[](http://www.lancaster.ac.uk/languages-and-cultures/)

**POSTGRADUATE HANDBOOK**

**2018/2019**

**MLang**

**Languages and Cultures**

**-**

**MA**

**Translation**

**-**

**MA**

**Languages and Cultures**

**-**

**MPhil / PhD**



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# Welcome!

The Department of Languages and Cultures at Lancaster University is delighted to welcome you as a new postgraduate student. We look forward to working with you over the coming years, and we hope that your association with us will be an enriching experience.

You are joining a university that has consistently been ranked in the top 10 of UK universities over a number of years, and within the top 150 in the world and was named University of the Year by The Times and The Sunday Times Good University Guide 2018. We have some 13000 students on campus in Lancaster, and several thousand students studying for Lancaster degrees around the world. Many are students at our campus in Ghana, or at our partner institutions in India, China and Malaysia and a growing number are studying for Lancaster degrees online.

The Department of Languages and Cultures (DeLC) is a medium-sized Modern Languages department that is highly ranked in all major league tables and is the top languages department in the North West of England. The department offers exciting opportunities at MA and PhD level and a stimulating postgraduate and research culture. Our areas of research expertise span Europe, China, Africa and North & South America and range across literature, film, translation and the digital. For details of staff research and teaching interests, please visit [http://www.lancaster.ac.uk/-languages/about-us/people](http://www.lancaster.ac.uk/european-languages/about-us/people)

The specialist research interests of staff within the department are shared with our postgraduate students through departmental seminars and events. Our Postgraduate Work in Progress seminars and Translation seminar series ensure that there are regular opportunities for our postgraduate students to meet, socialise and support one another. We regularly invite visiting speakers to the department and host writers and translators in residence, providing valuable opportunities for collaboration, professional development and networking. Students are also invited to initiate their own ventures, such as postgraduate workshops or conferences. Please speak to the Director of Postgraduate Studies if you would like to propose an idea.

We believe that the Department of Languages and Cultures at Lancaster is well-placed to offer a friendly, supportive and intellectually stimulating environment for all its postgraduate students and we hope this handbook will provide the practical information necessary for you to make the most of your time here.

Please keep this Handbook with you throughout your registration period as a student. We have done our best to ensure that all the information contained in this handbook is correct at the time of printing. However, procedures and policies may change with time. It is therefore important that you check that you have the most recent documentation relating to panels, submission of work and other procedures at the relevant time.

If you have any questions, please do not hesitate to ask, and we will do our best to help.

Professor Allyson Fiddler

Director of Postgraduate Studies

[a.fiddler@lancaster.ac.uk](mailto:a.fiddler@lancaster.ac.uk)

# Registration and Welcome Week

The University organises Welcome Week in the week before teaching begins. You should be in Lancaster by Monday 2 October so that you can register and participate in the range of events and activities organised for you in this week.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **VENUE** | **EVENT** | **STUDENTS ATTENDING** |
| **Monday 1st October** | 13:30-14:00 | Welcome Centre Meeting Room 5 | Registration with the Department of Languages and Cultures and Welcome from Head of Department Olga Gomez Cash\* | Everyone |
| 14:00-15:00 | Welcome Centre Meeting Room 5 | Meeting for MA Translation students with MA Director Dr Delphine Grass\* | MA Translation students |
| 14:00-15:00 | B067  Bowland North | Meeting for research students with Director of Postgraduate Studies Professor Allyson Fiddler\* | MLang/MA Languages and Cultures/PhD Students |
| 15:00-16:00 | DeLC Resource Centre | Meet the Department - Welcome Drinks | Everyone |
| **Wednesday 3rd October** | 9:00-10:00 | LICA | Registration for Postgraduate Research students surnames A-L\* | PhD students |
| 10:00-11:00 | LICA | Registration for Postgraduate Research students surnames M-Z\* | PhD students |
| 12:00-13:00 | LICA | Registration for all Postgraduate Taught Students \* | MA Translation/MA Languages and Cultures |
| 12:00-15:30 | Faraday Building | PhD Students Induction and Welcome\* | PhD students |
| 18:00-20:30 | Management School Hub Breakout areas | PhD Student Social | PhD students |
| **Thursday 4th October** | 10:00-11:00 | Bowland North Seminar Room 6 | Careers for Master Students | MA Translation/MA Languages and Cultures |
| 3:00-4:30 | Cavendish Lecture Theatre | Orientation to UK study | Postgraduate and Undergraduate International Students |
| **Friday 5th October** | 9:30-12:30 | Delphine Grass B75  Allyson Fiddler B82 | * 1. meetings with Director of MA Translation or Director of PG | Everyone |
| **Wednesday**  **10th October**  **TBC** | TBC | TBC | FASS Postgraduate Welcome Event | Everyone |

**Please note** – attendance at events marked \* is compulsory

# General information for postgraduate students in DeLC

**Facilities**

Full time PhD students have access to designated office space in the department. Lancaster University also provides over 1000 student-accessible computers, software for students’ own laptops, and off-campus access through the VPN. For further information see:

<http://www.lancaster.ac.uk/iss/services/postgraduate-services/>

**E mail**

Once you have registered, you will be provided with a university e mail account. All e mail communication with our students is to this university account, so please do check it daily.

