **and**
- are unforeseen or unavoidable; **and**
- are close in time to the affected Assessment or Examination.

The University has a number of options to support students who are experiencing Extenuating Circumstances and this form can be used for both the following purposes:

- i. **Application for an Extension** – if you are not able to meet a set deadline for an individual Assessment because of your Extenuating Circumstances. Applications for extensions need to be made to your **School** in advance of the scheduled submission date by completing this form.
- ii. **Reporting of Extenuating Circumstances to the Examining Board** – if you believe that your performance in an Assessment has been affected adversely by your Extenuating Circumstances, and no other adjustments have been made (e.g. an extension), it is important that you make this known **as soon as the circumstances arise, and, where possible, before the Assessment task**. If, for any reason, you do not report your circumstances at the time they happen, make sure that you report them by the **deadline provided by your School in your Programme Handbook and BEFORE your Examining Board meets**.

All applications for an extension or reporting of Extenuating Circumstances to an Examining Board **must be made in writing using this form** and **supported by written evidence** (*such evidence may include: medical/health certificate which confirms illness for a defined period; a photocopy of a death certificate; letter of support/explanation from a support service at the University (if you are currently, or have been accessing the service) or a letter of support/explanation from a third party*).

<http://learning.cf.ac.uk/themes/Assessment/extcircs/> provides further guidance on reporting extenuating circumstances and required documentary evidence.

Independent advice is available from the Students' Union Advice and Representation Centre, located on the 3rd floor of the Students' Union telephone number 029 2078 1410 or email advice@Cardiff.ac.uk.

Part 2: Your Details

Name		Student Number:	
Programme:		Year of study:	
Email address:		Telephone Number:	

Part 3: Please indicate the action you would like your School to take in considering your Extenuating Circumstances:

<input type="checkbox"/>	Application for an Extension for a piece of assessed work.
<input type="checkbox"/>	Reporting your Extenuating Circumstances to the Examining Board for consideration.

Part 4: Details of the Extenuating Circumstances

(a) Please provide full details of the extenuating circumstances and how the circumstances have affected your academic performance.

(please continue on a separate sheet of paper if required)

(b) Please list the evidence you have attached to this form to verify the extenuating circumstances reported.

Document Type	Document Dated

(c) Please specify all modules / units affected by your Extenuating Circumstances and details of relevant Assessments.

Module / Unit Code	Module / Unit Title	Type of Assessment	Submission Date or Date of Examination	Absent / Present

(d) Please state the dates which have been affected by these circumstances. These should be confirmed by supporting evidence.

From: _____ **To:** _____

Part 5: Declaration

I accept that I must submit my information and evidence prior to the Assessment or the Examining Board. I understand the requirement to provide evidence of my circumstances and I accept that my request may not be considered in the absence of appropriate evidence. I declare that the information I have given is factually correct and complete, and I agree that it may be disclosed to appropriate University staff including my Personal Tutor(s) and authorised members of the Examining Board / Extenuating Circumstances Sub-Group to allow formal consideration of the impact of the circumstances on my academic performance.

Signature : _____ **Date:** _____

Please complete the student information section of the receipt prior to submission of the form.

Receipt for submission of Extenuating Circumstances Form:	
Student's Name:	School Stamp
Student Number:	
Date Submitted:	
Received by (Name):	
Signature:	

APPENDIX 3 - Assignment Cover Sheet

ASSIGNMENT COVER SHEET

(for students with dyslexia, dyspraxia or hearing impairments)

Please ensure that the administrator responsible for your programme of study in Room 2.67 and the Academic Administrator (Room 2.63) have an official record of your disability

To the student: Please attach this sheet to the **LAST** page of your work. If you prefer, you may hand the sheet in separately to the section office.

Student Number: **Candidate No. (if applic.)**

Student Statement – You can use this space for things you would like the marker to know (e.g. what you found most difficult; what you worked hardest at; what you would most like feedback on). Please continue overleaf, if necessary.

To the markers: This student has a disability which can affect written work in a number of ways.

Students with a disability such as dyslexia, dyspraxia or a hearing-impairment may, as a result of their disability, struggle to produce written language which is grammatically correct and free from spelling errors. If this piece of work was produced on a computer with a spell-check facility, it is unlikely to reflect the range of difficulties which this student experiences. However, some difficulties may still be apparent and it should not be assumed that s/he has not checked his/her work.

