School of History, Classics and Archaeology

Degree Programme Handbook

Master of Letters (MLitt)
History, Classics & Ancient History, Archaeology

2019-2020
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Section A: Introductory Information

1 Welcome to the School of History, Classics and Archaeology, and to Newcastle University!

It is my pleasure to welcome you to the School of History, Classics and Archaeology at Newcastle University. The academic staff of our School represent a wide range of specialisms, encompassing research from prehistory to the present, and are dedicated to excellence in Postgraduate Research.

This handbook presents important information about the Master of Letters (MLitt) programme, including our expectations from you and what you may expect from us. It is therefore crucial that you familiarise yourselves with its contents as early in your studies as possible, so that you can use it as a first point of reference when you have questions.

I look forward to meeting you personally and hearing about your research, and hope that your studies at Newcastle University will be full of success and intellectual enjoyment.

Dr Athanassios Vergados
Reader in Greek and Postgraduate Director
Room 2.23, Armstrong Building
athanassios.vergados@ncl.ac.uk

2 The Purpose of this Handbook

The MLitt is the principal postgraduate Master’s level research degree offered by the School of History, Classics & Archaeology. This handbook provides an outline of the aims and objectives of the degree programme, its content and structure, and how the different stages fit together to provide a coherent progression of knowledge and skills, and methods of teaching, learning and assessment. It also tells you about the facilities and support mechanisms available to help you with your studies, and general information about University Regulations.

The content of this handbook does not cover every situation that might come up, so please ask a member of the School Staff if you need help or information. Your contacts are your Supervisors, the PGR Selector for your discipline, myself as Postgraduate Director, and administrative staff in the School Office or Research Student Support Team (RSST). There is always plenty of help available.

A copy of the handbook is given to every MLitt registered student and you can also consult copies in the School Office and on the School’s website: http://www.ncl.ac.uk/hca
We hope that this handbook brings together answers to all the various questions you may have during the coming academic year. If anything is unclear or if you have questions, please do not hesitate to seek help.

5
3 Key Dates

2019-20 Semester and Term Dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 23 September 2019</td>
<td>Friday 13 December 2019</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 6 January 2020</td>
<td>Friday 27 March 2020</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 27 April 2020</td>
<td>Friday 12 June 2020</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Monday 23 September 2019</td>
<td>Friday 24 January 2020</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Monday 27 January 2020</td>
<td>Friday 12 June 2020</td>
</tr>
<tr>
<td>Semester 3</td>
<td>Monday 15 June 2020</td>
<td>Friday 18 September 2020</td>
</tr>
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Postgraduate:
The postgraduate academic year is organised within the general framework of three terms/ three semesters, with a dissertation undertaken wholly or in part during the Sem 3 period June to August.

4 University Timetables

Time management is an essential feature of any research programme. It is vital that you plan ahead by taking notes of the various deadlines in your Course Outline. The latter will also refer to the time you should spend on research training, the Research Assignments and the Dissertation. **We strongly recommend that you employ this information to write yourself a timetable for the coming year and endeavour to follow this timetable.** Remember that any deviation can result in a failure to complete the programme of study within the University deadline! If you do encounter such problems it is essential that you see your Supervisor immediately.

*How much study should I do for each module?*

Your Course Outline assumes that 10 credits are equivalent to 100 hours (or 12.5 days @ 8 hours per day). The following formula provides a minimum guideline for the time you should spend on your programme of study including word length:

- Subject-specific research training module (20 credits) - 200 hours / 25 days (word length as stated in the Module outline Form)
- Research Assignments module (80 credits) - 800 hours / 100 days (16,000-24,000 words)
- Dissertation module (80 credits) - 800 hours / 100 days (16,000-24,000 words)

Once registered on your programme, you can access a personalised timetable for your taught modules using the [University app](https://services.ncl.ac.uk/itservice/teaching-services/mobile/universityapp/) which also has information on moving around campus, managing your Library and print accounts and finding places for private study. You can also view module, programme and individual timetables on the student timetables website ([www.ncl.ac.uk/timetable](http://www.ncl.ac.uk/timetable)) where there is a guide for on how to understand your timetable ([www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf](http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf)) and links to maps of the teaching campus.

Contact hours and the amount of self-directed study can differ between subjects, but you should expect to attend classes on most days and between the hours of 9am and 6.30pm Monday to Thursday and 9am and 5.30pm on Fridays. Wednesday afternoons 1.30pm onwards are kept free for sports, volunteering and participatory activities.

**Please note that timetables can change during the year, especially at the beginning of each semester – so please check the website and your app regularly.**
5 The Student Charter

Newcastle University and the School aim to provide a high standard of teaching and a rich academic environment in which to learn and study. To this end, you will find that much of a staff member’s time, particularly during term-time, is devoted to all the aspects of teaching. You should, however, be aware of the other academic activities – both research and outside engagement – that staff members undertake and which make calls upon their time. The Student Charter (https://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter) clarifies exactly what you can expect from the University during your time on campus. In summary, you can expect the University and School to:

- Provide a modern curriculum and high standards of teaching
- Provide relevant information about the degree programme and individual modules
- Provide opportunities for you to develop graduate and research skills
- Provide access to an excellent library and IT facilities
- Work with you to listen to student feedback and shape the University experience
- Publish clear information on programme costs, payment options and any additional costs
- Provide clear deadlines for assignments and timeframes in which you will receive feedback
- Notify you in advance of any planned changes to the curriculum and timetable
- Provide academic and personal support, through the personal tutoring system and professional support services
- Ensure that all assessments are relevant and well-matched to each stage of your study.

As a University student, you must take responsibility for your own approach to studying and learning. The emphasis in class time will be on providing information and ideas, but you are expected to make the best use of the information that is presented to you. This requires regular attendance at all sessions in your timetable and submission of all assignments by the due dates. It also requires considerable study outside formal contact hours. In particular, the Student Charter clarifies exactly what is expected of all students.

In summary, you are expected to:

- Attend and participate in all timetabled activities
- Familiarise yourself with all information provided by the University and follow recognised procedures
- Take responsibility for your own learning and devote the necessary time in private study to understand and learn the material
- Submit all work on time and collect your feedback when it is returned
- Seek help if you are encountering any difficulties and tell your personal tutor of any health or personal problems that could affect your work
- Work with your student representatives to ensure that you make staff aware of any problems or things working well in the School
- Complete feedback forms such as module evaluation forms and surveys to help the School and University improve

As a University student, you are expected to maintain the highest levels of behaviour and consideration toward other students, staff and members of the wider community. The University expects students to conduct themselves in a reasonable and appropriate manner at all times, both on and off campus, to foster mutual respect and understanding. This includes:

- Behaving and communicating in ways that are unlikely to offend others.
- Complying with all reasonable requests from staff
- Being considerate to neighbours, especially in relation to noise levels and rubbish
- Acting within the law.

To register at the University, you must accept the following declaration as part of the online registration process: 'I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me'. The Student Discipline procedure can be accessed via the following link: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/

The Newcastle Offer provides additional explanation about what the University offers undergraduate students for their fees and explains how the University delivers on its promises. More information on the Newcastle Offer is available here: http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/ (note you must be logged on to read this).

The Statement of the Taught Postgraduate Offer provides additional explanation about what the University offers postgraduate taught students, our philosophy and commitment. The statement is available here: http://internal.ncl.ac.uk/ltds/assets/internal-documents/2017-08-01_NU_taught_postgraduate_offer.pdf (note you must be logged on to read this).

6 Attendance (Scanning and Recording of Supervisory Meetings)

The University wishes to support all students to the completion of a programme of study and we know that good attendance plays an important part in successful outcomes. It is important that all students adhere to the terms of the Student Charter and attend all timetabled sessions in a punctual manner. The University also has a legal obligation to monitor the attendance of international students and to report to UK Visa and Immigration, any student who is not attending regularly.

For Postgraduate Research students attendance is monitored at one supervisor meeting per month, in line with the Code of Practice (this should be recorded in ePortfolio) throughout the 12-month cycle (recording a minimum of 10 formal interactions per annum).

All PGT and MLitt students are required to log all meetings with their designated dissertation supervisor on ePortfolio. The minutes of each meeting—to include things such as the topics covered and any action points—must then be approved by the supervisor. If the supervisor disagrees with the student’s record, or simply wishes to amend it or add additional points, this will be done by the supervisor via ePortfolio before final approval by student and supervisor.

Link to ePortfolio: https://portfolio.ncl.ac.uk/ (Please visit the instructions, help and FAQ pages).

If a student fails to record the supervisory meeting within a reasonable time frame (i.e. 7 days), then the supervisor will record this on e-Portfolio, including the date and time the meeting took place and a statement recording that a meeting was held, but that the student failed to make a record of the action items/minutes. This will be done to ensure that a record is kept that the meeting took place.

The benefits of the above policy for staff and students are:

a) it will provide an accurate record of meetings between student and supervisor;
b) it will encourage students to think through what has been discussed and help supervisors to
determine whether they think the student has understood and grasped the key points raised / issues
discussed;
c) placing the responsibility for arranging and recording meetings onto the student will help avoid
any potential claims of miscommunication between student and supervisor

**PGR students intending to conduct work off campus must complete an Outside Study Form which must be approved by their supervision in advance and submitted to the Research Student Support Team.** This applies to any period of time of a month or more working off campus. Where students are conducting outside study they must continue to update the e-Portfolio system. This is in addition to any correspondence with the supervisor. You may also be required to complete a risk assessment form:

http://www.ncl.ac.uk/students/progress/assets/documents/PGRRiskAssessment.pdf

Outside Study:
https://www.ncl.ac.uk/students/progress/assets/documents/ApplicationforOutsideStudy090119.pdf

Attendance at classes is monitored to help us to identify, contact and support at an early stage any
student whose attendance record gives us cause for concern. On some degree programmes most
or all classes are monitored, and in others just a proportion. We use the SMART card scanners
located throughout campus to record attendance and your attendance at timetabled classes is
recorded whenever you are asked to scan your SMART card. Different degree programmes record
attendance at different types of classes and your programme’s policy on which types of classes it
monitors should be made clear to you at induction.

If you are unable to attend for any reason, you should notify your School by promptly submitting
an absence request form along with any necessary evidence. You can do this through S3P.
International students should also seek approval for vacations or plans to leave the UK in the
summer period, as this may have implications for your visa.

A significant number of absences could mean that your School may consider that you are not
making ‘satisfactory progress’ and action may be taken under the University General Regulations
that could result in termination of your programme of study. International students should note
that persistent and unauthorised/unexplained absence, even for compassionate and compelling
reasons, may be communicated to UK Visas and Immigration which could result in your UK visa
being curtailed.

See http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/ for more information
on University attendance requirements.

