

SCHOOL OF MODERN LANGUAGES POSTGRADUATE HANDBOOK 2009-10

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Foreword

Welcome to the University of Bristol and a very warm welcome to the School of Modern Languages!

We are delighted that you will be joining us for the year, or more, as a Postgraduate Student.

This Handbook is designed to provide you with the information you require regarding the administration, teaching and structure of your programme. It should be used in conjunction with the Faculty of Arts Postgraduate Handbook. Throughout your studies here we will do all we can to ensure that you receive the best education we can provide.

You are warmly invited to join in all our School activities. In particular, you are actively encouraged to attend both School and Faculty seminars and other research events, and to take every opportunity to widen your intellectual horizons. All information will be included in e-mail circulars, which makes it imperative that you check your University e-mail account every day.

Take time to read carefully the information provided in this Handbook, and do not hesitate to ask for clarification on any matters.

Most of all, work hard and enjoy your postgraduate studies in the School of Modern Languages.

Susan Harrow
Deputy Head (Research), School of Modern Languages

School of Modern Languages Structure

Management

The School is managed by a Senior Management Team consisting of:

Head of School: Dr Mark Allinson

Deputy Head of School (Research: DHR): Professor Susan Harrow

Deputy Head of School (Teaching & Learning: DHTL): Dr Edward Forman

School Head of Administration and Resources (SHAR): Mrs Anne Payne

Who to contact:

For academic enquiries relating to postgraduate research (MPhil/PhD students):

Professor Susan Harrow: s.r.harrow@bristol.ac.uk

For academic enquiries relating to postgraduate taught (MA) students:

Dr Catherine O'Rawe: c.g.orawe@bristol.ac.uk

For enquiries about administrative matters:

Postgraduate Administrator, Graduate School of Arts and Humanities:

Kate Withers: artf-gradschool@bris.ac.uk

Each department has a Subject Leader.

French	Professor Gino Raymond
German	Dr Nils Langer
HiPLA	Professor David Brookshaw
Italian	Professor Derek Duncan
Russian	Dr Ruth Coates

Location

The School of Modern Languages is a complex location spread over four villas and associated buildings. Rooms are numbered sequentially along Woodland Road: room numbers beginning with G are on the ground floor, room 1.xx is on the first floor, 2.xx on the second floor. Toilets are on the ground and first floors of most villas. The School Office is in 17 Woodland Road. The Student Common Room has a wi-fi connection.

For a downloadable map of the University Precinct follow this link:



<http://www.bris.ac.uk/university/maps/precinct-inter.html>

Health and Safety

Take note of the Health and Safety local rules which are displayed in the Student Common Room and on notices in the Student and Admin Offices.

Mobile telephones must be kept SWITCHED OFF while in the building.

No unauthorised vehicles are allowed to park on the forecourt or around the building.

Disability

We are keen to ensure that students have all the facilities and support that we can practically provide to enable them to participate fully and successfully in University life. If you want to give us any personal information to help us to help you, then please contact Mrs Anne Payne for an Access form. You might also find it useful to view information on the University's Access Unit webpages: <http://www.bristol.ac.uk/accessunit>.

Communications

1. Notice Boards

Check the Graduate School notice-board and the one in the School of Modern Languages (outside room G79A in 17 Woodland Road) for specific academic and research news, conferences, competitions, events and opportunities, including scholarships.

2. Use of student '@bristol email address'

The University makes extensive use of the internet both for providing information and for communication via email. **You are responsible for checking your emails on a regular basis.**

You do not need to log in to a university computer to access your email. The University's Portal will let you check your email from anywhere with Internet access:



<http://www.bris.ac.uk/mybristol>

3. StudentInfo

You will be given access to the StudentInfo system which will enable you to update your personal details and check your unit registration and exam timetable, if applicable. It is essential that you keep your details up to date, particularly your term time and home address and telephone numbers.