Obvious errors may include:

- Spelling errors, including bizarre or inconsistent spellings; incorrect use of homophones ('hear' for 'here', 'there' for 'their'); and omission or transposition of letters, syllables and words.
- Sentences where it is clear that prepositions have been omitted or mistaken, e.g. 'of' in place of 'on'.
- Incorrect or inconsistent use of tenses.
- Long paragraphs that look like a single sentence but are composed of an undifferentiated string of simple sentences linked by conjunctions.

Less obvious errors may include:

- Sentences that change direction mid-stream: the student may have realised that the sentence requires the use of a word that they cannot spell and so rephrased the sentence to avoid a spelling error.
- The use of a repeated sentence structure.
- Apparent preference for simple words rather than the more complex academic terms. This may reflect the student's difficulties with rapid word retrieval or with spelling and often creates a false impression of an immature understanding of the topic.
- Repetition of ideas, often using slightly different phrasing. This may be because the student is not certain the point has been clearly made and has had a second (or third) attempt.

APPENDIX 4 - Electronic Submission of Assessed Work

- a. Log on to Learning Central at <https://learningcentral.cf.ac.uk/webapps/portal/frameset.jsp> using your usual username and password
- b. Access the appropriate module (the modules you are registered for are listed on the right hand side of the screen)
- c. Click on the 'Assignments' tab on the left hand side of the screen
- d. Click **View/Complete** for the assignment you wish to submit
- e. *If Learning Central has not already filled in the appropriate boxes, you will need to add your name at the submission screen and **enter your Student (or Candidate) Number and Module Code in the submission title box (see below)***
- f. Click **Browse** to find your piece of work on your PC or laptop, select it and then click 'Open'
- g. Press **Upload** to upload your work
- h. You will then see a confirmation screen which checks you have submitted the correct piece of work. Click **yes, submit** if you have selected the correct essay
- i. If you have problems submitting your essay please contact the ENCAP IT Technicians – encap-it@cardiff.ac.uk / Room 0.44, Ground Floor, Humanities Building

Fig1. Sample student submission screen

submit paper: by file upload (step 1 of 2)

choose a paper submission method:
single file upload

author
non-enrolled student

first name *
John

last name *
Smith

submission title *
Your No / Module Code

Requirements for single file upload:

- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload *
D:\Program Files\Ess: Browse

upload cancel, go back

VERY IMPORTANT:

The 'Submission Title' must be your Student (or Candidate) Number followed by the relevant Module Code, e.g.

0123456 / SE5310

Please note that **if you do not correctly submit your essays electronically via Turnitin you may be awarded a mark of zero for the module.**

APPENDIX 5 - Electronic Detection of Plagiarism

Cardiff University is committed to helping students understand and identify ways in which plagiarism might occur and to helping students avoid the accidental plagiarism of any sources of information during their studies.

The University is committed to the elimination of unfair practices, such as plagiarism, thereby protecting the standard of the degrees it awards.

The University uses an online service called Turnitin. This software searches the World Wide Web and extensive databases of reference material to identify duplication. The software makes no decisions about whether a student has plagiarised material; it simply highlights sections of text that have been found in other sources. In most cases this will be text that has been correctly cited. Work submitted to Turnitin will be stored electronically in a database or databases used for the study and may be compared against work submitted by students within this University or from other institutions taking part in this exercise.

You have rights under EU Data Protection legislation and the 1998 Data Protection Act. Our involvement in Turnitin is intended to protect your interests as a student (it would be unfair if someone gained an advantage over you as a result of cheating), but we recognize that some students might feel very uneasy about this form of electronic surveillance of their work. If you wish to be excluded from Turnitin, you must write to the Head of School, Professor Martin Kayman, stating that you wish to be excluded from any programme or system of electronic surveillance of your work.

The notes that follow deal with the most frequently asked questions about Turnitin. We wish to stress as strongly as possible that our participation in this scheme should not in any way be a cause of concern for the vast majority of students. The intention is to identify the very small number of students who resort to unfair practices. Unless we hear from you to the contrary, your readiness to cooperate with this exercise will be assumed; that is to say, you have given us permission to inspect your work electronically

What is Turnitin® UK (A JISC Service)?