**7 Student Self-Service Portal (S3P)**

S3P is your Student Self Service Portal, use this system if you want to;

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- Pay fees online
- View and print documentation to confirm your student status (e.g. for council tax purposes).
- Confirm module choices for the next academic year
- Report an absence to your School.
- Submit a Personal Extenuating Circumstance (PEC) form
Further detail is available here: http://www.ncl.ac.uk/students/progress/student-resources/s3p/

You can log on here: https://s3p.ncl.ac.uk/login/index.aspx

Remember that S3P does not use your campus log-in details. You will need your campus username and a DIFFERENT password.

Section B: Code of Practice for Research Masters’ Degree Programmes

Full Code of Practice for Research Degree Programmes: https://www.ncl.ac.uk/students/progress/student-resources/PGR/Final%20Code%20of%20Practice%20for%20Research%20Degree%20Programmes%201920.pdf

ADDENDUM TO THE CODE OF PRACTICE FOR RESEARCH MASTERS’ DEGREE PROGRAMMES

Introduction

i The purpose of this Addendum to the Code of Practice is to set out the University’s standards for its research masters’ programmes. This refers in particular to MLitt, MRes, as well as some MMus and LLM programmes.

ii This addendum to the Code of Practice is supplementary to aid staff in interpretation for the University’s research masters’ programmes and should be read in conjunction with the full Code of Practice for Research Degree Programmes.

Selection of Research Students

iii The University requires that there should be rigorous selection policies and procedures for Postgraduate Admissions and, where appropriate, School/Institute or subject levels.

iv The University requires that selection procedures should be rigorous and involve the following;

- involve at least the Degree Programme Director or PGR Director in the selection process, who will act on behalf of the Head of School /Institute to approve the offer of a place.
- interviewing applicants, where it is deemed appropriate and possible.
- taking up two references and, if one or more of these is not available at the time of offer, making the latter conditional upon the receipt of satisfactory references.

Learning Agreements

v Students need to have received, understood, and accepted the expectations of their research programme. This should be set out in a formal Learning Agreement, which should be signed by the student and by the Supervisor or Degree Programme Director on behalf of the University.

The Development of Relevant Knowledge and Skills

vi The University requires the research programme should offer students the opportunity to develop a relevant range of research knowledge and skills, appropriate to the programme.
Research Students

vii It is required that research students maintain regular attendance on the programme. During the research project/dissertation stage full-time students should undertake regular structured interaction and meet with their allocated supervisor at least monthly. The University requires that research students should record and confirm the outcomes of meetings, normally on ePortfolio.

Supervisory Arrangements

viii The University requires that individual supervisors are appointed for the research project/dissertation element of the programme. This should normally be undertaken by a member of academic staff, who should be demonstrably research active and on the approved research supervisors’ list for the school/institute or faculty. Students should always have a second named person acting as advisor, either an additional disciplinary expert or the Degree Programme Director or School PGR Director.

The Development and Approval of Research Project Proposals

ix Research project/ dissertation proposals should be developed prior to the commencement of the research element of the programme and approved by the Degree Programme Director or PGR Director in conjunction with the research supervisor.

x The University requires the Degree Programme Director to evaluate research proposals against the criteria;

- that the project has clear aims and objectives;
- that the student has (or can acquire) the knowledge, skills, and aptitudes to complete the project successfully; that the proposed supervisor has, or will be able to acquire, the skills, knowledge and aptitudes necessary to supervise the project to a successful conclusion;
- that the project is suitable for the programme of study and for the award;
- that it can be completed within the time-scale for the programme;
- that sufficient resources will be available to complete the project.

Progression and Monitoring

xi The University requires that the Degree Programme Director or PGR Director and supervisor should formally monitor the progress of students on research masters’ programmes. Formal monitoring will include review of progress following any taught components of the programme.

xii However if, at any point during the course of the programme, the Degree Programme Director, PGR Director or supervisor has concerns about progress, they should inform the student in writing prior to a meeting. At the meeting, the written comments of the team should be discussed with the student, and a plan of action should be agreed along with a review date. If progress continues to be unsatisfactory, the student should be informed in writing of the reasons and of the possible consequences in terms of being unable to progress, suspension, or termination of registration. The letter should be copied to the Graduate School Administrator.

xiii The University requires that the progress of the student should be formally reviewed after the
taught element of the programme.

Examination

xiv The regulations of the University require that all research degree projects/dissertations are examined by two examiners, one internal and one external. For staff candidates, the examination shall normally be conducted by two external examiners for each candidate although for junior members of staff, at the discretion of the Dean of Postgraduate Studies, one external and one internal may be appointed.

xv The University requires that examiners should be demonstrably research-active in relevant fields. Examiners should be independent of the project and otherwise meet the criteria set out in the criteria for appointment of examiners set out for doctoral degrees above. Supervisors are explicitly excluded from acting as examiners for the research project/dissertation.

xvi The University requires that the Head of School or Degree Programme Director should be responsible for the nomination of examiners for the research project/dissertation.

xvii Nominations of examiners should be made on ePortfolio, to the relevant Dean of Postgraduate Studies, who should check that the examiners meet the requirements set out above and, if so, approve them on behalf of Senate.

xviii Once nominations have been approved, examiners should be sent a letter of appointment and relevant information including assessment criteria for the award and profile of marks from the modules studied prior to the research project/dissertation.

xix Following assessment of the research project/dissertation the examiners should write separate reports and make an appropriate recommendation in respect of the award. Where the recommendation is re-submission, the report should include a statement of the work to be done to achieve the award within the period allowed under the University’s regulations.

xx If the examiners determine that an oral examination is required, this should be chaired by an external examiner and conducted in accordance with the procedures set out in the Handbook for Examiners of Research Degrees.
Section C: Curriculum Design, Content and Organisation

1 Aims and Objectives

MLitt Aims

- to broaden and deepen a student’s knowledge and understanding of a specific research subject or theme;
- to provide students with a range of subject-specific and key skills intended significantly to enhance their future career opportunities and ability to progress to a higher level of research.

MLitt Objectives

By the end of the programme of study the student will have:

- a detailed knowledge of the evidence relating to the specific research subject or theme;
- a critical understanding of the theoretical, methodological or practical issues relating to the specific research subject or theme;
- an appreciation of the methodology — including the design of appropriate methods of data collection, analysis, evaluation and interpretation — applicable to academic research and general problem-solving.

2 Course Content, Structure and Supervision

The MLitt, whether undertaken full-time or part-time (12 and 24 months respectively) consists of modules to a value of 180 credits. It is divided into three compulsory and interrelated components: Research Training (20 credits), Research Assignments (80 credits) and a Dissertation (80 credits). The exact composition of each of these components must be finalised in Induction Week following discussion between you and your Supervisor. The result will be a Programme of Study, produced by the Supervisor and signed by both Supervisor and student, which must then be approved by the School Graduate Committee in Semester 1. Your Supervisor will provide you with a copy of this important document. It will include the following information: the aims and objectives of your programme of study; the structure of your programme of study, including a timetable, the title of individual assignments and the modules, tutorials and seminars you will be required to attend; and finally, the credit weighting, word length and submission dates for all assignments and the dissertation. You will also have a Second Supervisor, nominated on your Programme of Study, who will provide an additional source of academic input and advice.

The Research Training component, depending on your MLitt subject area, will be one of the following modules: ARA8190 and ARA8290, Research Themes, Theories and Skills in Archaeology I & II; CAC8000, Research Skills and Dissertation Training in Classics/Ancient History; or HIS8098, Research Skills and Dissertation Training in History. The Training modules are all worth 20 credits and are intended to teach skills and techniques necessary for the successful planning and completion of a thesis or dissertation, and an awareness of key ideas relating to methodology in the Arts and Humanities.
The second component of your programme of study (MLitt Research Assignments) consists of a minimum of two and a maximum of four pieces of assessed research work. Each of these will have a value between 20 and 40 credits. These assignments are associated with a series of tutorials with your Supervisor, but they may also be linked with relevant teaching modules. They serve to broaden and deepen a student’s knowledge and understanding of their specific research subject or theme. The title, word length and submission date of each will be included in the Outline Document that you will receive from your Supervisor. You and your Supervisor may also produce a Briefing Paper for individual assignments. This will refer to the key questions and themes of the assignment, its word length and submission date, and a full list of introductory reading.

The final component of your programme of study is the MLitt Dissertation module. The dissertation should normally be between 16,000-24,000 words in length and consist of a detailed and innovative study which relates directly to the specific subject or theme of the MLitt. It is not necessary for the dissertation title to be included in the Course Outline since it is not usually confirmed until Semester 2. The subject of the dissertation must, however, be extensively discussed and approved by your Supervisor. The majority of the work for this extensive piece of research will either be undertaken in the Summer Vacation, for full-time students, or the Summer Term and Vacation of the second year of study, for part-time students.

3 Key Skills

Your programme of study is intended to provide you with a progression of key skills. The vocabulary that we employ to describe the latter is drawn from the Quality Assurance Agency (or QAA), which is the national body that carries out inspections of university teaching quality. These key skills can be divided into four separate blocks:

- **Subject-specific knowledge and understanding**, or an awareness of the evidence and ideas relevant to your chosen subject or theme;
- **Subject-specific skills**, or the practical skills or values necessary to study your chosen subject or theme;
- **Core (transferable) skills**, for example written and oral communication, teamwork, planning and time management, numeracy and computer literacy. These are the skills that will form the foundation for future employment regardless of your chosen career;
- **Cognitive skills**, notably critical reasoning, the gathering and using of information, and the application of concepts

The first part of your programme will focus more on the subject-specific, core and cognitive skills that you require successfully to undertake research. As the programme progresses, a greater emphasis will be placed upon the development of subject-specific knowledge and understanding. These are skills that will not only equip you for further study but for life after the MLitt degree, whatever career you pursue. The University maps these skills according to the Graduate Skills Framework (http://www.ncl.ac.uk/ltds/assets/documents/str-gsf-framework.pdf).

Each of your modules will be clearly linked to a series of graduate skills, some of which will be present in the learning and teaching activities and some of which will be assessed. You will be able to identify which skills are present in each module by looking at the module catalogue entry (http://www.ncl.ac.uk/module-catalogue/modules.php). Identifying the
skills present in each module that you take will help you to recognise key skills that you can mention in interviews and on your CV.

4 Regulations
The MLitt Degree Programme Regulations:

https://www.ncl.ac.uk/media/wwwnclacuk/universityregulations/files/2019/201920%20VII%20Regulations%20for%20Research%20Masters%20Degree%20Programmes%20(excluding%20MPhil)%20010819.pdf

MLitt Specification:
http://www.ncl.ac.uk/regulations/programme/

5 Dissertation
Your dissertation should normally be between 16,000-24,000 words in length, including footnotes and appendices but excluding bibliography. It must consist of a detailed and innovative study which relates directly to the specific subject or theme of the MLitt. As such, it is an original piece of work and not simply a synthesis of existing knowledge. It will require the gathering and analysis of new data, the development of original arguments and the presentation of conclusions and recommendations. To be successful the dissertation will require careful planning and preparation.