<https://www.bris.ac.uk/studentinfo/>

4. Student Representatives

All postgraduate students of the School will be invited twice yearly, normally in the spring and summer terms, to a meeting of the School's Postgraduate Liaison Committee, which will be chaired by the Deputy Head with responsibility for Postgraduate Students (DHR). The meeting is a place where student issues can be raised and heard and will put forward a representative to attend Plenary Meetings of the School. Postgraduates are represented at Faculty Board by delegates from the Graduate Centre. This Board is the governing body of the Arts Faculty. For an idea of what the Faculty Board does see:



<http://www.bris.ac.uk/cms/go/statutes/regs/ordinances/ord7.html>

The Student Union offers guidance and training for students interested in becoming a Student Representative.



<https://www.ubu.org.uk/support/Education/course-reps/course-reps/?searchterm=student%20rep>

5. Use of Web Pages – University & School

Increasingly, the University is using the web to store information of use to students. Please find the time to explore the University web pages where you will find a wide range of services and resources to help make your stay here at Bristol as enjoyable and rewarding as possible.



<http://www.bris.ac.uk/currentstudents/>

On the Graduate School and School of Modern Languages websites you can find information:

- About the Schools
- Current Postgraduates
- Links to other useful sites eg. seminars and events in the Faculty of Arts



<http://www.bristol.ac.uk/sml/>



<http://www.bris.ac.uk/arts/gradschool/>

The 'Current Postgraduate Students' web pages contains details of MA programme structures and units, as well as general information relating to your subject area. This site is under continuing development.



https://www.bris.ac.uk/sml/postgraduates/copy_of_index_html

Support for Students

1. MA Co-ordinator/MLitt and PhD Supervisor

All postgraduate students are assigned to a personal tutor. For research students, the lead supervisor acts also as personal advisor. MLitt and PhD students will have either two co-supervisors or a main and a secondary supervisor. These are the people whom you should normally contact in the first instance if you experience a problem (academic or otherwise). In some circumstances, you may prefer instead to approach the Deputy Head Research (DHR), who has responsibility for postgraduate matters, or (particularly where the Deputy Head is also a Programme Co-ordinator or supervisor), the Head of School. Appointments to meet with them may be made through the School Office. Use will be made of Blackboard on core, co-taught MA units.

2. University Support Services

If you encounter more serious problems, whether relating to your study or other matters, your personal tutor may direct you to the Deputy Head Research or Head of School, to the Student Union, or to others of the University's Support Services.

Full details about Support Services may be found on the University's Student Help website

 <http://www.bris.ac.uk/currentstudents>

3. Nursery & Childcare

The University has a Nursery which is available for use by both staff and students, subject to vacancies.

 <http://www.bris.ac.uk/nursery/>

4. The Postgraduate Union

The Student Union is located in Queens Road, approximately a 10 minute walk from the university precinct.

Amongst its many activities, the Student Union co-ordinates many of the societies and clubs available to students. The Postgraduate Union offers training and support and also an opportunity to be heard at the highest levels of the University.

 <https://www.ubu.org.uk/>

You and your degree

1. Training in the Graduate School

The training opportunities for postgraduates are outlined in the Postgraduate Training booklet, available from the Faculty at registration, or from the website. You can register by emailing: pg-artsf-office@bris.ac.uk or by calling into the Graduate School Reception.



<http://www.bris.ac.uk/arts/gradschool/skills.html>

2. Training in the School of Modern Languages

The School runs a Research Skills Unit on generic issues relating to postgraduate study, writing and research. This is mandatory for all students on the MA in Modern Languages, and strongly advised for Postgraduate Research students. It is expected that all new postgraduates will attend and contribute to discussions. Attendance will be monitored. The timetable will be confirmed at the start of the first term



<http://www.bris.ac.uk/sml/prosppost/postgradunits/modlm2045.html>

3. Training units offered by the University of Bristol

Attendance on training units should be agreed in advance with your supervisor/tutor.