**Moodle**

Moodle will form an important part of your experience at Lancaster. All our postgraduate modules have a Moodle site and you should check these regularly. The Moodle sites are a means of communicating with tutors and other postgraduate students via the announcement boards, sharing course information, reading, and important documents.

**The Library**

You must register with the library before you can use its facilities. This should be done at the same time as you officially register with the University during Welcome Week. As a student of Lancaster University, you are able to access resources via OneSearch. Interlending and Document Supply (IDS) helps Lancaster University readers to access resources not available in our library. Postgraduates have a limit of 10 orders per academic year, but additional requests may be permitted.

**The Faculty Research Training Programme**

The Research Training Programme (RTP) consists of modules and short courses on research methods, theories and philosophies of the social sciences and humanities, thesis writing and other generic skills relevant to PhD study. The RTP is designed to complement more specialised subject or discipline-based training modules offered by departments. You can find more information on our website: <http://www.lancaster.ac.uk/arts-and-social-sciences/study/postgraduate/research-training-programme/>

**Postgraduate Activities & Social events**

Students on our postgraduate programmes are encouraged to get to know one another and socialise informally. A range of formal research events and research training events take place in the Department, Faculty and University, complemented by termly social events. Keep an eye on the Moodle sites, Postgraduate Newsletter and Postgraduate notice board in the department for further details.

**Work in Progress**

The Postgraduate Work in Progress seminars take place regularly throughout the year. **All postgraduate research students are expected to attend**. The purpose of the Work in Progress seminar is to provide an informal and relaxed forum in which students can present their ‘work-in-progress’. This may be a draft chapter from an MA dissertation or PhD thesis, an upcoming conference paper or journal article, or simply ideas you would like to discuss with the group. The mix of students at different stages of their postgraduate studies attending the seminar is especially productive.

**‘Translation Lancaster’ seminars**

Our ‘Translation Lancaster’ seminar series runs throughout the academic year, with invited speakers including translation professionals, academics and former students. The seminars cover a wide range of topics, offering valuable insight into the translation profession and providing a valuable networking opportunity. **All MA in Translation students are expected to attend.**

**Research Centres and Reading Groups**

We encourage our postgraduate students to get involved in the activities of research centres and reading groups at Lancaster University. The Authors and the World hub <http://www.authorsandtheworld.com> and the Centre for Transcultural Writing and Research <http://www.transculturalwriting.com> have special links to the department.

**Conferences**

We fully encourage our postgraduate students to participate in external workshops, postgraduate conferences and international conferences appropriate to their interests. It is possible to apply for funding from the Faculty of Arts and Social Sciences Conference Travel Fund or from the Research Skills Training Fund to attend these events. Please speak to your supervisor or the Director of Postgraduate Studies for further information.

**Careers and Professional Development**

There are many opportunities for professional development throughout your postgraduate studies. These include opportunities to gain experience of undergraduate teaching and assessment, and to engage with visiting academics, writers and translation professionals. The department organises regular careers events that are open to our postgraduate and undergraduate students. The University Careers Service also offers career guidance and resources. [www.lancaster.ac.uk/careers](http://www.lancaster.ac.uk/careers)

# Key People

**Director of Postgraduate Studies**

**Professor Allyson Fiddler**

Bowland North B82, [a.fiddler@lancaster.ac.uk](mailto:a.fiddler@lancaster.ac.uk)

Allyson has overall responsibility for all postgraduate matters in the Department, working closely with postgraduate convenors and supervisors. You should contact them with respect to any problems or complaints that arise in the course of your studies that cannot be resolved by your tutor or supervisor.

**Director of the MA in Translation**

**Dr Delphine Grass**

Bowland North B75, [d.grass@lancaster.ac.uk](mailto:d.grass@lancaster.ac.uk)

Delphine is the Director of the MA in Translation. Delphine coordinates teaching and assessment of the MA in Translation and is your main contact for any general queries regarding this programme of study.

**Postgraduate Co-ordinator**

**Hannah Monaghan**

Bowland North B89, [h.monaghan@lancaster.ac.uk](mailto:h.monaghan@lancaster.ac.uk)

Hannah Monaghan is the Postgraduate Co-ordinator and is normally available to students Monday to Friday from 10-12 and 2-4. Hannah can answer queries regarding administrative procedures.

**Student Representatives**

Postgraduate Student Representatives will be appointed at the beginning of each new academic year (1 MA Representative and 1 PhD Representative). Details of how to contact them will be displayed in the Department. Postgraduate representatives will attend meetings which deal specifically with postgraduate and research matters the Departmental Staff / Student Committee.