As has already been mentioned, it is not necessary for the dissertation title to be included in the Course Outline since it is not usually confirmed until Semester 2. However, you are encouraged to think about potential topics as soon as possible and we will discuss topics in detail with you at the beginning of the Autumn Term. You will also receive formal guidance on preparing for and writing a dissertation as part of your research training. The subject of the dissertation must be extensively discussed with and approved by your Supervisor. The majority of the work for this extensive piece of research will either be undertaken in the Summer Vacation for full-time students, or the Summer Term and Vacation of the second year of study for part-time students.

There are quite strict rules for the presentation of dissertations, which you must follow. You are advised to consult your supervisor in the first instance. There may be subject-specific style guides that must be followed – please contact Sandra Fletcher for further details.

Please contact Research Student Support Team, regarding the submission of your dissertation. From 1st August 2019, PGR student are no longer required to submit hard copies of their dissertations/thesis.

You will need to submit;

• an electronic version (by email to RSST or via the drop-off service) and
• an Examination Entry Form (fully signed)
https://www.ncl.ac.uk/students/progress/assets/documents/ResearchDegreeExaminationEntryForm.pdf
Student Services Helpdesk (RSST)
Level 2, King’s Gate
Email: rssteam@ncl.ac.uk
Telephone: +44 (0) 191 208 8713

There may be copies of past MLitt dissertations which can be consulted in the School Office upon request to Sandra Fletcher (Sandra.Fletcher@ncl.ac.uk) the School’s Postgraduate Support Officer. This will provide you with an indication of the appropriate academic standards and styles of presentation, and many students find it helpful to get an idea early on of the standard at which they are aiming.
Section D: Student Support

1 Personal Tutoring

For MLitt students your personal tutor will be your supervisor. They act as your first point of contact with the University, and they can provide you with any information or advice that you may need throughout your academic career.

The role of a personal tutor, as described in the Framework for Personal Tutoring (https://www.ncl.ac.uk/ltds/assets/documents/Personal_Tutor_Framework_2018-19.pdf), is to facilitate students’ personal and academic growth. The personal tutor is there to help with any issues you may have, from personal problems that could be affecting your studies, to giving advice when picking modules, to just being available for a chat.

The personal tutor system depends upon you and your personal tutor both contributing to the relationship: a personal tutor can’t help you if you don’t show up to a meeting, and you need to be open and honest with your tutor in order to receive the best advice. At the end of your degree, you can ask personal tutors to provide you with references – for these to be good references, your personal tutor needs to know you well enough to write them. This means that you should attend all arranged meetings, respond promptly to emails, and keep your personal tutor informed if you have any concerns.

2 Other Sources of Support in Your School

Supervisors
As a MLitt student you should have at least two named supervisors. Your main supervisor, who will be an expert in your chosen topic area and a second supervisor who will second mark your assignments and will also act as an additional advisor. Your main supervisor will also act as your personal tutor.

Postgraduate Support Officer
Your first point of contact for any queries relating to administrative matters is our Postgraduate Support Officer, Mrs Sandra Fletcher, in the School Office 1.01, 1st Floor Armstrong Building): 0191 2087966, sandra.fletcher@ncl.ac.uk. Please also contact the School Office (historical@ncl.ac.uk, 0191 2087844) if you have any queries.

The Postgraduate Director
Dr Athanassios Vergados, Armstrong Building, room 2.23, athanassios.vergados@ncl.ac.uk.
He will chair the School Graduate Committee responsible for research degrees offered in HCA. You can also contact him with problems or issues you do not want to raise with your supervisor/personal tutor.

Head of School
The Head of School is Professor Helen Berry (helen.berry@ncl.ac.uk), room 1.34, 1st Floor Armstrong Building.
Members of Academic Staff
The members of the academic staff in the School of History, Classics and Archaeology have specialist research interests. All of them have offices in the School of History, Classics and Archaeology, which is on the first and second floors of the Armstrong Building.

For biographies of academic staff, please see the following link:
http://www.ncl.ac.uk/hea/staff/

3 Student Services (King’s Gate)
King’s Gate building provides access to many services you may need, all in one single location. Current opening hours for King’s Gate are as follows:

- Monday and Tuesday – 9 a.m. to 5 p.m.
- Wednesday – 10 a.m. to 5 p.m.
- Thursday and Friday – 9 a.m. to 5 p.m.

When you arrive at King’s Gate, you should go first to the Customer Services Advisers Team on Level 2. They are your first point of contact for any questions about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad, and Visa Support. All of these types of support are explained below.

Both drop-in and pre-booked appointments are available. More information is available here: https://my.ncl.ac.uk/students/kingsgate (if reading electronically, you will need to cut and paste this URL into your browser)

4 Student Advice Centre

The Student Advice Centre is a service of the Students’ Union staffed by professionals who specialise in student concerns. They can help you by providing information; listening to any problems; advising on the options open; helping you resolve difficulties; and referring you to any relevant agency (they cannot recommend any commercial companies however). They may even take on your case for you, even to the representation stage. You can browse through a range of information, help yourself to leaflets and obtain forms (benefits, help with NHS charges, Access to Hardship Funds etc.). More information is available from the SAC website: www.nusu.co.uk/sac

The Student Advice Centre cannot provide immigration advice to International students. If you have immigration questions, you should contact the Visa and Immigration Service (VIS) at King’s Gate for advice.

The Student Advice Centre is situated on the ground floor of the Students’ Union Building. Opening times vary throughout the year, so you could check the weekly schedule before dropping by: https://www.nusu.co.uk/support/sac/openingtimes/

During term-time, you may drop in for a brief session with one of the advisers, but for complex or serious problems (requiring more than 20 minutes to discuss), you should make an appointment.

Telephone 0191 239 3979; or e-mail: student-advice-centre@ncl.ac.uk
Note that anything you say to any of the staff will be treated in strictest confidence and not disclosed without your consent; also that the Union, including the Student Advice Centre, is independent of the University structure and primarily concerned with its members’ welfare.

Section E: Circumstances affecting your studies

1 If You Are Ill or Away from the University for Personal Reasons

If you are ill at any point while at University, you should inform your personal tutor (Supervisor) as soon as possible. If you are absent for more than three working days (Monday through Friday), you must obtain a Student Notice of Absence form from S3P. This should be returned to the School office or your personal tutor. If you are absent for more than seven working days, you must obtain a medical certificate from your doctor and send it to the School office as well.

The Student Notice of Absence form should also be used for absences other than sickness – i.e. when you need to be away from the University for personal reasons.

If you believe that your absence has affected your academic performance in an assessment (coursework or exam) or prevented you from attending a required session, you should inform your personal tutor. You should also fill in a Personal Extenuating Circumstances (PEC) form to explain how your illness has affected your studies. If your circumstances are particularly sensitive and you do not want any details to be known, even to your tutor, then you can provide a confidential letter and information in a sealed envelope for the Chair of the School PEC committee.

More information about sickness and absence procedure is available here: http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm

NB: MLitt students are only required to complete PEC extension requests during semester 1 and 2 for assessed work. During semester 3, for dissertation if you need an extension you will need to complete a mitigating circumstances request on S3P system: https://s3p.ncl.ac.uk/login/index.aspx Any queries regarding completing a mitigating circumstances request please contact Research Student Support Team (RSST) rssteam@ncl.ac.uk.

2 Personal Extenuating Circumstances

Students who believe that their study, or ability to complete assessments, is being adversely affected by significant unforeseen and unavoidable personal extenuating circumstances should advise their School by completing the online Personal Extenuating Circumstances (PEC) Form via S3P as close as possible to the time that the problem arose and in advance of any imposed School deadline, so that appropriate adjustments can be considered. Students are advised to carefully read the Guidance for Submission of Personal Extenuating Circumstances which can be found on the Student Progress Webpages at http://www.ncl.ac.uk/students/progress/student-resources/help/ before submitting a PEC application.

Students are strongly encouraged to discuss significant personal circumstances with their
Supervisor/Personal Tutor or other member of staff. Tutors may be able to advise on how to phrase the application or whether alternate sources of help may apply. Also, tutors may be able to provide a statement of support, which will be taken in to account when a case is considered.

The PEC form enables the School to consider each case on its merits and, if possible, make an appropriate adjustment. Possible adjustments will vary depending on the time of year, but could include:

- an extension to the hand-in date for a piece of work
- an exemption for a minor item of course work
- a deferral of the assessment to the next normal occasion – generally a deferral to August
- a deferral of the assessment to a later normal occasion
- permission to set aside (ignore) attempts at assessments
- permission to sit an extraordinary examination – i.e. setting an examination at an unusual time
- permission to repeat tuition in residence
- permission to proceed to the next Stage carrying fails
- permission to repeat a period of tuition, setting aside previous attempts (e.g. re-doing a Stage or Semester as if for the first time)

And, for all students where there is a positive assessment of the impact of medical or other mitigating circumstances by the Personal Extenuating Circumstances Committee (Conventions 13 and 14).

- recommending discretion at the Board of Examiners – e.g. potentially allowing you to pass the stage despite having failed a core module; allowing you to pass a module by discretion; altering your degree classification where there is evidence to support this decision.

**NB - personal extenuating circumstances cannot result in existing marks being changed.**

It is the student’s responsibility to report any significant personal or extenuating circumstances that had a substantial impact on their performance in their studies or in their assessments/examinations immediately and in advance of an assessment deadline or by the school published deadline for consideration by a Personal Extenuating Circumstances Committee (PECC) or Board of Examiners (BoE).

It is the student’s responsibility to provide evidence to back up their PEC application. Evidence should outline the problems faced and the period of impact – e.g. doctor’s notes, a statement of support from a tutor, letter from an employer etc. It is recognised that this can be difficult, but a request is more likely to be approved if evidence is available – particularly evidence of the impact on the specific module/assessment and at the time of the assessment.

Requests for adjustments that relate to the following, are not normally accepted as the basis of a PEC application:
i. Instances where an appropriate adjustment has already been made
ii. Retrospective report of illness or other extenuating circumstances, without good reason
iii. Ongoing medical conditions/disabilities including learning disabilities, or mental health conditions for which the student is already receiving reasonable adjustments via a Student Support Recommendation (SSR)
iv. Transport problems, excepting those where it can be shown that adequate time had been allowed
v. Unspecified anxiety or examination stress
vi. Minor infection such as coughs, colds, headaches or hay fever, unless supported by specific medical evidence
vii. Distress relating to a family pet
viii. Holidays, house moves, sporting or other social commitments
ix. Known employment or financial responsibilities
x. Problems with personal computers, printers or other technology
xi. Where the circumstances could have been avoided, particularly due to poor time management.