Student Training and Development: Key Skills, study, IT and academic-related skills training. Places can be booked via the Course Online Booking System (COBS)



<http://www.bristol.ac.uk/studentskills/cobs/>

Staff Development: IT skills and other courses for research postgraduates. Information and booking from the Staff Development website:



<http://www.bris.ac.uk/staffdevelopment/>

3. Postgraduate training offered elsewhere

Information on training opportunities is circulated by email. Also check out the noticeboards in both the Graduate and Modern Languages Schools.

For example, the British Library organises (free) Postgraduate Training Days.



http://www.bl.uk/aboutus/acrossuk/highered/heresearchers/natrestraining/trainin_gdays.html

You can also find much useful information on PORT (Postgraduate Online Research Training) website, which Bristol staff helped to design.



<http://port.igrs.sas.ac.uk/>

4. Taught Postgraduates

For details of units, course codes, programme structure, requirements and guidance on the dissertation see the relevant MA programme on the School of Modern Languages website. These webpages are under development.



https://www.bris.ac.uk/sml/postgraduates/copy_of_index_html

See Faculty of Arts Postgraduate Handbook for a description of:

- MA Assessment Guidelines
- Marking Criteria
- Plagiarism
- Good academic practices

The University's Taught Postgraduate Code of Practice and Regulations can be viewed at:



<http://www.bristol.ac.uk/esu/pg/pgtcodeonline.html>

Coursework

Two copies of work should be submitted to the Graduate School by the date set by the Programme Co-ordinator. Information on how to submit and requests for extensions will be available on the Graduate School's website.

Special Needs and Exams

The University is dedicated to enabling all students to fulfil their academic potential and to ensuring that all have equal opportunity to demonstrate the achievement of learning outcomes. There are a number of ways in which we can assist students with special needs, such as dyslexia, or hearing difficulties when dealing with taped material. In the former case, for instance, extra time will be allowed in formal written examinations, and/or the use of a computer. In other cases, we seek to respond flexibly to the needs of individual students. If relevant, please contact your MA Director or supervisor and complete the special circumstances form on the exam website.



<http://www.bris.ac.uk/Depts/AccessUnit/>
<http://www.bristol.ac.uk/exams/exams.html>

5. Research Postgraduates – MPhil/MLitt/PhD

Research students will attend an initial meeting with their supervisor/s in order to agree a plan of work, including training needs, to be carried out during the year. A schedule of regular meetings with supervisors should also be agreed at this stage. These may well be more frequent in the early stages, where the area of research may still need refinement, than in later phases, when writing up of the research project is well under way.

Supervisors are asked to submit annual progress reports to the School and Faculty. MLitt students, who are intending to proceed to a PhD, are expected to upgrade to PhD status within two years of registration. The process requires the submission of one or two satisfactory draft chapters amounting to 15,000 words,

together with evidence of bibliographical work, a completion plan for the thesis and the presentation of a research paper to the home department or a relevant School research group. Details will be discussed with the supervisor well in advance.

GRADschools offers training and development opportunities to postgraduate researchers. The areas covered include managing a research project, completing your doctorate and developing as a researcher.

 www.vitae.ac.uk

6. Personal Development Planning (PDP)

What is Personal Development Planning? The UK's Quality Assurance Agency, the organisation that monitors standards and makes recommendations on good practice in universities, defines it as 'a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development'.

 <http://www.bristol.ac.uk/arts/skills/pdp.html>

Library Services

The University Library Service

The University of Bristol library service consists of twelve branches, all of which you can use. You must bring your library card, which also serves as your student ID card, to enter the libraries and to make use of their services.