The service helps academic staff address a number of common but difficult to identify issues related to citation and collaboration in coursework assessments. It enables tutors to identify the original source of material included within student work by searching a database of several billion pages of reference material gathered from professional publications, student essay websites and other student works. It is used by academics as a tool to help them provide better information and feedback to students about the work they have submitted. The tool does not make decisions about the intention of unoriginal work, nor does it determine if unoriginal content is incorrectly cited or indeed plagiarised. It simply highlights sections of text that have been found in other sources to help academic staff members make these decisions. In many cases this will lead the academic member of staff to provide feedback to students on how to improve their coursework submissions and citations. All assessment decisions will continue to be made by the course tutor who will review the entire work.

What is the benefit of using the service?

Your institution wishes to encourage students to behave with honesty and integrity at all times. The correct citation of work and the authenticity of submitted work is a cornerstone, not just of our education system, but of the trust and value held in each of our education institutions by employers and the public at large. The use of this service along with other methods of maintaining the integrity of the academic process will help your institution maintain academic standards and assessment fairness.

How will my data be used?

Material that has been uploaded will be stored electronically in a database and compared against work submitted from this or any other department(s) within this institution or from other UK institutions using the service. Your tutor will receive an Originality Report from the service. In most cases this feedback will be used by the tutor to instruct you about the process of citation and the importance of maintaining academic standards. In some cases, dependent on extent, level and context, the institution *may* decide to undertake further investigation which could ultimately lead to disciplinary actions, should instances of plagiarism be detected. Such decisions are entirely at the discretion of your institution and in no way involve HEFCE (the Higher Education Funding Council for England) nor the service. In this circumstance it is possible that your personal data may need to be disclosed to academic staff within the other institution(s) from where matching content has been submitted.

HEFCE has overall responsibility for the processing of personal data carried out by Turnitin® UK (A JISC Service). HEFCE and each institution signing up to use the service will together act as Joint Data Controllers for the personal data submitted with students' work. In order for your institution to make use of the service it will be necessary for personal data relating to you to be transferred to countries not governed by EU Data Protection legislation. However, it should be noted that *iParadigms*, the company processing your data are bound by terms of contract to at all times abide by the Data Protection Act 1998.

How long will the service keep my work?

The service will seek to retain content submitted to it and associated personal data until the termination of this service or its successor, thus helping to accumulate as large a corpus of knowledge as possible against which to compare submitted content.

Who owns the copyright to the work I have submitted?

HEFCE has no interest in acquiring the intellectual property rights for the content submitted by you. The copyright for such content will continue to reside with either yourself or your institution; whichever is currently the case. The service will help to protect your work from future plagiarism and thereby help maintain the integrity of any qualification you receive.

What are my rights under the Data Protection Act?

As the data subject you do have the right to see what personal information is held about you in relation to this or any other service that stores your personal information and have limited rights to object to your data being used. Please refer to the Plagiarism Advisory Service web site (www.jiscpas.ac.uk) for further information regarding these rights. If your personal data has been integrated into the service via your institution's student information system your request may require the institution to withdraw your personal information from student information system as well. Your institution will be able to inform you of the implications of exercising this right under these conditions. Please note: your tutor can submit your work to the service without the use of personal data should you decide to exercise this right. The right to objection relates to the storage of your personal data and does not extend as a right to object to your tutor making use of technology aimed at improving academic standards when assessing your work.

APPENDIX 6 - Ethical Approval Form

Student Projects (Undergraduate and Master's Programmes)

**Must be submitted to Andrew Edgar, School Ethics Officer
(edgar@cardiff.ac.uk / Extension: 74935 / Room 1.41 Humanities Building)**

Title of Project:

Name of Student(s):

Degree Programme and Level:

Date:

Recruitment Procedures

		Yes	No	N/A
1	Does your project include children under 16 years of age?			
2	Does your project include people with learning or communication difficulties?			
3	Does your project include people in custody?			
4	Is your project likely to include people involved in illegal activities?			
5	Does your project involve people belonging to a vulnerable group, other than those listed above?			
6	Does your project include people who are, or are likely to become your clients or clients of the department in which you work?			
7	Does your project include people for whom English / Welsh is not their first language?			

Consent Procedures

		Yes	No	N/A
8	Will you tell participants that their participation is voluntary?			
9	Will you obtain written consent for participation?			
10	If the research is observational, will you ask participants for their consent to being observed?			
11	Will you tell participants that they may withdraw from the research at any time and for any reasons?			
12	Will you give potential participants a significant period of time to consider participation?			

Possible Harm to Participants

		Yes	No	N/A
13	Is there any realistic risk of any participants experiencing either physical or psychological distress or discomfort?			
14	Is there any realistic risk of any participants experiencing a detriment to their interests as a result of participation?			