Personal Extenuating Circumstance (PEC) Policy and Procedure - http://www.ncl.ac.uk/students/progress/student-resources/help/
Submission Guidance http://www.ncl.ac.uk/students/progress/student-resources/help/

3 Change of Circumstances (Transfer, Suspend Studies or Withdraw)

Sometimes circumstances do change, and you may decide that you want to transfer degree programmes, suspend your studies or withdraw from the University. If you are thinking about any of these scenarios, you should first speak with your personal tutor so that you can discuss your options. You can also seek confidential advice from Student Wellbeing: (http://www.ncl.ac.uk/students/wellbeing/about/student/) or the Student Advice Centre (https://www.nusu.co.uk/support/sac/).

If you transfer from one programme in the University to another, you may also be able to transfer the credits and marks that you have earned. You will need to discuss this with the Degree Programme Director of both programmes.

Permission to make these changes often depends upon approval from the Degree Programme Director.

More information on the relevant procedures and the forms you may need to fill in is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/

Your personal tutor should be able to help you complete these forms if necessary.

NB: During semester 3, MLitt students do not complete Degree Programme Director forms to request an interruption to their programme. You will need to complete a mitigating circumstances form on the S3P system: https://s3p.ncl.ac.uk/login/index.aspx
Any queries please contact Research Student Support Team (RSST) rssteamb@ncl.ac.uk
4 Complaints and Appeals

The Student Complaints and Resolution Procedure is the University’s formal complaints procedure under the Student Charter. It is intended to allow students to make a complaint about a service or a member of staff within the University. The procedure applies to all complaints, including those related to harassment or racial equality. You can seek advice on the complaints procedure from Student Progress Service: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/complaints.htm

A complaint can be made on nearly any aspect of your academic studies, but you should be prepared to provide evidence to support any allegation. Please note: a complaint cannot be used to seek to overturn the academic decision of examiners. The complaints procedure has a three-stage process. You are expected to try to resolve your complaint informally with the individual or service concerned under Level 1 of the procedure before a formal complaint under Level 2 is submitted. If you remain unhappy after receipt of your Level 1 outcome or you consider your complaint is still not resolved, you can submit a complaint under Level 2 of the complaints procedure by submitting the Complaints Form and supporting evidence to casework@ncl.ac.uk.

If you want to complain about another student at the University you should contact the Casework Team by emailing casework@ncl.ac.uk. The email should contain a full explanation as to the nature of the concern, with supporting evidence. Student Progress Service may invite you to a meeting as part of the investigation. The allegation will normally be investigated under the University’s Disciplinary Procedure (https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/).

The Student Academic Queries and Appeals Procedure is for appeals against the decisions of the Boards of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures. More information is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm

Academic Queries and Appeals may only be made on the following grounds:

a) Grounds for academic appeal following Board of Examiners Decisions:
   - Personal Extenuating Circumstances (PEC) that you were unable to disclose in advance of the Board of Examiners meeting via a Personal Extenuating Circumstances (PEC) application, or were unable to provide evidence for at that time, or of which you were previously unaware
   - Procedural irregularity on the part of the examiners
   - Bias or prejudice on the part of an examiner or examiners.
   - That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

b) Grounds for academic appeal following PEC Committee Decisions:
   - Procedural irregularity or other error on the part of the PEC Committee
   - Bias or prejudice on the part of the PEC Committee.
   - That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

c) Grounds for academic appeal following an Unsatisfactory Progress Decision:
   - Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

d) Grounds for academic appeal following a DPD Request Decision:
- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

Note: An appeal relates to the decision of the examiners and should not be used to raise general complaints about tuition or support over the length of your degree programme.

You are expected to make every effort to raise your assessment/progress query, in writing, with the School directly concerned in the first instance. Impartial advice on both procedures may also be sought from the Student Progress Service. Assistance with submitting a formal complaint or an appeal may be sought from the appropriate officer of the Students’ Union, from the Student Advice Centre, or from a Personal Tutor.

A complaint can be made on nearly any aspect of your academic studies, but you should be prepared to provide evidence to support any allegation. Please note: a complaint cannot be used to seek to overturn the academic decision of examiners. The complaints procedure has a three-stage process. You are expected to try to resolve your complaint informally with the individual or service concerned under Level 1 of the procedure before a formal complaint under Level 2 is submitted. If you remain unhappy after receipt of your Level 1 outcome or you consider your complaint is still not resolved, you can submit a complaint under Level 2 of the complaints procedure by submitting the Complaints Form and supporting evidence to casework@ncl.ac.uk.

If you want to complain about another student at the University you should contact the Casework Team by emailing casework@ncl.ac.uk. The email should contain a full explanation as to the nature of the concern, with supporting evidence. Student Progress Service may invite you to a meeting as part of the investigation. The allegation will normally be investigated under the University's Disciplinary Procedure (https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/).

The Student Academic Queries and Appeals Procedure is for appeals against the decisions of the Boards of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures. More information is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm

Academic Queries and Appeals may only be made on the following grounds:

a) Grounds for academic appeal following Board of Examiners Decisions:
- Personal Extenuating Circumstances (PEC) that you were unable to disclose in advance of the Board of Examiners meeting via a Personal Extenuating Circumstances (PEC) application, or were unable to provide evidence for at that time, or of which you were previously unaware
- Procedural irregularity on the part of the examiners
Bias or prejudice on the part of an examiner or examiners.
That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

b) Grounds for academic appeal following PEC Committee Decisions:
- Procedural irregularity or other error on the part of the PEC Committee
- Bias or prejudice on the part of the PEC Committee.
- That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

c) Grounds for academic appeal following an Unsatisfactory Progress Decision:
- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

d) Grounds for academic appeal following a DPD Request Decision:
- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

Note: An appeal relates to the decision of the examiners and should not be used to raise general complaints about tuition or support over the length of your degree programme.

You are expected to make every effort to raise your assessment/progress query, in writing, with the School directly concerned in the first instance. Impartial advice on both procedures may also be sought from the Student Progress Service. Assistance with submitting a formal complaint or an appeal may be sought from the appropriate officer of the Students’ Union, from the Student Advice Centre, or from a Personal Tutor.

**Section F: Assessment and Feedback**

**1 Coursework Submission (does not apply to dissertations)**

University Guidelines for your taught training modules:

University policy states that all submission deadlines must be published by the end of the second teaching week each semester. You should take note of these deadlines at the beginning of each semester and make sure you carefully plan when you will complete each assignment.

Across the University, Schools and module leaders ask students to submit their coursework in a variety of ways (i.e., through Blackboard, NESS, or in hard copy). Before submitting make sure that you know exactly how to submit and if you need to submit multiple copies – this is especially important if you are taking modules in different Schools!

Only the Degree Programme Director has the authority to approve changes in coursework submission deadlines once they are published. If a deadline does change, you will be given sufficient notice and a reason for the change.
More information about University policies on coursework submission and the return of feedback is available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-assessedwork-policy.pdf

**Submitting Assessed work to the School of History, Classics & Archaeology:**

Two copies of each piece of work should be submitted to the Submission work slots which are located outside room 1.04, 1st Floor Armstrong Building by 12 noon on the day specified by your programme of study or module leader. You must fill out and attach a Postgraduate cover sheet which you will find outside room 1.04, in the Library space, 1st Floor Armstrong Building. Submit your work through Turnitin, which will screen your work for plagiarism. You must also submit your assignment through Turnitin by 12 (noon) on deadline day.

Please make sure you paginate your written work (i.e. add page numbers, preferably at the foot of each page).

All of your assessed work will be double marked with the exception of some of the research training modules, in these cases the Postgraduate Support Officer will select a sample for moderation following first marking.

Guideline on how to use Turnitin will be available from the School Office.

More information about University policies on coursework submission and the return of feedback is available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-assessedwork-policy.pdf

**Your dissertation will be submitted to the Research Student Support Team, the deadline will be the end of the third week in September of your final year of study. (For further details please see Section C, Dissertation).**

**2 Turnitin and Plagiarism**

The University makes routine plagiarism checks on all appropriate pieces of work. This means that your coursework assessments will be submitted to an electronic text matching software system (directly, by you, or by a member of staff). Your work will be checked against a database of web pages, academic articles and books, and other students’ papers (from Newcastle and other universities) and any matches between your work and those other sources highlighted. Matching text does not necessarily mean that you have plagiarised, since you may have correctly referenced text from another source.

When you submit your assignments, you will be told how you need to submit to ensure they are checked. There are some file restrictions and file size restrictions, and you will be given guidance on what you can and cannot submit. You should always ask your module leader if you have any questions about a specific assignment.

The University takes plagiarism and academic conduct very seriously, and you are expected to know how to reference other sources correctly.
What is plagiarism?
Academic writing involves a number of conventions that you as a student must learn to adopt and follow as early as possible in your degree course. The single most important convention is the acknowledgement of all sources of information that you use in assessments, especially coursework. You only have to look at an academic book or journal article to see that references and a bibliography are always included; if they are not, you can be confident that you are not reading an academic work.

The word ‘plagiarism’ is simply a technical term for using other people’s work without giving them credit. Whether it is done accidentally or deceitfully is not relevant because in either case it breaks the convention explained in the previous paragraph. When plagiarism is detected it will be punished, at the very minimum by low marks that reflect the fact that you have not presented a piece of work that is entirely your own. It can also lead to disciplinary action. Remember that you will probably want your tutor to write a reference for you when you are looking for a job. Many employers use standard reference forms including the question: ‘Have you ever had occasion to doubt the honesty or integrity of the applicant?’ Clearly, if you have submitted coursework that includes unattributed quotations or facts that lack references, the answer will have to be ‘yes’.

Definitions of plagiarism

Plagiarize (or plagiarise): ‘1 take and use (the thoughts, writings, inventions etc. of another person) as one’s own. 2 pass off the thoughts etc. of (another person) as one’s own’

Concise Oxford Dictionary 1990

...the unacknowledged use of another person’s ideas, words or work either verbatim or in substance without specific acknowledgement. For the avoidance of doubt, plagiarism may occur in examination scripts as well as in assessed coursework, projects, reports and like work and may involve the use of material downloaded from electronic sources such as the internet. Further, the inclusion of a source in a bibliography is not of itself a sufficient attribution of another’s work.

Newcastle University, Procedure for Assessment Irregularities: Introduction 2.

Plagiarism is using the work of others without acknowledging your source of information or inspiration. ... Even if you change words or sentences you have “borrowed” or put them in a different order, the results are still plagiarism. Plagiarism is treated very seriously, and plagiarised work is usually disqualified.


Copying another person’s work, if it were the work of another student, would be cheating and would obviously be unacceptable. Similarly, taking extract from books or other published work and then presenting the words as your own is plagiarism (stealing thoughts) and this too is unacceptable.