The Arts and Social Sciences Library (ASSL)

The ASSL is situated on Tyndall Avenue, about five minutes on foot from the School of Modern Languages. It is the largest of the branches, and you will find that the vast majority of the printed and visual materials for your courses are housed here. Opening hours vary depending on whether you wish to visit the library in term time or vacation, and during the week or at the weekend. They are displayed on a notice at the entrance to the library. Please note that at evenings and weekends a reduced library service (reading and reference) is offered. More information is available at: <http://www.bristol.ac.uk/is/locations/branches/assl/>

Finding resources in the Library

Please use the Library's online catalogue (<http://www.lib.bris.ac.uk/ALEPH/>) to locate printed materials. Catalogue terminals are available in all branches. There is a range of useful video tutorials about how to use the online catalogue available at <http://www.bris.ac.uk/studentskills/content/ilitskills/tutorials/librarycatalogue/>.

A relatively small, but potentially important, number of items in the collections, published before 1978, are not recorded on the online catalogue. To double check, it is necessary to consult the card catalogue online, which is accessible from the main online catalogue.

The Library subscribes to a large number of electronic journals, books and databases. These can be accessed via MetaLib, which is the gateway to our information resources. Visit <http://metalib.bris.ac.uk/> to connect to MetaLib. The majority of electronic resources can be accessed on- or off-campus. If you intend to use them off- campus, please visit the following web page: <http://www.bristol.ac.uk/is/computing/advice/homeusers/remote/> for information about how to do this. If you encounter difficulties when accessing electronic resources remotely, please contact the IT services help desk at help-desk@bristol.ac.uk. You can bring a laptop into library branches; Wireless internet access is available, provided that your computer is configured in the correct way. Information about wireless access is available at <http://www.wireless.bris.ac.uk/>. If you have any enquiries about computers or IT, please contact the IT help desk at help-desk@bristol.ac.uk.

Training

Training is provided on electronic bibliographical resources for postgraduates during Induction week and later for those attending the Modern Languages Research Skills Training. Confirmation of the date will be circulated to you. You are strongly advised to attend.

Inter Library Loans

Where materials essential to your study or research are not available in Bristol or on-line, they may usually be ordered through the Inter Library Loan system. These can be paid for by vouchers made available from the Graduate School, 7 Woodland Road. For more information about Inter Library Loans, please refer to the following link: <http://www.bris.ac.uk/is/library/lending/interloans/uob.html>

Borrowing limits and fines

For full details of loans, renewals, fines and reservations, please visit this link: <http://www.bristol.ac.uk/is/library/lending/>

Taught postgraduates may borrow up to 25 items at any one time from the ASSL, and up to 10 items from other branches. Research postgraduates may borrow up to 75 items at any one time from the ASSL, and up to 10 items from other branches. Details about loan periods may be found on the library catalogue. Items may be recalled from you by other users, and if so, you will be notified, usually by email. If a book has not been recalled by another reader it may be renewed via the Library's online catalogue. It is your responsibility to ensure that items are returned on time to the Library.

Photocopying and printing facilities

Photocopiers are available on the ground floor and first floor of the ASSL. You can pay for copies you make by charging up your print credit account or by using a photocopy card (available on just a couple of machines). See <http://www.bris.ac.uk/is/computing/applications/printing/photocopying.html> for further information. Always ensure that you comply with copyright guidelines when you photocopy. Further information about this is contained on posters near the photocopiers. Printers are located on the ground floor of the ASSL. For further information about these facilities, please visit <http://www.bristol.ac.uk/is/computing/applications/printing/>.

Another useful resource is Europeana, a multimedia online library. Officially launched in 2008 it includes text, sounds, video and images in its database:

 <http://www.europeana.eu>

The Computing Centre

Computing facilities and support are provided by Information Services. They provide:

- Computing Rooms – including the Arts Faculty Graduate Centre
- Residential and wireless access
- Student filestore
- Learning tools and resources
- Printing
- Training and documentation
- Help Desks



<http://www.bris.ac.uk/is/computing/>

Resources

1. The Graduate School of Arts and Humanities

The Graduate School of Arts and Humanities is located in the newly refurbished villa at 7 Woodland Road. Designed as a dedicated space for postgraduate students and staff, the Graduate School provides teaching and seminar rooms, individual study space, computer and printing facilities and a large common-room for postgraduates to gather, relax and converse. The Graduate School will be a focal point for the postgraduate community in the Faculty of Arts at Bristol and will offer a postgraduate training programme as well as a variety of research seminars and events.