# Our Degree Schemes

## MLang Languages and Cultures

The MLang integrated Master’s degree involves three years of undergraduate study and a year of postgraduate study. Students begin their degree at Lancaster, studying French, German or Spanish alongside two other Part 1 subjects of their choice. First-year language modules are complemented by Language in Context modules, which provide a broad introduction to the history, politics and cultural production of the countries in which the languages studied are spoken. MLang students are strongly encouraged to study a second language, which they may continue as a joint major.

The second year is spent abroad at one of our partner institutions and accounts for 120 credits. Students select a wide range of language and culture modules, which are studied in the target language. Students also write a 4000-word Year Abroad Project in the target language(s) on a topic related to their experience of the host society and culture during their time abroad. Students studying two languages split the Year Abroad between two countries.

MLang students return to Lancaster for the third year of their degree, which is designed to further develop core oral and written language skills, in combination with a choice of specialist research-driven culture modules. Students study 120 credits, including 30 credits in each of their major languages, a 10,000 word-dissertation (30 credits) and remaining credits from a range of modules that include:

**DELC339** Translation as Cultural Practice

[**DELC344**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc344/) Contemporary Cities in Literature and Film

[**DELC345**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc345/) Francophone Voices: Literature and Film from Sub-Saharan Africa, the Caribbean and Canada

[**DELC351**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc351/) Literature and Fame in Contemporary Germany

[**DELC352**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc352/) Images of Austria: National Identity and Cultural Representation

[**DELC361**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc361/) Social Movements and Committed Writing in Mexico since 1968

[**DELC364**](http://www.lancaster.ac.uk/european-languages/undergraduate/why-lancaster/modules/delc364/) Latin America and Spain on Film: Masculinities and Violence

MLang students then proceed into the postgraduate year, studying 120 credits at Level 7 (PG). Students take the compulsory module DELC401 Research Skills for Modern Linguists and courses designed to support advanced study. Modules might include DELC402 Reading Theoretically, or modules offered by the Departments of English and Creative Writing, Sociology, History, or Linguistics and English Language, for example.

Alongside these modules, students write a 15000-word Master’s dissertation on a topic of their choice, supervised by an academic with the appropriate expertise. The dissertation module involves approximately 12 hours of formal supervision between April and June. **Submission Deadline**: 10th May 2019

**Progression through the MLang**

In order to progress from year to year in the programme, students are required to attain the following grades.

To progress from Part 1 to Part 2, a score of 16 in the major component(s) is required to ensure that the student has adequate language expertise to cope with and benefit from the demands of studying abroad in Year 2 in their target language(s). Students require 12 in the minor component(s). The department will advise students who are not consistently producing good quality work in Part 1 against continuing with the MLang.

To progress from Year 2 to Year 3, students must achieve at the first sitting, a cumulative overall aggregation score of 14.5 (with no more than 30 credits condoned). If this is not achieved, re-registration for an alternative award may be agreed with the programme director (depending on the student’s individual qualifications and circumstances).

To progress from Year 3 to Year 4, students must achieve, at the first sitting, a cumulative overall aggregation score of 14.5 over the Part II studies completed up to that point with no more than 30 failed credits condoned in total over years 2 and 3. Any student who does not meet this requirement will be considered for classification for a Bachelors degree.

## MA by Research in Languages and Cultures

This MA is a particularly good choice for students who already have an idea of the field in which they would like to do MA research. It is well suited to students who are considering further study at PhD level, but also those wishing to set themselves apart from other Modern Languages graduates.

The programme is assessed primarily by a 20,000-word dissertation (120 credits) on a subject of your choice, which is supported by three taught modules representing 20 credits each. These modules can be selected from the range available in DeLC and related departments in the Faculty (English and Creative Writing, Sociology, History, or Linguistics and English Language, for example).

A student’s choice of modules is subject to approval from the Director of Postgraduate Studies and in consultation with the dissertation supervisor. DeLC modules offered currently include:

* DELC401 Research Skills for Modern Linguists
* DELC402 Reading Theoretically
* DELC416 Academic and Practical Methods in Translation
* DELC424 Independent Study Unit

Modules are taught in English and most are assessed by one 5000-word essay. In addition to the three taught modules, you must attend a non-assessed module in research methodology offered centrally by the Faculty of Arts and Social Sciences.

The dissertation module involves 12 hours of formal 1-1 supervision between April and June.

**Submission Deadline:** 3rd September 2019

**Assessment rules**

Requirements for Pass: Overall average of at least 50%. In order to achieve an overall pass in the scheme, students must pass all assessed modules and the dissertation.

Requirements for Pass with Merit: overall mark of 60-69% with 65% or more in fifty per cent of the weighted scheme.

Requirements for Distinction: A mark of at least 70% in the dissertation and an overall average of at least 65%, and must pass every element of the scheme.

## MA in Translation

Drawing on the expertise of highly qualified linguists and researchers, our MA in Translation aims to enhance your practical skills in translation, providing an intellectual perspective on the discipline of translation studies as well as the opportunity to undertake a professional placement.