Barrass R, Study! 2002: 112
What are the implications?

The most effective way of avoiding suspicions of plagiarism is to make full use of the well-established conventions for referencing your written work (instructions are given in a separate section of this handbook).

- give each idea or piece of evidence drawn from a published source a precise reference (author, year: page number, with full details of the source in your bibliography)
- enclose short quotations in inverted commas and place longer ones into indented paragraphs; in both cases follow them with precise references (for example see the definitions quoted above)
- when using documents downloaded from the Internet or scanned into electronic form, print them out and summarise the information you need in your own words: NEVER paste electronic text into your work and then attempt to modify it.

If you reference your work thoroughly, it will be much easier for whoever is marking it to see that you are capable of using a range of sources and evaluating them. It is permissible to use phrases such as ‘My own conclusion is’ or even ‘I think’ to draw attention to your own original ideas as long as you support them with clearly documented arguments and evidence. You will normally gain high marks for producing work that shows an ability to evaluate information and draw conclusions from it (see marking criteria explained elsewhere in this handbook).

3 Late Submission of Assessed Work

The University has a set policy for late submissions, so you should be careful to submit all assessments well in advance of the deadline. If work is submitted within 7 calendar days of the deadline, it will be capped at the pass mark (40 for undergraduate programmes and 50 for postgraduate programmes). If you submit a piece of work more than 7 days after the deadline, it will receive a mark of zero.

There are two circumstances in which late work will always receive a zero: if your piece of work is marked on a non-discriminatory marking scale (i.e. pass/fail or merit/pass/fail), or if you are submitting work for a re-sit assessment.

There may be pieces of coursework for which no late work is allowed. You will receive prior notification in these instances.

If you have a valid reason for submitting your work late (e.g. illness), you should submit a PEC form; there is more information on this form earlier in the handbook. Computer failures and transportation problems are not considered a legitimate excuse for late submission (unless NUIT has confirmed a University-wide computer failure).
4 Feedback on Assignments

You will receive feedback on all of your coursework and exams. University policy states that feedback on coursework must be returned within 20 working days (i.e. normally four weeks, not including Bank Holidays or University closure days). Some assessments may be exempt from this requirement. These should be collected from the School Office. The feedback will be complemented by a tutorial, or a face-to-face discussion with your Supervisor, during which you will discuss the strengths and weaknesses of the assessment. The feedback sheet and textual annotations are for formative purposes and will enable you to improve your performance. The feedback sheet will consider the following aspects of your assessment:

- **Structure**: is there a clear framework with an introduction that sets out the main themes to be discussed, and the aims and objectives? Are these followed through in a systematic and logical sequence in the body of the writing? Is there a conclusion that summarises the results?
- **Argument**: are the main issues and sources of evidence identified? Are competing arguments or opinions laid out and evaluated with supporting evidence?
- **Content**: are the themes and arguments discussed supported by good detail of evidence? Are there detailed and well-described case studies? Is there a wide range of illustrative evidence presented?
- **Presentation**: is the work neatly typed and laid out according to SHS guidelines? Has it been proof-read for typographical errors? Are illustrations used and if so are they well-chosen and well-drawn or presented?
- **Use of English**: nothing is more off-putting than bad grammar and spelling. If you are using a word-processing package, make use of tools that check spelling and grammar. If your use of English is poor, learn from your mistakes and look carefully at how the text is set out in published work. Ask your Supervisor for advice. Above all repeatedly re-read your work for errors before you hand it in.

**Bibliography and References**: have you included footnote references where necessary and a bibliography in the correct format? You can find subject style guides on the School website: [https://www.ncl.ac.uk/hca/students/teaching-learning/#assignments](https://www.ncl.ac.uk/hca/students/teaching-learning/#assignments)

All MLitt research assignments are double-marked. If the second marker is of the opinion that the mark should be more than 5% higher or lower than the mark awarded by the first marker (= supervisor), then both markers should attempt to agree a mark. If an agreed mark cannot be reached, the PGR Director will identify a third marker, who will have access to both marks and the annotated script/comments. If the third marker agrees to within 5% of the mark of either of the other two markers, then that mark will be taken as the final mark. If the third marker disagrees with both the first and second markers, then all three marks will be presented to the School Graduate Committee. Evidence of the moderation process (e.g. email correspondence or notes) should be provided to the School Postgraduate Administrator.

5. Marking and Moderation Process

You should have absolute confidence that the marks you receive are fair and consistent across markers. All assessments that are worth a significant part of your final mark are reviewed in advance so that the instructions are clear and the questions are reasonable for a
student at your level.

Depending on the assignment, your work may also be moderated. This means that a second marker will look at the mark and feedback given by the first marker and ensure that it is fair and accurate. Several different processes for moderation may be used by the School, including sampling (looking at a sample of pieces of work across grade boundaries) and second marking (where a second marker looks at every piece of work).

All marks that are returned to you are provisional and subject to review and potential moderation prior to the final Board of Examiner meeting. Each taught programme of study (undergraduate and postgraduate) has a Board of Examiners (BoE) which is responsible for decisions about the outcomes of assessment of students on the programme. The BoE has a substantial degree of discretion. This means that it may award a degree classification higher than that determined by the marks alone. This can be due to medical or special personal circumstances and this is one of the reasons why it is important to submit PECs. The Board may also, in certain circumstances deem individual students to have passed particular modules in which they have obtained a fail mark.

The University has a policy on Moderation processes, available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf
## 6 Marking Criteria

<table>
<thead>
<tr>
<th>Standards / Mark</th>
<th>0-34</th>
<th>40-49</th>
<th>50-59</th>
<th>60-69</th>
<th>70-79</th>
<th>80-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Very Bad fail</td>
<td>Bad Fail</td>
<td>Fail</td>
<td>Pass</td>
<td>Merit</td>
<td>Distinction</td>
</tr>
<tr>
<td>Range of material studied</td>
<td>Little or no recommended materials</td>
<td>Very narrow range of recommended materials</td>
<td>Narrow range of recommended materials</td>
<td>Reasonable range of recommended materials</td>
<td>Wide range of recommended materials</td>
<td>Material beyond that recommended</td>
</tr>
<tr>
<td>Accuracy</td>
<td>Highly inaccurate</td>
<td>Considerable elements of inaccurate material</td>
<td>Some accurate material</td>
<td>Reasonable accuracy</td>
<td>Good level of accuracy</td>
<td>Very high level of accuracy</td>
</tr>
<tr>
<td>Technical competence</td>
<td>Little or none</td>
<td>Basic, in a small number of simple areas</td>
<td>Basic, in some areas</td>
<td>Reasonable level</td>
<td>Good level</td>
<td>High level</td>
</tr>
<tr>
<td>Relevance of material used</td>
<td>Material irrelevant</td>
<td>Little relevant material</td>
<td>Some relevant material</td>
<td>Largely relevant</td>
<td>Directly relevant</td>
<td>Uses relevant material from beyond the module</td>
</tr>
<tr>
<td>Use of evidence</td>
<td>None or very little</td>
<td>Limited use</td>
<td>Limited range of appropriate evidence</td>
<td>Reasonable range of appropriate evidence</td>
<td>Wide range of appropriate evidence</td>
<td>Wide range of relevant evidence skilfully and confidently used</td>
</tr>
<tr>
<td>Quality of argument</td>
<td>None or very weak</td>
<td>Incomplete or patchy</td>
<td>Basic</td>
<td>Simple but effective</td>
<td>Reasonably complex</td>
<td>Complex</td>
</tr>
<tr>
<td>Organisation and structure</td>
<td>Weak or lacking</td>
<td>Inappropriate or incomplete</td>
<td>Simple but appropriate</td>
<td>Appropriate</td>
<td>Good</td>
<td>Coherent</td>
</tr>
<tr>
<td>Showing understanding</td>
<td>None or very little</td>
<td>Limited understanding of basic concepts</td>
<td>Understanding of basic concepts</td>
<td>Understanding of some complex concepts</td>
<td>Good understanding of a majority of Complex concepts</td>
<td>Excellent deep understanding of complex concepts</td>
</tr>
<tr>
<td>Critical analysis</td>
<td>None</td>
<td>None</td>
<td>Largely descriptive, v. little critical comment</td>
<td>Small amount of simple critical analysis</td>
<td>Some good critical analysis</td>
<td>Skilled critical analysis</td>
</tr>
<tr>
<td>Independent and original thought in pulling disparate ideas into a coherent whole</td>
<td>Unable to marshal ideas and establish linkages</td>
<td>Limited ability to marshal ideas; no ability to establish linkages</td>
<td>Basic ability to marshal ideas; few linkages</td>
<td>Reasonable ability to marshal ideas; some linkages</td>
<td>Good ability to marshal ideas; few original linkages</td>
<td>Pulls together different ideas effectively, original linkages</td>
</tr>
<tr>
<td>Care taken in presentation</td>
<td>Very poor</td>
<td>Insufficient care taken</td>
<td>Some care</td>
<td>Reasonable care taken</td>
<td>High level of care</td>
<td>Excellent care taken</td>
</tr>
<tr>
<td>Care taken in acknowledgement of sources</td>
<td>Very poor</td>
<td>Insufficient care taken</td>
<td>Some care</td>
<td>Reasonable care taken</td>
<td>High level of care</td>
<td>Excellent care taken</td>
</tr>
<tr>
<td>Appropriateness of communication for designated audience</td>
<td>Takes no account of audience</td>
<td>Takes little account of audience</td>
<td>Takes some account of audience</td>
<td>Takes reasonable account of audience</td>
<td>Takes good account of audience</td>
<td>Carefully designed to meet needs of audience</td>
</tr>
<tr>
<td>Application of technical skill</td>
<td>Very little</td>
<td>Weak</td>
<td>Basic level</td>
<td>Reasonable</td>
<td>Good</td>
<td>High level</td>
</tr>
<tr>
<td>Fluency and clarity of expression</td>
<td>Unclear and lacking in fluency</td>
<td>Largely unclear and lacking in fluency</td>
<td>Clear in some places, but lacking fluency</td>
<td>Clearly expressed in some places with some fluent elements</td>
<td>Majority of work clearly expressed</td>
<td>All clearly expressed in fluent language</td>
</tr>
</tbody>
</table>

The University has a policy on Moderation processes, available here: [https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf](https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf)
6 Progression

We will monitor your progression on a regular basis both through your completion of assessed work and in the tutorials with your Supervisor. If your progress causes any concern your Supervisor will talk to you in private and discuss ways of addressing whatever problems you may be facing. The successful completion of your programme can be affected by matters entirely unrelated to your ability to master the academic work. Please make sure to let your Supervisor know if you have any personal problems that are deflecting your thoughts. Remember that we can only help if we know there is a problem.