<http://www.bris.ac.uk/arts/gradschool/>

2. The School of Modern Languages Multi-Media Centre

The Multi-Media Centre is situated at the rear of the School at 19 Woodland Road. This brand-new, state-of-the-art facility offers private study and teaching spaces for a variety of purposes including film-screenings.

3. The Language Centre

The University's Language Centre is located at 32 Tyndall's Park Road. See their website for a full listing of the training and education available.



<http://www.bristol.ac.uk/languagecentre/>

Self-access Centre - It is open Monday to Friday from 09.00 – 18.00hrs and offers:

- Reading room
- Computer room
- Satellite TV room



<http://www.bris.ac.uk/languagecentre/saf/>

The School's Research Environment

1. Seminars and Events

Conferences and symposia which attract speakers from both within and outside Bristol are regularly organised. Postgraduates are encouraged to attend and to present papers, and to take the opportunity to attend some of the varied programme on offer in areas outside that of their immediate academic focus. The process of comparison is often both instructive and extremely stimulating. Details of School research seminars and lectures are posted on the BIRTHA website.



<http://www.bris.ac.uk/arts/birtha/events/>

2. Research Trips and Conferences

It is likely that MLitt/PhD students will at some point in their studies need to travel either for empirical research or to consult another library. As resources are limited it is worthwhile establishing what materials you can access in Bristol, what you can obtain through the UK inter-library loan network and what is only obtainable either at another UK library or in another country. It is essential that the timing of any trip is carefully planned with your supervisor.

Conference attendance

Bristol postgraduates are actively encouraged to attend and give papers at seminars and conferences both within and beyond the University. Some events are organised specifically for postgraduates. Many more are of course aimed at the scholarly community at large, but postgraduate contributions are generally very welcome. Papers presented at conferences often present an opportunity for publication, which may be very valuable to your CV. You should discuss such opportunities with your personal tutor in the first instance.

Assistance

Some help with travel and project expenses is available for holders of University of Bristol scholarships or AHRC award holders. Check the details of your award to see the amount and how to apply.

If you are not funded from either of these sources, or if they do not cover your needs, you may still be able to obtain funding for research activities outside the university. The Bristol Alumni Foundation and BIRTHA offer postgraduate travel grants.



<http://www.bristol.ac.uk/alumni/current-students/foundation/>

In some circumstances, the School may also be able to help with attendance at conferences, particularly in order to give a paper. You should discuss this with the School Deputy Head (Research).

3. Teaching opportunities within subject areas

The School of Modern Languages is keen to encourage its PhD students to acquire teaching experience, provided that this will not interfere with the progress of your studies. Following consultation on what you feel able to teach, you would at the start of your second year of studies be required to attend a 15-hour training programme run by the School of Education, either before you begin, or concurrently with, your first teaching assignments. Your teaching would be monitored by a member of your department. If you wish, you may also complete an assessed written assignment which will allow you to obtain formal accreditation. If you intend to pursue an academic career, this is strongly recommended.



<http://www.bristol.ac.uk/education/programmes/tlhe/postgrad>

4. Applications for other Higher Degrees and for Funding

Masters students who intend to go on to study for a higher research degree, or self-funding research students, may want to apply for funding for the following year. For the main sources follow the link to Finance at the website below. This will be updated with the latest information and deadlines as these become known.



<http://www.bris.ac.uk/sml/postgraduates/prosppost/>

N.B.: Your deadline for submitting your application will precede the University's administrative deadlines by some weeks. The entire process, which involves substantial contributions from referees and other institutions, has to be completed subsequent to your submission. **It is therefore imperative that you allow enough time.**

Applications for funding should be discussed with your supervisor.

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School of Modern Languages
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Bristol, BS8 1TE
www.bristol.ac.uk/sml

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