Students may specialise in translation between two or three languages as follows:

German-English; English-German; French-English; English-French; Spanish-English; English-Spanish; German-French; French-German; English-Mandarin Chinese; Mandarin Chinese-English

**The following modules are compulsory elements of the MA in Translation:**

* **DELC401** **Research Skills for Modern Linguists (10 credits)**

This module provides students with a range of research skills specific to Modern Languages that will support students in researching and writing their dissertation. Topics include: Beginning Research; The Academic Research Process; Mapping a Research Project; Abstract Writing; Resource Evaluation; Research Paper attendance; Working with Theory; Advanced Presentation Techniques; Postgraduate Conference

* **DELC416** **Academic and Practical Methods in Translation (30 credits)**

This core module explores theories and methodologies of translation. Topics covered include: Translation in historical context, Equivalence and Target-language relation; Translation types and strategies; Cultural Factors; Communication and Cognitive Factors; Translation Ethics; Translation Tools; Translation Software; Translation Quality and Proof-reading; Professional Environment.

* **DELC420** **Translation Project (80 credits)**

The Translation Project is a core module on the MA in Translation and the centerpiece of your studies that runs across the three terms of the year. It offers you the opportunity to choose a text, in agreement with the module convenor, in an area you are particularly interested in, and to share your reflections on the process of translation and the questions it raises in the case of your particular text and beyond. Your project will be supervised by one or two members of staff in the Department of Languages and Cultures in order to provide the appropriate expertise for your project.

**Students may select a further 60 credits from the following modules:**

* **DELC422 Translating in a Professional context placement module (20 credits)**

This placement module enables students to gain professional experience and to reflect critically on that experience. The module constitutes a structured period of work-based learning, an opportunity for students to take responsibility for their learning experience in a language-related professional environment. We assist students in organising

placements in reputable language services companies in the UK. Students are strongly encouraged to source their own placements, subject to departmental approval. Work placements provide an invaluable insight into the work of professional linguists, are valued highly by employers and greatly enhance students' employability in a competitive market. Students also benefit from mentoring and support from experienced professionals.

* **DELC423 Introduction to Interpreting (20 credits)**

This module complements the skills developed in the Translation studies elements of the MA and confronts students with the daily requirements of a professional translator/interpreter. It aims to provide students with the basic skills involved in understanding a message and conveying it orally into another language. Students will consolidate and expand their linguistic command of different fields with regards to style, register, communication requirements and technical skills. It will prepare them to deal with the specific pressure that unfolds in different interpreting situations.

* **DELC424 Independent Study Unit (20 credits)**

The Independent Study Unit (ISU) offers students the option to replace one of their taught modules (excluding the compulsory modules) with an ISU studied in Lent Term. ISUs offer a period of directed, but independent reading in an area chosen by the student. Students will only be permitted to take an ISU if they have achieved no less than an average of 60% in their first two pieces of coursework, with no mark below 55%.

Students may take a module offered by the Department of Linguistics and English Language as part of their MA in Translation.

The following modules are likely to be of interest to students of the MA in Translation:

|  |  |
| --- | --- |
| **Term 1**    LING439        Cognitive Linguistics  LING421        Corpus Linguistics  LING442        Introduction to Discourse Studies  LING434        Pragmatics  LING435        Sociolinguistics | **Term 2**    LING440        Critical Discourse Analysis  LING416        Sociophonetics  LING450        Stylistics |

Students should contact the convenor of the relevant module by e mail to obtain their permission to enrol, and then inform the Director of the MA in Translation of their module choice so that the Department can register them for the course.

**Assessment rules**

Requirements for Pass: Overall average of at least 50%. In order to achieve an overall pass in the scheme, students must pass all assessed modules and the dissertation.

Requirements for Pass with Merit: overall mark of 60-69% with 65% or more in fifty per cent of the weighted scheme.

Requirements for Distinction: A mark of at least 70% in the dissertation and an overall average of at least 65%, and must pass every element of the scheme.

## MPhil / PhD

Full-time PhD courses usually last for three years and part-time courses usually last for six. Over this time, the student is expected to conduct significant and original research in a particular field or subject.

The Department of Languages and Cultures and your nominated academic supervisor(s) will guide you, with the end result being the submission of a scholarly thesis of 80,000 words.

Most students have two academic supervisors, with one supervisor taking the lead. Students are expected to meet with their supervisors monthly throughout the year.

PhD students’ progress is assessed in Annual Panels, a Confirmation Panel, and a viva voce examination after submission of the thesis. Panel policies will be provided to students in advance of the panel, explaining the procedure and requirements for each panel in detail.