It is possible that in some very rare instances a student may be dissatisfied with either the level of assistance they are receiving from their Supervisor and Second Supervisor, or the contents of their programme of study. In these unfortunate circumstances you should express any concerns you may have, in writing if you so wish, to the PGR Director (or the Head of School where the former is your Supervisor). The details of this discussion will be in strictest confidence. The Student-Staff Committee represents an additional, if less personal route, for such complaints.

7 Assessment Irregularities and Disciplinary Procedures

As part of the Student Charter, you have agreed to follow University procedures and to maintain the highest standards of behaviour. The University is committed to ensuring that assessments are fair for all students, and it has established a procedure for dealing with situations in which one student uses improper means to ‘get ahead’ on an assessment. These situations are called assessment irregularities, and they may include (but are not limited to), the following:

- Copying from or conferring with other candidates or using unauthorised material or equipment in an examination room
- Impersonating or allowing another to impersonate a candidate
- Introducing examination scripts into the examination process otherwise than in the course of an examination
- Permitting another student to copy work
- The falsification (by inclusion or suppression) of research results
- Plagiarism, defined as the unacknowledged use of another person’s ideas, words or work either verbatim or in substance without specific acknowledgement. It is also possible to plagiarise yourself if you submit the same work for multiple assignments or do not acknowledge ideas or words that you have submitted previously
- Procurement of assessment material i.e. contract cheating/custom essay writing
- Dishonesty

The University’s assessment irregularity procedure can be found in full here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/assessment.htm

More generally, at Newcastle we value high standards of academic conduct. Conduct is an important part of maintaining and developing our reputation. Good academic conduct reflects the values which underpin academic life, such as honesty, integrity, a shared community of ideas and respect for others’ work. The Academic Skills Kit (https://internal.ncl.ac.uk/ask/) provides a range of resources which may help with
You can expect to receive a briefing on academic conduct and the referencing guidelines that you are expected to follow. You are in turn expected to do the following:

- Maintain high standards of academic conduct
- Show a commitment to academic honesty in your work
- Be familiar with and apply the guidance provided by your School on proper referencing and good academic practice
- Avoid plagiarism.

The Student Disciplinary Procedure will apply to any student who is alleged to have breached the University’s code of conduct. More information is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/

This procedure applies to any student who breaches academic codes of conduct as well as non-academic situations (disruption, anti-social behaviour, theft and fraud, violent behaviour, sexual misconduct, harassment, hate crime, criminal offences, etc.)

Section G: Student Representation and Feedback

1 Overview

The University values your opinion very highly, we want to know when things are going well and when you think things can be improved. There are a number of ways that you can provide feedback, including stage evaluations (surveys), student participation on committees and through your programme or School student representatives. It’s important that you take surveys and opportunities seriously and give your honest opinion. It is also important that you provide specific examples of what’s going well or not so well as this helps us know what we need to respond to, do more of etc. You should always be respectful in the comments that you provide, considering the issues or successes rather than criticism of individuals.

Student representation is a key part of how the University engages with students. The Student Representation Policy (jointly owned by the University and the Students’ Union) aims to ensure that every student is represented in institutional decision-making processes and that every student can contribute to the enhancement of their programme and learning experience.

Further information regarding Student-Staff Committees and Student Representation roles can be found via the following link https://www.ncl.ac.uk/ltds/student/representation/. There is more information about student opinion – and some information about actions that have been taken by the University as a result of your opinions – on the ‘You Said - We Did’ website (https://internal.ncl.ac.uk/yousaidwedid/).

2 Module and Stage Evaluations

At the end of each semester, you will be asked to complete an evaluation. These evaluations are used to find out about your experiences, assess the positive features of your programme, and identify anything that could be improved in the future. You will be asked questions about aspects of your experience including library and electronic resources, assessment and
feedback across the programme, personal tutoring, student representation, etc.

It’s important in these evaluations that you are specific about what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person (don’t say anything offensive about a person involved on the module or programme). It also helps if you suggest solutions – we will take these seriously.

You will receive a link to evaluations through email and you can then complete the survey online, anonymously. You will find links to your evaluations in the ‘My EvaSys’ panel in Blackboard (on the My Institution page) – these links only appear when there is an evaluation open and ready for you to complete it.

You will also be given opportunity to feedback on your modules at the end of the semester. It is intended that in 2019/20 this will be combined with the stage evaluations we mention above. You may also be given opportunity during the module delivery to offer feedback. Please look out for these opportunities.

More information about evaluations is available here 
https://internal.ncl.ac.uk/yousaidwedid/surveys/

3 National Surveys

The University participates in national student opinion surveys: National Student Survey, Postgraduate Taught Experience Survey and Postgraduate Research Experience Survey.

Postgraduate Research Experience Survey (PRES) – The PRES gathers information about the experience of research students, focusing on students’ experiences of supervision, resources, research community, progress and assessment, and skills and professional development. It also considers students’ motivations for taking their programme. The PRES runs every odd ending year e.g., 2017, 2019, typically in the Spring (mid-March to mid-June). It includes all full-time and part-time UK, EU, and international postgraduate research students. See (https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research-experience-survey). This is similar to the NSS, but for postgraduate research students.

For more information about our student opinion surveys go to http://www.ncl.ac.uk/ltds/student/opinion/; also, see how the University has listened to previous feedback by going to: https://internal.ncl.ac.uk/yousaidwedid/. Official invitations from the University asking you to participate in national surveys will be sent to you from studentsurveys@ncl.ac.uk.

4 Academic Student Representation

You will have an opportunity to elect Academic Student Reps within your School and you may wish to put yourself forward to be a Rep yourself! Academic Student Reps are a crucial link between students and staff as they find out what other students are thinking and work with University staff to help improve the student experience.

There are four different Academic Student Rep roles at Newcastle University.
- **Course Reps** are elected by their peers and will attend their **Student-Voice Committee (SVC)** on their behalf.

- The SVC is led by a **Student Chair** and usually has a **Student Secretary**. All students are able to contribute to their SVC’s agenda – just tell your Course Rep what you think should be discussed! The Student Chair and Student Secretary are also asked to attend the **Board of Studies and School Graduate Committee**, which oversee teaching activities in the School.

- **School Reps** are appointed by the Students’ Union to represent their School at the **Faculty Education Committee (FEC)**. They will gather student opinion from across your School by working with the Student Chairs and Student Secretaries of your SSCs and will present any key student topics at FEC. They will also feedback to SSCs any new key initiatives from the University and Faculty that will affect students across the School.

The Students’ Union provides training and support for Course Reps, Student Chairs and Secretaries, and School Reps. They also run Hall and Community Rep schemes. More information about all the student representation roles is available on the Students’ Union website: [https://www.nusu.co.uk/yourvoice/reps/](https://www.nusu.co.uk/yourvoice/reps/)

**School Graduate Committee**

The School Graduate Committee is the formal decision-making body in the School that deliberates upon all matters relating to the School’s postgraduate research degree programmes, monitors quality of teaching and skills training. All staff involved in PGR supervision are members of the Committee. Student representatives from the Student-Staff Committee also sit on this Committee, and represent the views of full-and part-time students from all PGR degree programmes. It usually meets at least twice per semester.

**Student-Voice Committee**

The PG SVC exists to foster and improve communication between staff and postgraduate students in the School, and to raise matters of mutual concern, with the aim of improving the quality of our teaching and learning, and the environment in which it is conducted. This includes degree programmes, facilities, and types of teaching. It meets regularly during the academic year, and the agenda and minutes are displayed on the noticeboard in the main School reception area, on the Postgraduate noticeboard. This Committee also reports to the PG Board of Studies and the School Graduate Committee. Representatives’ names and contact details are also displayed on the Postgraduate noticeboard, and you are encouraged to raise with them any matters that you wish to have represented at this Committee.

You are also encouraged to consider serving on the Student-Voice Committee, in order to maintain good representation of students’ views and foster the best communication between staff and students. Student reps are elected annually – one person will be needed to represent each of the School’s PGR programmes. Details can be obtained from the Postgraduate Support Officer on how to stand for election.

**Postgraduate Forum (PGF)**

The purpose of PGF is to provide a means for postgraduates in the School to publish their research. Work submitted for publication is published in an electronic journal that is issued annually. The e-journal aims to provide postgraduates with the unique opportunity to publicise their work to the wider academic and public communities. We believe that exciting new research deserves an audience, and we aim to provide the stage.
The PGF also holds an annual conference to afford students the opportunity to promote their work. The aim is to provide the chance for postgraduates to gain experience of giving papers at a conference, while doing so in a supportive and sympathetic audience. We hope that this will give researchers the opportunity to open their research to a wider community as well as providing public speaking experience and the chance to meet fellow postgraduates from across the north east. The conference concludes with a wine reception and a social evening. The Postgraduate Forum is an Oxford Journals-sponsored member of the Association of Learned and Professional Society Publishers (ALPSP): The Postgraduate Forum, School of History, Classics and Archaeology, Newcastle University, Newcastle NE1 7RU, https://www.societies.ncl.ac.uk/pgfnewcastle/
Section H: Resources

1 Tools for Study and Revisions

Blackboard:

Information on your modules is also available on Blackboard which all students are able to log on to using their University username and password. Some lecturers will use Blackboard to a greater extent than others, but you can expect to find, as a minimum, for each module, contact details for the lecturers teaching the module and the module outline (the module’s Handbook/Essential Module Information/Module Outline Form – some or all of these documents). In some cases there will be teaching materials or reading for the module or links to these documents. Blackboard is available at https://blackboard.ncl.ac.uk/webapps/portal/frameset.jsp

ePortfolio:

During your programme of study you will learn or develop a range of knowledge, understanding and skills which are fundamental to undertaking research. You will also give one or more oral presentations and perhaps even a conference paper. Other achievements may include publications. These are all important milestones in your personal and academic development and in order to keep track of these achievements you will be registered via the University’s eportfolio system at the beginning of your programme of study. This will provide you with an exact record which can then be used to write your CV and impress any potential employers or PhD Supervisors! You should also use the eportfolio system to keep a record of the tutorials you have had with your Supervisor, both those in which you discussed one of your research assignments or those in which you received feedback on one of your assessments. Any individual tutorial entries into this record must be agreed with your Supervisor. Please also see appendix C - PGT Dissertation Supervision Policy.

This facility is secure and confidential; only you have access to the information contained here, unless you make it available to others. The only exception to this is the information you provide to your Supervisor, which is available to you both and no one else.

To start using ePortfolio, or to learn more about it, please log onto Blackboard where you will find more information and simple instructions to follow. Alternatively, you can log into ePortfolio via https://portfolio.ncl.ac.uk/

2 University Library

The University Library Service provides access to a wide range of resources, services and study spaces as well as professional expertise to help you to be successful in your studies and research. The Philip Robinson Library is open 24 hours a day during term-time, and the Marjorie Robinson Library Rooms, Walton and Law libraries are open until late.