If there are any risks to the participants you must explain in the box on page 3 how you intend to minimise these risks

Data Protection

		Yes	No	N/A
15	Will any non-anonymised and/or personalised data be generated and/or stored?			
16	Will you have access to documents containing sensitive ¹ data about living individuals?			
	If "Yes" will you gain the consent of the individuals concerned?			

If there are any other potential ethical issues that you think the Committee should consider please explain them in the box on page 3. It is your obligation to bring to the attention of the Committee any ethical issues not covered on this form.

Supervisor's declaration

As the supervisor for this student project, I confirm that I believe that all research ethical issues have been dealt with in accordance with University policy and the research ethics guidelines of the relevant professional organisation.

Date

Name

Signature

If any of the shaded boxes have been ticked the supervisor must explain in the box on the following page how the potential ethical issue will be handled

¹ Sensitive data are *inter alia* data that relates to racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life, actual and alleged offences.

Please explain how the identified potential research ethics issue will be handled

APPENDIX 7 Assessed Coursework Submission Sheet

SCHOOL OF ENGLISH, COMMUNICATION AND PHILOSOPHY

POSTGRADUATE COURSEWORK COVER SHEET

(enter the details on both parts of this sheet and attach it to the front of your assignment)

Module Title

Module Number.....

Student Number

Date Submitted.....

I hereby declare that the attached submission is all my own work, that it has not previously been submitted for assessment, and that I have not knowingly allowed it to be copied by another student. I understand that deceiving or attempting to deceive examiners by passing off the work of another as my own is plagiarism. I also understand that plagiarising another's work or knowingly allowing another student to plagiarise from my work is against the University's regulations and that doing so will result in action being taken.

When you receive your assignment back, please sign here:

Signature..... Date:

RECEIPT OF COURSEWORK

(keep this receipt as evidence that you have submitted your coursework)

Module:

Date Submitted.....

Signature of Student.....

Signature of Member of Staff.....

APPENDIX 8: Specimen Layout for Declaration/Statements page to be included in Taught Master's Degree Dissertations

CANDIDATE'S ID NUMBER

CANDIDATE'S SURNAME Please circle appropriate value
Mr / Miss / Ms/ Mrs / Rev / Dr / Other please specify

CANDIDATE'S FULL FORENAMES

DECLARATION

This work has not previously been accepted in substance for any degree and is not concurrently submitted in candidature for any degree.

Signed (candidate) Date

STATEMENT 1

This dissertation is being submitted in partial fulfillment of the requirements for the degree of(insert MA, MSc, MBA, MScD, LLm etc, as appropriate)

Signed (candidate) Date

STATEMENT 2

This dissertation is the result of my own independent work/investigation, except where otherwise stated. Other sources are acknowledged by footnotes giving explicit references. A Bibliography is appended.

Signed (candidate) Date

STATEMENT 3 – TO BE COMPLETED WHERE THE SECOND COPY OF THE DISSERTATION IS SUBMITTED IN AN APPROVED ELECTRONIC FORMAT

I confirm that the electronic copy is identical to the bound copy of the dissertation

Signed (candidate) Date

STATEMENT 4

I hereby give consent for my dissertation, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations.

Signed (candidate) Date

STATEMENT 5 - BAR ON ACCESS APPROVED

I hereby give consent for my dissertation, if accepted, to be available for photocopying and for inter-library loans after expiry of a bar on access approved by the Graduate Development Committee

Signed (candidate) Date

APPENDIX 9: Notice of Submission – Taught Degrees

NOTICE OF SUBMISSION: POSTGRADUATE TAUGHT DEGREES

Please TYPE or write in BLACK ink and use BLOCK capitals



SECTION A: TO BE COMPLETED BY THE CANDIDATE AND SUBMITTED WITH THE DISSERTATION

Student ID Number:	
Title:	<p>Please circle appropriate value</p> <p>Mr/ Miss/ Ms/ Mrs/ Dr/ Rev/ Other, please specify</p>
Surname:	
First Names:	
School:	
Title of Degree:	<p>Please circle appropriate value</p> <p>MA / MSc/ MScEcon/ MBA / MEd / LLM / MMus/ MTh / MPH / MScD / Other, please specify</p>
Full Title of Dissertation submitted:	
Is this a resubmission?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
Dissertation submitted for Examination in:	<p>Permanent Binding <input type="checkbox"/></p> <p>Temporary binding <input type="checkbox"/></p>
Supervisor's Name:	