**THE STUDENT’S RESPONSIBILITIES**

As a research student you have a number of responsibilities. You should:

* Arrange and maintain regular contact with your supervisors at least every two weeks
* Consult your emails, relevant Moodle sites and postgraduate notice-boards regularly
* Attend a programme of research training as agreed with your supervisors each year
* Alert your supervisor(s) to any difficulties. In exceptional circumstances you may prefer to discuss the matter with the Director of Postgraduate Studies.
* Maintain progress as laid down in the programme of work agreed with your supervisors
* Submit written assignments on time, and at least one week in advance of a supervision meeting so that supervisors have adequate time to read and review the work
* Write a brief report on what was discussed after each supervision meeting and send it to the supervisors for approval and comment. Reports should then be uploaded to the relevant Moodle page as evidence of regular engagement.
* Ensure that written work is of an acceptable standard of literacy. Please note that it is not the supervisors’ responsibility to correct written work at the level of grammar / expression, although they may do so on some occasions. If you are an overseas student whose first language is not English, you may consider getting your work proof-read before submitting it to your supervisors. Please see the University’s proof reading policy: <http://www.lancaster.ac.uk/learning-skills/academic-writing/proofreading/proofreading-policy/>
* Participate in Postgraduate Work in Progress seminars, departmental postgraduate conferences and research events. Students are expected to present their work in progress at least once each year.
* Involve yourself in relevant research events at Lancaster University and externally
* Participate in the Annual Review Process which is conducted electronically via the University Registry
* Participate in the Annual Review Panel, which is organised and monitored by the department
* Agree with your supervisor(s) on when to submit the thesis, bearing in mind the regulations governing minimum/maximum periods of study
* Report any formal complaints to your supervisor(s), the Director of Postgraduate Studies or the Head of Department, who will take action

**THE SUPERVISOR’S RESPONSIBILITIES**

Supervisors are expected:

* To hold regular supervisions with their students (normally once a month for full-time students and once every two months for part time students) throughout the year
* To maintain regular e mail contact, particularly during those periods when supervisors are away from the University (e.g. during the vacations or when on sabbatical)
* To discuss the student’s training needs with them at the start of each new year and talk through which FASS Research Training Programme courses they may wish to take or direct them to other training opportunities
* To check supervision meeting reports from students, amend them and then upload the final report to Moodle.
* Supervisors should read and comment on written work within two weeks of submission, except in exceptional circumstances. However, please be aware that during some periods supervisors are very busy and will not be able to read a long chapter the night before the supervision!
* They should advise the student if, in her/his opinion, they are falling behind with their work, or seem unlikely to reach the required standard. Likewise, your supervisor should tell you when she/he thinks you are ready to submit.
* Supervisors should take a pastoral interest in the welfare of their students and support them during times of stress and hardship. However, the supervisor is not a trained counsellor and may therefore advise students to seek help advice elsewhere. The University runs an excellent counselling service that is regularly used by both staff and students.

**Annual Panels (including first year review)**

Apart from the Confirmation Panel (see below), research students in the Department of Languages and Cultures undergo an Annual Review Panel. The purpose of this panel is to monitor and record progress, to provide a fresh perspective on the work from someone other than the supervisor, and to serve as a rehearsal for the Confirmation Panel and, later, the viva. The first Annual Panel should take place before the first 8 months of registration (or 16 months for part-time students).

**At least two** members of staff are required to be present for an Annual Panel, including one or both supervisors and an additional member of the academic staff. Both student and supervisor should write a brief report on the panel and send it to the Director of Postgraduate Studies and the Postgraduate Coordinator to put on file.

You should prepare:

* A month-by-month diary of your research / writing throughout the year
* A revised Abstract for the thesis as a whole (c.300 words)
* A provisional chapter plan
* A sample of writing (c. 5,000 words and typically in the form of a draft chapter)
* A plan of next year’s work
* A bibliography of your reading so far

N.B: An ‘Annual Review Panel’ of this kind should normally take place each year at a similar time except the year of your upgrading / confirmation panel, where it may be excused.

**Confirmation Panel**

At Lancaster University, all research students are registered for a Preliminary PhD (formally MPhil) in the first instance, and will only be confirmed as a PhD if their project shows sufficient breadth, depth and originality. If the project fails to show these qualities the student will be entered for an MPhil qualification. On this point, we would like to emphasise that an MPhil is a substantial and important research qualification in its own right, and that students should not regard it as a failed PhD. Some topics are better suited to this qualification.

Confirmation normally takes place between 18-24 months into the research for full-time students and between 24-36 months for part-time students. (For AHRC-funded students, it should be no later than 18 months FTE unless special circumstances apply.) This allows time for resubmission and a second panel if necessary. Please note that the university requires students to confirm PhD or MPhil status 12 months before eligibility for submission. Therefore, **failure to confirm PhD or MPhil status by 24 months full time or 48 months part-time will delay eligibility for writing-up status and result in liability for additional fees**.

For the confirmation panel you are required to submit a portfolio of work to be agreed with yourself and your supervisor. The work must be substantial enough to give a clear picture of your progress to date and for the panel to be convinced that it can be completed as a PhD in the time remaining.