The libraries house over 0.8 million books, subscribe to over 42,000 journals and provide access to more than 1.8 million ebooks. Library Search (libsearch.ncl.ac.uk) can be used to
locate books, ebooks, journal articles and a lot more information using a single search. High demand items can be found in the Student Text Collection (STC) and are bookable online. The Philip Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections), which are made up of rare and historic books, manuscripts, maps and illustrations.

The Library’s Subject Guides (http://www.ncl.ac.uk/library/subject-support/) bring together tailored, subject-specific information, resources and databases and are the best place to start your exploration of the Library’s resources for your specific discipline.

The libraries are excellent places to study. They have a range of silent and quiet areas plus group and collaborative learning spaces. They collectively house over 820 computers. Wi-Fi is also available so you can use your own devices or borrow one via the Laptop Loan Scheme.

The library’s online study space monitor (http://www.ncl.ac.uk/library/about/study-space-availability) is a good way of checking availability.

Library Staff are available at service desks to help you find the information you need. They also offer one to one consultancies to help you improve your information skills. Alternatively you can use the online Library Help service 24/7 (libhelp.ncl.ac.uk) to access support no matter where you are.

If you have any questions or need any help ask a member of Library staff or contact them via Library Help (libhelp.ncl.ac.uk) – they are there to support you through your course. For further information on Library services see www.ncl.ac.uk/library

3 Academic Skills Kit (ASK)

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website. Provision includes information literacy, revision strategies, academic writing, time management and maths and statistics. It signposts specialist support for, for example, international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study. Please visit www.ncl.ac.uk/ask.

4 Writing Development Centre

The Writing Development Centre’s role is to help you become a confident and successful independent learner. Our team of tutors offers advice and guidance on academic skills including:

- Understanding assignment questions and marking criteria
- Critical thinking, critiquing and reviewing literature
- Planning and structuring writing (incl. paragraphing)
- Academic writing style (incl. fundamentals of grammar)
- Avoiding plagiarism
Managing time, work and writing (incl. writers block and procrastination)
Exams and Revision (excluding take-home exam papers, except in general terms)
Presentations and posters

Our approach is developmental – we don’t ‘check’, proofread or correct work for you, but we do help you understand the expectations of university study and develop effective strategies which will suit your subject and stage, and your own study preferences. We work with students at all levels from Undergraduate to Postgraduate and across all subjects. We can only offer advice on work submitted for assessment as part of a degree programme at Newcastle University.

We offer one to one tutorials based in the Writing Development Centre which focus in depth on a specific issue you want to work on. Tutorials with us are centred on your individual academic development and are non-judgmental, supportive and strictly confidential. Appointments should be made online via our website. We also run a range of other activities throughout the academic year on core academic skills topics, and are invited by Schools and Faculties to run subject-specific sessions as part of degree courses. We also maintain a range of online resources on academic skills and writing.

The Writing Development Centre is based on Level 2 of the Philip Robinson Library. To find out more or book an appointment please see our website https://www.ncl.ac.uk/library/subject-support/wdc/

5 INTO Newcastle In-Sessional English

The INTO Newcastle In-Sessional team can provide information on:

- The University English Language Assessment (UELA)
- Free academic English language classes for Newcastle students whose first language is not English
- One-to-one English language tutorials (where you can meet with a teacher for 25 minutes to discuss specific problems)

The In-Sessional language programme can provide both non-credit-bearing support and credit-bearing modules. Your School will be able to tell you if you need to take a credit-bearing module.

More information about the In-Sessional programme is available from the INTO website: http://www.ncl.ac.uk/students/insessional/about/insessional.htm

6 Computing Facilities

The Postgraduate PC Cluster room is located on the first floor of the Armstrong Building, room 1.39D. Access to the computer cluster is by your student card. Please see the School Office, room 1.01, Armstrong Building regarding access. Please also note that Teaching Assistants may also use this room. This facility is maintained by NUIT information and any problems should be reported to the NUIT as soon as possible.

http://www.ncl.ac.uk/itservice/support/
You are encouraged to use computing facilities for word-processing, data handling and analysis. The use of computers will also be incorporated into the teaching programmes for most modules, and you will often prepare and submit coursework electronically. There are facilities available at School, Faculty and University level, and you can use this link to find available computers on campus: http://m.ncl.ac.uk/

If you have any questions about computing facilities or software, including email and printing, please check the NUIT information available to students: http://www.ncl.ac.uk/itservice/studentitservices/.

Make sure you have a look at the software deals available to you as a student: https://services.ncl.ac.uk/itservice/core-services/software-deals/student/

7 Careers Service
The Careers Service is situated in King’s Gate, Level 1.

Opening hours: Monday, Tuesday, Thursday, Friday 9:00 to 5:00
Wednesday 10:00 – 5:00
Term time drop-in sessions: Monday – Friday 11:00-16:30

Whether you’re seeking a graduate career, doing further study, or starting a business, the Careers Service can help you realise your potential. We provide careers advice and support while you're studying, and for three years after you graduate. You can drop in to speak to us during the week, or visit our website http://www.ncl.ac.uk/careers/ to start your career planning journey.

We can help you to:

- plan your career - https://www.ncl.ac.uk/careers/planning/
- market your skills and experience in CVs and job applications and LinkedIn profiles - https://www.ncl.ac.uk/careers/applications/
- build up your contacts and networks - https://www.ncl.ac.uk/careers/makingcontacts/
- develop enterprise skills or start a business
- find placements, internships or work experience - https://www.ncl.ac.uk/careers/workexperience/
- find jobs and postgraduate courses

If you’d like to work for yourself, START UP can help you to develop opportunities, explore ideas, work freelance or start your own business. We offer help at every stage, from pre-idea to launch and beyond. www.ncl.ac.uk/careers/startup

8 School Specific Resources (including funding for research)

PGT Funding

There is a small amount of funding available to PGT and MLitt students to cover such things as research related travel and accommodation expenses (e.g. trips to archives and
conferences). This is offered on a first come, first serve basis, i.e. students are not allocated
a set sum of money, and subject to the approval of the Director of Excellence, Learning &
Teaching (DELT). In order to submit a request, please e-mail the DELT, Dr James Gerrard
(james.gerrard@ncl.ac.uk). Please note that the deadline for submitting all claims is 31 May
2020.

Photocopying/printing:
School photocopier/printer is available for the use of postgraduate students, you will find it
in the small room opposite the Postgraduate PC Cluster room – please be aware that
photocopying and printing are run at considerable cost to the School and so please use these
facilities in moderation.

Interlibrary Loan Vouchers (ILL):
You have an allowance of free interlibrary loan vouchers. You are entitled to 15 for full
time students and 8 for part time students. The vouchers are available from the School
Office.

9 Health and Safety

The University has a duty to keep you healthy and safe whilst you are studying with us. The
Occupational Health and Safety Service (OHSS) is a central support service which helps
Schools and Institutes to meet their legal requirements under health and safety legislation.

The University has a Health and Safety policy as does each School or Institute. These
provide important information on how health and safety is managed and consist of three
sections:

• Statement of Intent - a commitment to protect the health and safety of all staff and
  students signed by the Head of Unit
• Responsibilities - a summary of the health and safety responsibilities for each level
  of staff and students. Students are expected to be responsible for their own actions
  and any activities which may adversely affect staff, fellow students or visitors
• Arrangements - this is usually the largest part of the policy and contains detailed
  information on how the School or Institute manages health and safety. It will include
  reference to University management standards, guidance and any local
  arrangements. For example it will tell you about the arrangements for health and
  safety training, risk assessments and traveling abroad. Students are encouraged to
  dip in and out of this part of the policy as needed.

The Health and Safety policy is an important document and students should make sure they
have or know where to find a copy of their School or Institutes policy.

If students need any health and safety advice or information they should speak to their
academic tutor in the first instance. In addition, each School and Institute has a School
Safety Officer (SSO) who is an invaluable source of local advice. The name and contact
details of the SSO will be provided in the health and safety policy. In addition there may be
other School or Institute staff who hold important health and safety roles relating to
specialist subjects including:
• Biological Safety Supervisor;
• Radiation protection supervisor;
• Fire marshal and fire wardens;
• First aiders;
• Display screen equipment assessors.

The University is legally required to carry out risk assessments for all its work activities. A risk assessment is a careful examination of each work activity to decide what could cause harm and to decide if the current precautions are sufficient. Students may be asked to complete a risk assessment for an individual project or work activity as part of their academic studies. Standard operating procedures are also sometimes used in conjunction with risk assessments to give step by step guides to carrying out work activities safely.

Each Faculty will provide a health and safety induction and training for students. The precise format and number of safety courses will be decided by each Faculty. Students are expected to attend health and safety training and may not be allowed to carry out certain high risk work activities until they have been trained.

Things sometimes go wrong whilst studying. Any accidents or near misses must be reported as soon as possible to the staff member in charge of the session/area and also to your School office. We will not blame individuals, please do not try to hide mistakes or cover up when things go wrong. We want you to report accidents and near misses so that we can all learn from our mistakes and take steps to make sure they do not happen again.

In the case of discovering a fire:
• Sound the fire alarm
• Leave the building by the nearest available exit
• Ring 999 and then security on 0191 208 6666

For other emergencies please contact the staff member in charge of the area or the Security team 24 hours a day on 86666 or for non-emergencies on 0191 208 6817 or security@ncl.ac.uk If you see any physical defects on campus these can be reported to the Estates Support Service helpdesk on 0191 208 7171 or ess-helpdesk@ncl.ac.uk

10 Additional Contact Information

**Chaplaincy**
The Chaplaincy is a team of chaplains working together, appointed by faith communities, recognised by the University and affiliated with the Student Wellbeing Service. The Chaplaincy is committed to working with students and staff of different faiths (and those of no faith) and to making the University a place of religious tolerance and respect.

**Location:** Agriculture Building  
**Telephone:** 0191 208 6341  
**Email:** chaplaincy@ncl.ac.uk  
**Website:** [https://www.ncl.ac.uk/students/wellbeing/about/chaplaincy.htm](https://www.ncl.ac.uk/students/wellbeing/about/chaplaincy.htm)
Newcastle University IT Service (NUIT) – The University’s Central Computing Service
NUIT provides the University’s IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)

**Location of IT Service Desk:** Old Library cluster (Monday to Friday 9am - 5pm)
**Telephone:** 0191 208 5999
**Email:** it.servicedesk@ncl.ac.uk
**Website:** [http://www.ncl.ac.uk/itservice/](http://www.ncl.ac.uk/itservice/)

**International Office**
The International Office provides information and advice on:
- Newcastle programmes and how to apply
- English language requirements
- The equivalence of overseas qualifications
- Erasmus/Study Abroad information
- Finance and Funding.

It also provides an orientation welcome programme and airport collection service.