The portfolio should normally include:

* A revised ‘Abstract’ for the thesis as a whole (max. 500 words)
* A chapter plan (which is ideally annotated so that the panel have a clear idea of what is to be included in each chapter)
* A writing sample (normally in the form of **TWO** completed draft chapters – c. 16-20,000 words total).
* A diary/timeline of your progress to date

This body of work will be reviewed by a panel consisting of your supervisorsand anindependent reader from the Department of Languages and Cultures or a cognate department. If the Department is required by the AHRC or other funding body to provide a report, this review will be an essential component of the report. The committee, again in consultation with your supervisor, will consider if the work submitted provides grounds for recommending the upgrading of your registration to that of PhD.

Please note that this Department believes strongly that MPhil students should not expect to upgrade to a PhD automatically and may, for many reasons, have a project more suited to an MPhil. Moreover, acceptance onto an MPhil/PhD programme does not, in any way, guarantee that the student will be awarded the qualification at the end of his or her registration period. **Students must be aware that, in the UK, the PhD is the highest academic qualification available and that very rigorous standards of scholarship continue to apply.**

**The title of the PhD award**

The Department of Languages and Cultures offers PhD supervision across a range of fields. Students may agree with their supervisor the most appropriate description for their PhD, which will appear on their PhD certificate if PhD Languages and Cultures is not considered appropriate (for example, PhD African Literature, PhD Austrian Studies, PhD Latin American Studies, etc.). The student should inform the Director of Postgraduate Studies so that the title can be approved by the Registry and recorded on the university’s Student Information System.

**Presentation, Submission and Binding**

Departmental guidelines on thesis presentation are available from the Director of Postgraduate Studies or on the Postgraduate Web Office pages.

**Assessment and Examination**

**MPhil**

The MPhil is a piece of independent research of no more than 40,000 words in length. It is expected to demonstrate a high degree of skill and competence in research methods, critical evaluation and independent thought, but it does not require quite the same evidence of originality of publishability as a PhD.

MPhils are examined by thesis (two copies of which should be submitted soft-bound in the first instance). The work will be examined by two persons nominated by the Department, one internal and one external, but the student will not be expected to attend a *viva voce* examination unless the examiners especially require it.

**PhD**

The PhD is a piece of independent research of (normally) 80,000 words, including footnotes and appendices but excluding the bibliography. Like the MPhil, it is expected to demonstrate high levels of scholarly competence and knowledge of the field, in addition to which it must display both originality and publishability (either in whole or in part).

PhDs are examined by thesis (two copies of which should be submitted soft-bound in the first instance). The work will be examined by **two** persons nominated by the Department, one **internal** and one **external**, and the student will be expected to defend the thesis at a *viva voce* examination, generally up to 3 months after submission of the thesis.

Further information on the viva is provided below, although students should be aware from the start that vivas are still idiosyncratic events and each one needs to be individually prepared for with the help of the supervisor. A mock viva may be organised if the student so wishes, and the Director of Postgraduate Studies is also happy to give informal advice.

**The Viva**

Once the completed thesis has been submitted, the external and internal examiners will be asked to read it within approximately three months. An oral examination will then be scheduled at which the student will be expected to defend their thesis. Examiners are officially appointed by the Director of Postgraduate Studies in consultation with the student’s supervisor; and although the student may be involved in discussions about who are appropriate examiners, they should, in no circumstances, approach these people themselves either formally or informally.

If the student has held a lectureship at Lancaster University then **two** externals should be appointed for the examination. If the supervisor does not believe the thesis is ready for submission but the student wishes to submit anyway, then the supervisor’s views will be submitted in writing before the examination to the Director of Postgraduate Studies and the Associate Dean for Postgraduate Studies. We strongly recommend that students are guided by the judgment of their supervisor.

Vivas vary enormously depending on the combination of examiners and students. In general they last at least one and a half hours, though some may last a lot longer than that. It is always advisable for students to re-read their work before their viva and to be prepared to discuss its strengths and weaknesses. The questions range from the very general, looking at the remit and focus of the project, to the methodological and theoretical approaches employed, to the very detailed (‘what do you mean when you write here that ...?’).

It is standard University policy not to inform students of the result of the viva until the end of the meeting. Students will typically be asked to leave the room for a short time whilst the examiners consider their decision. As it is impossible to predict the form of individual vivas, a mock viva may help in your preparation, but you should not have too fixed an idea of what the actual viva will be like. Talking to previous PhD students about their experience may be useful, but be aware that your own viva may follow a different pattern.

It is a University requirement that all Lancaster vivas are either chaired or recorded. This not only ensures that there is a ‘witness’ to the proceedings, but the presence of a Chair is also seen to improve the inter-personal dynamics of the exam room (even though s/he rarely intrudes into the actual viva discussion).

Students curious about the PhD examination process may like to take a look at the following publications (all Open University Press): Rowena Murray, *How to Survive your Viva* (2002); Lynne Pearce, *How to Examine a Thesis* (2005) [written primarily for the examiners, but still of interest to students!]; and Penny Tinkler and Carolyn Jackson’s *The Doctoral Examination Process* (2004). We may also spend some time discussing the Viva in the Work in Progress sessions if students so wish.

Following the viva, examiners are asked to make one of the following recommendations:

**The degree of PhD should be awarded:**

a) Forthwith

b) Subject to corrections being made (see (i) below)

c) Subject to amendments being made (see (ii) below)

**The degree of PhD should NOT be awarded:**

a) Permission should be given for the thesis to be revised and resubmitted within 12 months for the degree of PhD (see (iii) below)

b) The degree of MPhil be awarded

c) 12 months for the degree of MPhil (see (iii) below)

**Notes**

(i) The term ‘corrections’ refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc. corrections should be made within 3 months from the notification of the result of the decision.

(ii) The term ‘amendments’ refers to stated minor deficiencies, requiring some textual revisions. Amendments should be made within 6 months from the notification of the result of the decision.

(iii) If resubmission is recommended please enclose your report, on a separate sheet, advice about modifications to the thesis which will be sent to the student within one month of the *viva voce* examination.

# Attendance and Coursework Requirements

**MA Module Seminars/Workshops**

Module seminars and workshops are an essential part of the course, and attendance is compulsory for all MA students. Attendance monitoring is in place for taught postgraduate students.

**Notification of Absence**

If you cannot attend your seminar for any reason, you must let the module convenor know **in advance**. Failure to attend three seminars, without good reason, will result in a letter being sent to you requiring your attendance at a meeting with the Convenor/Director of Postgraduate Studies. Further failures to attend compulsory seminars may result in your referral to the University Standing Academic Committee and ultimately exclusion from the University.

**Extensions**

Extensions will not be granted automatically. Poor reasons may result in marks being deducted. If you have good cause, you will be asked to provide medical or other evidence where possible. In the first instance, you must contact the MA Convenor to request an extension. Extensions must be requested **before** the deadline.

**Mitigating Circumstances**

Where an incomplete assessment may be the result of good cause, it will be the responsibility of the student concerned to make the circumstances known to the department and to provide appropriate evidence. You should also submit a letter addressed to the Mitigating Circumstances Committee by 1st September. Notification later than forty-eight hours after the examination, or after the date at which submission of the work for assessment was due, will not normally be taken into account unless circumstances have prevented the student from notifying the department within this time.

**Penalties for Late Coursework**

The following penalties will be applied unless the Course Convenor decides (if necessary in conjunction with the Postgraduate Committee) that they can be waived because of mitigating circumstances:

* Failure to submit by the published deadline without securing an agreed extension will result in an automatic reduction of 10% points for up to three working days late and a mark of 0 (non-submission) thereafter for the assessment, subject to any consideration of mitigating circumstance.
* If an extension has been granted, these penalties will still apply if the coursework is submitted beyond the agreed extended deadline.

**Penalties for Errors**

Markers will deduct up to 10 marks for frequent errors in spelling, grammar, sentence structure, and punctuation. But please note that your marker cannot reward what s/he cannot follow. Unintelligible writing will have a depressive effect on the *overall* mark.

**Word Limits**

1. Footnotes, endnotes and bibliography are NOT included in the word count; however, students should, of course, use common sense with respect to this ruling, as will tutors when assessing the overall submission/piece of work. Footnotes, for example, should not be unduly discursive or used as a means to extend the basic content of the coursework.
2. Students who slightly exceed a word limit are not penalised; here again, tutors are expected to use common sense; students who exceed a word limit beyond what the marker considers to be reasonable may be penalised as is deemed appropriate by the tutor(s) involved.
3. The only exception to no. 2 (above) is the dissertation, where any exceeding of the word limit will attract a penalty to be determined by the examiners, in consultation with the MA convenor (to ensure parity of treatment).
4. Under-length work is considered self-penalising.

**Please see individual course descriptions for details of coursework submission dates.**

**For full University regulations, please see** [**www.lancaster.ac.uk/current-students**](http://www.lancaster.ac.uk/current-students)

# University Support Services

**Student Based Services - The Base**

The Base is your one-stop student enquiry desk. Staff can offer guidance on a wide range of personal and academic issues, and make appointments with specialist staff where needed. The Base is located to the left of the reception desk in University House.

Tel: 01524 592525.

Email: [thebase@lancaster.ac.uk](mailto:thebase@lancaster.ac.uk)

<http://www.lancaster.ac.uk/student-based-services/the-base/>

**Writing Support**

In addition to the support which is integrated into your study programme (e.g. guidance and feedback given to you in seminars, meetings with your Academic Tutor, written feedback on your coursework assignments) you can also contact Joanne Wood, our Faculty Student Learning Advisor or sign up for a meeting with one of our Writing Mentors in the Writing Space. Please visit:

<http://www.lancaster.ac.uk/arts-and-social-sciences/study/study-support/> or contact Joanne on: [studyadvice.fass@lancaster.ac.uk](mailto:studyadvice.fass@lancaster.ac.uk)

**International Students**

The International Student Advisory Service (ISAS) is part of Student Based Services. They provide advice and guidance on visas and other immigration matters. They issue the confirmation of acceptance to study (CAS) that international students need for their visa. They operate a drop-in at the Base for quick questions, and they are happy to arrange a longer appointment with one of their advisers for more complex queries. A very useful website specifically for international students has been set up, which you may like to visit: <http://www.lancaster.ac.uk/sbs/international/>

**Counselling**

The Counselling Service offers a confidential and professional service to all members of the University. A number of our students have had occasion to use the Counselling Service, which they have found to be very helpful and worthwhile. If you would like to see a Counsellor, you will need to use the Self-Referral form on their website: <http://www.lancaster.ac.uk/sbs/counselling/>

The Counselling Service hopes to provide a welcoming and friendly environment where people can feel comfortable and, most crucially secure in the knowledge that whatever is said will be safeguarded by their strict standards of confidentiality.

**Careers**

The University's Careers Department (<http://www.lancaster.ac.uk/careers/>) is located in the Base. The Department is committed to assisting students to realise the benefits of reflecting on and recording learning, developing employment awareness, and engaging in career planning. The Department’s Careers Liaison Officer is Michela Masci [m.masci@lancaster.ac.uk](mailto:m.masci@lancaster.ac.uk)

# Holidays and Absence

**TERM DATES**

**Welcome Week:** 01 October 2018 - 05 October 2018

**Term 1 Michaelmas** Term: 05 October 2018- 14 December 2018

**Term 2 Lent Term:** 11 January 2019 - 22 March 2019

**Term 3 Summer Term:** 25 March 2019 to 29 March 2019 (Week 1)

29 April 2019 to 28 June 2019 (Weeks 2-10)

**MA and PhD students (Home / EU)**

**Postgraduate students do not follow the same term times as Undergraduate students because they are expected to be working on their degree throughout the academic year with the exception of the University closure dates which are published here:**

<http://www.lancaster.ac.uk/hr/total-reward/files/hols.html>

Please inform tutors of absence from classes by e mail in advance, explaining your reasons for missing the session. Two or more unexplained absences will result in disciplinary action by the department.

You should inform the Postgraduate Administrator, Hannah Monaghan, of any absence of more than one week from the university during term-time. This may be due to illness or essential travel.

All students should seek the permission of the Director of Postgraduate Studies for absences of more than one week.

**MA and PhD students (Overseas)**

**Postgraduate students do not follow the same term times as Undergraduate students because they are expected to be working on their degree throughout the academic year with the exception of the University closure dates which are published here:**

<http://www.lancaster.ac.uk/hr/total-reward/files/hols.html>

Please inform tutors of absence from classes by e mail in advance, explaining your reasons for missing the session. Two or more unexplained absences will result in disciplinary action by the department.

You should inform the Postgraduate Administrator of any absence of more than one week from the university during the academic year. This may be due to illness or essential travel.

All students should seek the permission of the Director of Postgraduate Studies for absences of more than one week. Where appropriate, the student and supervisors should complete the Holiday Authorisation Sheet on the next page and it should be submitted to the Postgraduate Coordinator.



**Postgraduate Research Student Holiday Authorisation Sheet**

**International Students**

***Note to Supervisors: PGR students are able to take up to 20 days holiday a year. This is often arranged informally between the student and supervisor, however, for students studying on a Tier 4 student visa, there are legal implications relating to their right to work. Students are restricted on working hours during term time, however, whilst on vacation these restrictions are lifted. This form need only be completed for students on a Tier 4 visa.***

**You are allowed 20 days = 4 weeks per academic year. This is in addition to weekends and the University closure days but does not include the Summer vacation because you are expected to be working towards your degree during this time in the UK. Postgraduate students do not follow the same term times as Undergraduate students because they are expected to be working on their degree throughout the academic year with the exception of the University closure dates which are published on our webpages here:**

<http://www.lancaster.ac.uk/hr/total-reward/files/hols.html>

***On completion the form must be forwarded to the Visa and Immigration Team in the Registry by internal post or emailed to us at*** [***visa-advice@lancaster.ac.uk***](mailto:visa-advice@lancaster.ac.uk) ***to be entered on to LUSI. If the student is planning to work, they must also present this form to their employer.***

Academic Year: …………………………………………….

Name of Student: ………………………………………………………………………………………………………………………………..

Student ID Number: …………………………………………………………………………………………………………………………….

Programme of Study: …………………………………………………………………………………………………………………….......

Reason for holiday: ………………………………………………………………………………………………………………………….....

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How many days holiday are being authorised: ……………………………………………………………………………………

How many days left after authorised vacation: …………………………………………………………………………………..

Dates of holiday: …………………………………………………………………………………………………………………………………

Supervisor Name (Printed): …………………………………………………………………………………………………………………

Supervisors Signature: …………………………………………………………………………………………………………………………