**Location:** King’s Gate
**Telephone:** 0191 208 3333
**Website:** [http://www.ncl.ac.uk/international/](http://www.ncl.ac.uk/international/)

**Language Resource Centre**
The Language Resource Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

**Location:** Old Library Building
**Opening hours:** Mon – Thurs (9am - 7.15pm) Fri (9am – 4.45pm)  
Sat: Closed (apart from 25 April – 30 May, 10am – 4pm)
**Telephone:** 0191 208 7490
**Email:** language.resource@ncl.ac.uk
**Website:** [http://www.ncl.ac.uk/language-resource-centre/](http://www.ncl.ac.uk/language-resource-centre/)

**Nightline**
Nightline is the confidential listening and information service run for students by students.

Telephone: 0191 261 2905 (8 p.m. to 8 a.m.)
**Website:** [https://www.nusu.co.uk/support/nightline/](https://www.nusu.co.uk/support/nightline/)

**Students’ Union**

**Location:** Students’ Union, King’s Walk
**Telephone:** 0191 239 3900
**Email:** student.union@ncl.ac.uk
**Website:** [http://www.nusu.co.uk/](http://www.nusu.co.uk/)
11 Relevant Links for Handbook Pages

Overview: [http://www.ncl.ac.uk/ltds/governance/modules/dph/](http://www.ncl.ac.uk/ltds/governance/modules/dph/)

Section A: Introductory Information:  
[http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/)

- Key Dates:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/dates/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/dates/)
- University Timetables:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/timetable/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/timetable/)
- Student Charter and Offer:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/)
- Attendance:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/attendance/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/attendance/)
- Student Self-Service Portal (S3P):  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/s3p/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/s3p/)

Section C: Student Support:  
[http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/)

- Personal Tutoring:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/)
- Student Services (King’s Gate):  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/studentservices/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/studentservices/)
- Student Advice Centre:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/advicecentre/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/advicecentre/)

- Section D: Circumstances affecting your studies:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/)
- Illness and PECs:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/)
- Change of Circumstances:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/circumstances/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/circumstances/)
- Complaints and Appeals:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/complaintsandappeals/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/complaintsandappeals/)

Section E: Assessment and Feedback:  
[http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/)

- Coursework Submission/Late Submission:  
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/submission/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/submission/)
• Feedback:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/
• Marking and Moderation:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/markingmoderation/
• Assessment Irregularities/Disciplinary Procedures:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/irregularities/

Section F: Student Representation and Feedback:
http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/
• Module Evaluations:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/evaluations/
• External Surveys:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/externalsurveys/
• Student Representation:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/studentrepresentation/

Section G:  http://www.ncl.ac.uk/ltds/governance/modules/dph/ensuringquality/

Section H: Resources: http://www.ncl.ac.uk/ltds/governance/modules/dph/resources/
Appendix A: HCA Marking Policy

Explanation of the School-wide marking policy for written work.

The School of History, Classics and Archaeology, in conjunction with a number of other schools (such as English and Law), has decided to request an exemption from the general marking policy of the University in order to continue longstanding practices. We took this decision since the ability clearly to convey ideas, concepts and arguments in written form is central to the practices of history, classics, ancient history, and archaeology. Therefore, an excellent knowledge of the English language and of its proper use, including a correct application of grammar, syntax, punctuation, and spelling rules, is fundamental to the intended learning outcomes, cognitive, and key skills of your degree. Submitted work tests these skills and the feedback that you will receive is intended to help you to develop your writing skills. Moreover, correct clear prose is integral to conveying your ideas effectively. We will continue to take into account correct use of the English language when marking written work, as we consider improving your writing as one of our central purposes and a cornerstone in your life skills and future employability.
Appendix B: MLitt Specification

Regulations Academic Year 2019/2020

Degree of Master of Letters (MLitt) offered in the Faculty of Humanities and Social Sciences

Codes:
- MLitt Ancient History (7820F/782)
- MLitt Archaeology (7813F/7813P)
- MLitt Classics (7811F/7811P)
- MLitt History (7812F/7812P)

Notes:
(i) These programme regulations should be read in conjunction with the University’s Regulations for Research Masters Degree Programmes.
(ii) A core module is a module which a student must pass and in which a fail mark may not be compensated; such modules are designated by the board of studies as essential.
(iii) A compulsory module is a module which a student must take.
(iv) All modules are delivered in Linear mode unless stated otherwise as Block, eLearning or distance learning.

1. Programme structure

(a) The following MLitt awards are available: Ancient History; Archaeology; Chinese Studies; Classics; English Language; English Literature; Film Studies; French; German; History; Japanese Studies; Latin American Studies; Linguistics; Heritage, Museums and Galleries; Music; Portuguese; Spanish; Translation Studies; and Philosophy. Cultural Property Protection

(b) An MLitt may be awarded in any one or two of the subjects listed above. The decision to admit a candidate to study for the award of MLitt in two subjects shall be at the discretion of the directors of the MLitt degree programmes in each of those two areas, in consultation with the Dean of Postgraduate Studies.

(c) The programmes are available for study in both full-time and part-time modes.
(d) The period of study for full-time mode shall be one year for the full time Masters award. The period of study for part-time mode shall normally be two years. A longer period of part-time study may be permitted, exceptionally, by the approval of the Dean of Postgraduate Studies in consultation with the degree programme director or Postgraduate Director.

(e) The Masters programme comprises modules to a credit value of 180 credits. Both full-time and part-time candidates shall negotiate their studies with a supervisor such that their workload shall normally be divided as evenly as possible between the semesters of study.

(f) A provisional programme of study for each student shall be submitted for approval by the degree programme director following consultation with each candidate individually, to the relevant postgraduate Board(s) of Studies by 30th November for full-time candidates and 31st January for part-time candidates of the academic year in which the programme of study is begun. The programme of study should be finalised by 31st January for full-time candidates and 30th April for part-time candidates of the year in which the programme of study is begun.

(g) All candidates shall take the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Credits Sem 3</th>
<th>Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Research Training Modules</td>
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<tr>
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<tr>
<td>*</td>
<td>Dissertation</td>
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</tbody>
</table>

* See lists below for subject specific compulsory modules

The Research Training modules may be subject specific modules offered by the school in question or modules from the Faculty’s Research Training Programme as determined for each subject and set out below.

2. Assessment methods

Research Assignment modules shall consist of research work to a total value of 80 credits to be negotiated between the candidate and supervisor and be confirmed by the Chair of the Examination Committee.

(a) A minimum of two and a maximum of four research assignments are to be submitted, with a total combined word length of between 16,000 and 24,000 words including footnotes and appendices but excluding bibliography;

(b) For assessment purposes each research assignment must have a value of at least 20 credits and not more than 40 credits.

(c) Candidates must submit all assignments not later than the last Friday in April of the final year of study.

(d) All assessments use the numeric University common marking scale applicable to postgraduate programmes.
3. Submission of Dissertation

(a) Candidates will normally be expected to have completed the 100 credits of modules before proceeding to the dissertation.

(b) The dissertation shall normally be between 16,000 and 24,000 words in length including footnotes and appendices but excluding bibliography.

(c) The dissertation shall be submitted to the Research Student Support Team not later than the end of the third week in September of the final year of study.

(d) The degree programme director may, in exceptional circumstances, grant an extension of up to three months to the time for submission of the dissertation. A further extension up to one year may be granted by the Dean of Postgraduate Studies.

(e) The examiners appointed should usually undertake to examine the dissertation within six weeks of the receipt of the dissertation.

4. Programme Structure

Ancient History

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
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<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
<th>Credits Sem 3</th>
<th>Level</th>
<th>Type</th>
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<tbody>
<tr>
<td>CAC8000</td>
<td>Research Skills and Development</td>
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<tr>
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Archaeology

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<td>Research Themes, Theories and Skills in Archaeology I</td>
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<tr>
<td>ARA8290</td>
<td>Research Themes, Theories and Skills in Archaeology II</td>
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*Occasionally, and subject to the permission of DPD, candidates may substitute ARA9001 for ARA9003 and 20 credits from the list of optional modules.
### Classics

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<td>Classics MLitt Research Assignments</td>
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<td>50</td>
<td>30</td>
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<tr>
<td>CAC9002</td>
<td>Classics MLitt Dissertation</td>
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### History

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<td>HIS8098</td>
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<td>20</td>
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</table>
Appendix C: Programme of Study

PROGRAMME OF STUDY

MLitt Degree, School of History, Classics & Archaeology

To be completed by MLitt student and their supervisor in conjunction with the MLitt Programme Regulations which can be found in the MLitt Programme Handbook under MLitt Specification. (Supervisors please consult with Head of Subject regarding second marker(s))

Student:

Year:

Degree Programme:

Subject:

Supervisor:

Second Marker/ Moderator:

COMPULSORY MODULES

<table>
<thead>
<tr>
<th>Module</th>
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<td>CAC8000</td>
<td>Research Skills and Dissertation Training (Semester 1) (20 credits).</td>
</tr>
<tr>
<td>*ARA8190</td>
<td>Research Themes, Theories and Skills in Archaeology I (Semester 1) (10 credits).</td>
</tr>
<tr>
<td>*ARA8290</td>
<td>Research Themes, Theories and Skills in Archaeology II (Semester 2) (10 credits).</td>
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</table>

* For Archaeology: Part time students and students wanting to take a GIS module, there are alternative module codes for Research Themes, Theories and Skills in Archaeology (ARA8190 & ARA8290) which are, the Independent Study Project in Archaeology ARA8236 (Semester 1) and ARA8235 (Semester 2). Please see your Supervisor or School Office for details.
Research Assignments

HIS9001/ARA9001/CAH9001/CAC9001 (2 – 4 assignments: 80 credits, 16,000 – 24,000 words)

<table>
<thead>
<tr>
<th>Title</th>
<th>Word count</th>
<th>Credits</th>
<th>Deadline**</th>
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<td>(4)*</td>
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</tr>
<tr>
<td>Total:</td>
<td></td>
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</tbody>
</table>

* Optional assignment, word count should add up to 16,000 – 24,000)

**All assignment deadlines should be no later than the last Friday in April of the final year of study.

Dissertation (Please include Title)

HIS9002/ARA9002/CAH9002/CAC9002 (80 credits, 16,000 – 24,000 words)

Deadline: End of the third week in September of the final year of study.

Proposed Meeting Dates with Supervisor
(All meetings must be recorded on ePortfolio)

Signed: .............................................. Supervisor

.............................................. Student

.............................................. Date

.............................................. PGR Subject Selector

.............................................. Date

.............................................. Postgraduate Director

.............................................. Date

Please sign and return to the School Office within one month for full time students and two months for part time students from starting the programme. A copy of this Programme of Study will be ratified at the next School Graduate Committee. Copies of this form will be kept by the Student, School Office and the Research Student Support Team.

Last updated: