If you require the Handbook or any other materials in an alternative format, please let us know. On request we can provide you with a printed copy, enlarged print on coloured paper, audio recording or Braille version.
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The Faculty of Humanities and Social Sciences

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Welcome to the M.Res.

The M.Res. in Humanities is taught within the School of Humanities, which is part of the Faculty of Humanities and Social Sciences. The M.Res. is coordinated by myself as **PGT Director** (I am also responsible for M.A. programmes in Humanities).

The M.Res. programme offers an inter-disciplinary postgraduate qualification which retains a strong disciplinary focus. Disciplines include: American Studies (with pathways in Literature and Culture and in History and Politics); English Literature; Film; History; Media, Communications and Culture; Music; Music Technology; Philosophy; and Russian.

The M.Res. provides an opportunity to produce a substantial piece of independent research and writing (or a portfolio of compositions, or a performance, or a media or music technology project) under the supervision of specialised scholars, and to undertake wide-ranging, systematic training in research skills within and beyond your chosen discipline. You plan, research and produce work which locates your specific topic within the context of relevant debates within your discipline and the humanities and/or social sciences more generally. The M.Res. thus forms an excellent foundation for doctoral (Ph.D.) work, though it is also suitable for students who wish to undertake an independent research project for personal and professional development. The M.Res. encourages practical, analytical and critical research skills and project management – capacities relevant to a variety of professional and intellectual contexts.

Each discipline (History, American Studies, etc.) has its own **Discipline Lead** who also acts as your **Personal Tutor**. It is likely that you will have most contact with the **Supervisor** of your dissertation.

The **Research Training Coordinator** (Dr. Siobhan Talbott) oversees the two core modules (HIS-40017, *Research Skills in the Humanities* in semester 1; HIS-40016, *Reflective Practice in the Humanities* in semester 2) which are taken by all M.Res. students as well as by students on the M.A. in English Literatures. For further information, consult more detailed module documentation.

If you need to apply for an **extension** or to register **extenuating circumstances** you should contact me. I am happy to discuss more general issues around the M.Res. and to act in the role of independent advisor.

For more information on other staff involved with the programme, see below.

I wish you every success in your studies.

**Dr. Tim Lustig**  
**PGT Director**  
September 2015  
CBB1.049  
01782 (7)33011  
t.j.lustig@keele.ac.uk
The Faculty of Humanities and Social Sciences

The School of Humanities sits within the Faculty of Humanities and Social Sciences, bringing together researchers in various fields (History, English, Film, American Studies, Media, Communications and Culture, Modern Languages, and Music) and providing researchers at all levels with opportunities to work across disciplinary boundaries. All staff are dedicated to sustaining and strengthening high-quality, innovative and inter-disciplinary research at Keele. Major academic journals are edited from within the School and the Faculty, and we celebrate the achievements of our members through book launches and public lectures. The Faculty Research Office aims to foster a high quality, supportive and managed research environment for both individual researchers and teams of collaborative researchers, including postgraduate researchers in the Humanities.

Keele hosts an exciting range of intellectual and creative conferences, colloquia and seminars, as well as international academic conferences. In addition, the School's series of seminars, research-led music recitals, and workshops contribute to regional and national scholarly networks. Regular seminars enable visiting scholars to present their latest research findings. These offer a vital opportunity to engage with emerging scholarship and to participate in intellectual exchange. They also foster a sense of belonging to a research community; of vital importance given the occasionally solitary nature of individual research. Details of events will be sent to you by email to your university account.

There is an annual Symposium after Easter, which is designed to develop skills and confidence in presenting research material, to encourage an active graduate research culture, and to provide the opportunity for presenting a first paper. Details and calls for papers will be announced in due course. A presentation workshop will be run before the seminar by the Research Training Coordinator.
Programme Information

Programme Outcomes

The ability to construct, develop and write an extended dissertation, portfolio or project based on independent research. This is developed through all elements of the programme but most specifically through HIS-40017 Research Skills and the dissertation, portfolio or project. This outcome is assessed through a project outline and the dissertation, portfolio or project itself.

An understanding of the sources and resources available for the dissertation, portfolio or project and of the methodological debates relevant to it. This is developed through the Research Training programme, and, for the M.Res. in each discipline, usually through an individual research orientation module in which students work with their supervisors on the field within which their dissertation is located, covering a range of directed reading, research planning, language or other discipline-specific training, or other approved module. Assessment is through an annotated bibliography, a project outline, and an essay.

An understanding of the place of a specific research topic within current debates and methodologies in relevant disciplines and within the humanities and social sciences generally. This is developed through HIS-40016 Reflective Practice, and the discipline-specific core module (e.g. Approaches to Historical Research, Approaches to Music, etc.). Assessment is through a reflective diary and, normally, methodological essays.

Project management skills, including defining and planning a project, meeting deadlines, and recording and reflecting on outcomes. These are developed through all elements of the programme and are assessed, particularly, through the project outline, the reflective diary and the dissertation.

An appreciation of the ethical guidelines appropriate for work in the Humanities, especially those involving live subjects, together with an awareness of the professional standards adopted by disciplines, developed in a research training meeting early in the first semester.

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Programme Structure

Students take **180 credits in total**: **120** through compulsory modules and **60** through optional modules.

**Compulsory Core Modules: Dissertation or Equivalent (90 credits)**

Arrangements for some disciplines differ. For more information, see below. If in doubt, consult your supervisor or discipline lead.

Work on the dissertation is a two-way process, involving responsibilities on the part of both the student and the supervisor. It is the student’s responsibility to engage actively in the learning process, to make his or her needs known in a timely way, and (as far as possible) to submit preparatory work and draft materials to agreed times. Students should have clear written information on the arrangements for dissertation supervision. They should know how to contact their supervisor and who to go to if they are experiencing any problems with the supervisor. Students should receive supervisor support to gain ethics approval, if necessary.

It is the supervisor’s responsibility to advise the student at each stage of the work (scope of the project, sources, methodology, structure, content, style and presentation). A guideline minimum level of support for a full-time student is a meeting of about once a month during semesters 1 and 2 and once a fortnight during semester 3. A guideline minimum level of support for a part-time student is a meeting of about once every two months during year 1 and once a month in year 2. For both full-time and part-time students the guideline minimum contact time is 18 hours in total. Most supervisors will ask their students to submit a written dissertation plan and will provide feedback on this plan. During the writing process supervisors should, at various stages, read all of the dissertation in draft form and provide written or verbal feedback to enable the student to produce work to the best possible standard. Supervisors and students will generally agree targets for completion of particular sections of the dissertation. Supervisors should ensure that students are aware of periods when the supervisor is away from Keele (in the case of holidays, for example). Supervisors are not be expected to read draft materials less than two weeks before the final deadline. Supervisors cannot copy-edit final draft dissertations.

**American Studies AMS-40026; English ENG-40013; History HIS-40009; Philosophy PHI-40002; Russian RUS-40002**

Students plan, research and write a **Dissertation** supervised by a member of the relevant discipline. You also submit an **Abstract** of between 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this).
**Assessment:** 20,000 words (+/–10%) Dissertation (90 credits)

**Submission:** full-time students, 13 September 2016, before 12 noon
part-time students, 12 September 2017, before 12 noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

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**Media, Communications and Culture Students MDS-40002; Film FIL-40003**

Depending on the area of research chosen, students research, plan and produce one of the following:

- **Dissertation** of 20,000 words (+/–10%), supervised by a member of the discipline. You also submit an **Abstract** of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this).

- **Media Project**, supervised by a member of the discipline. The nature of this project and balance between practical and critical components are negotiated and agreed with the supervisor and approved by the appropriate research committee, but at least 25% of the submitted work should comprise an accompanying **critical essay**. You also submit an **Abstract** of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this).

**Submission:** full-time students, 13 September 2016, before 12 noon
part-time students, 12 September 2017, before 12 noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

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**Music and Music Technology Students, MUS-40002**

Depending on the area of research chosen, students research, plan and produce one of the following, each of which is worth 90 credits:

- **Dissertation** of 20,000 words (+/–10%), supervised by a member of the discipline. You also submit an **Abstract** of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this).

- **Portfolio** of compositions (usually 20 minutes +/–10%), supervised by a member of the discipline. The compositions may be acoustic, electroacoustic and/or audiovisual. You also submit an **Abstract** of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this). Longer or shorter compositions require the written agreement of the supervisor and the M.Res. programme director.
• **Performance** (usually 1 hour +/-10%), supervised by a member of the discipline. You also submit an [Abstract](#) of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this). Longer or shorter performances require the written agreement of the supervisor and the M.Res. programme director.

• **Music Technology Project**, supervised by a member of the discipline. This may consist of purely technological development (e.g. software) or of a combination of technological development and compositions demonstrating the use of the latter. The nature of the project and balance between technological and musical components are agreed with the supervisor. You also submit an [Abstract](#) of 250–300 words as part of your **Learning Agreement**, due on Friday 9 October (your discipline lead and/or supervisor will provide guidance on this).

Compositions, recitals and projects are usually accompanied by a written **Commentary** explaining the research problem, and how the outcomes address its questions and objectives; this provides evidence of an appropriate research context. There is no rigid word limit. However, depending on the outcomes, commentaries are normally of about 6,000 words (+/-10%, not including code, scores, appendices, etc.).

**Submission:**
- full-time students, 13 September 2016, before 12 noon
- part-time students, 12 September 2017, before 12 noon

Please submit a hard copy to Anna Truman in the Clock House (CKG13) and upload to the Turnitin dropbox on the KLE.

**Contents**

**Compulsory Core Modules: Research Training (30 credits)**

This is a two-part course:

- **Research Skills in the Humanities** (HIS-40017) in semester 1 (15 credits)
- **Reflective Practice in the Humanities** (HIS-40016) in semester 2 (15 credits)

The **Research Training Coordinator** is Dr. Siobhan Talbott. For details of the course, see module documentation.

**Assessment**

**Research Skills:** Project Outline (50%); Annotated Bibliography (50%)

**Reflective Practice:** Reflective Diary (100%)

**Submission:**
- Project Outline and Annotated bibliography
Full-time M.Res. students: 26 January 2016, before noon
Part-time M.Res. students and full-time M.A. in English Literatures students: 10 May 2016, before noon
Part-time M.A. in English Literatures students: 13 September 2016

- Reflective Diary
  All full-time students: 10 May 2016, before noon
  All part-time students: 9 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

**M.Res. Music and Music Technology students only**: please submit a hard copy to Anna Truman in the Clock House (CKG13) and upload to the Turnitin dropbox on the KLE.

Part-time students usually take both Research Skills and Reflective Practice in their first year. If you are a part-time student and will find it difficult to attend sessions, or if you have already undergone a relevant programme of training, you may be able to obtain exemption from some elements of the programme following consultation with your supervisor, the Research Training Co-ordinator (Dr. Siobhan Talbott), and the PGT Director (Dr. Tim Lustig).

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Optional Modules by Discipline

American Studies

**U.S. History and Politics Pathway**

The aims of this course are to enhance your understanding of U.S. history and politics, and to equip you with the skills necessary to undertake further, independent research in this area.
**Semester 1**

*Research Methods and Political Analysis (AMS-40013), 30 credits*

This module introduces students to the conceptual and practical tools required to undertake research in American history and politics. Students are introduced to the main traditions of American historiography and political science to illustrate how different generations have answered the fundamental academic questions of what and how to study. Practical guidance is given on how to identify a research topic, how to choose an appropriate methodology, and how to locate and evaluate data sources. By the end of this module students should be able to identify, describe, and analyse the different traditions in American historiography and American political science, and to design and write a research proposal. The module also involves an introduction to research methods, including databases and the internet, plus practical exercises as training for the essays and dissertation.

**Semester 2**

*Individual Research Orientation (AMS-40027), 30 credits*

This is a module you take with your dissertation supervisor. You place your dissertation topic within the context of relevant disciplinary debates. Current specialisms of tutors in history and politics include:

**Assessment**

AMS-40013 *Research Methods*: 1,000–1,500 word essay plan (20%) plus 4,000–5,000 word essay (80%)

AMS-40027 *Individual Research Orientation*: 4,000–5,000-word essay

**Submission**

AMS-40013 *Research Methods*
- Full-time students: 26 January 2016, before noon
- Part-time students: 10 May 2016, before noon

AMS-40027 *Individual Research Orientation*
- Full-time students: 10 May 2016, before noon
- Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

**Contents**

*American Literature and Culture pathway*

This course aims to develop skills in critical analysis and academic research, applying these to the study of American literary and cultural topics.
Semester 1

Methods in Cultural Analysis (AMS-40001), 30 credits

This module introduces students to a range of analytical methods in the field of American cultural and literary studies. This enables you to plan and carry out extended research projects. According to the needs of the group, the module may involve an introduction to library resources and research methods, plus exercises as training for the essays and dissertation. It also includes sessions addressing a variety of current critical issues and theoretical paradigms.

Semester 2

Individual Research Orientation Module (AMS-40027), 30 credits

This is a module you take with your dissertation supervisor. You place your dissertation topic within the context of relevant disciplinary debates. Current specialisms of tutors include: Fiction (Nineteenth Century to Contemporary); Relations between Literature and Science; African American Literature; Film Noir and Detective Fiction; Cultural Theory and Cultural Memory; Anglo-American Modernism; the Beat Generation; Transatlantic Literary Relations.

Assessment

AMS-40001 Methods in Cultural Analysis: 1,000–1,500 word essay plan (20%) plus 4,000-5000 word essay (80%)
AMS-40027 Individual Research Orientation: 4,000–5,000 word essay

Submission

AMS-40001 Methods in Cultural Analysis
Full-time students:  26 January 2016, before 1 pm
Part-time students: 12 May 2016, before 1 pm

AMS-40027 Individual Research Orientation
Full-time students: 12 May 2016, before 1 pm
Part-time students: 14 September 2016, before 1 pm

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Contents
Criticism, Analysis, Theory (ENG-40007), 30 credits

This module focuses on central theoretical and critical issues in contemporary literary and cultural analysis. It aims to enable students to draw distinctions between major paradigms in literary criticism and cultural and critical theory, and to give them confidence in applying such theory to a range of literary texts, including those related to their individual research proposals. Topics might include: Orientations of Criticism; Formalism and Contextualism; Genre Theory; Feminism and Psychoanalysis; Marxism and Deconstruction; Historicism; Cultural Geography and Ecocriticism.

Assessment

4,000–5000 word essay and oral presentation

Submission

Full-time students: 26 January 2016, before noon
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Individual Research Orientation (ENG-40014), 30 credits

In this module, students work with their prospective supervisors on the field in which their research proposal is situated, combining directed reading with individual research planning.

Assessment

4,000–5000 word essay and oral presentation

Submission

Full-time students: 10 May 2016, before noon
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.
Film Theory (FIL-40001), 30 credits

The module aims to introduce students to and further develop their knowledge of historical and contemporary film theory. Film Studies is a broad and challenging discipline involving the rigorous and critical study of films from around the world. It is an exciting and relatively new academic discipline that allows students to develop skills in critical argument, and involves imaginative engagement with films from past and present and from a variety of different global cultures. Recognizing that film has become one of the twentieth and twenty-first centuries’ most influential forms of both art and mass entertainment, the module allows students to investigate the possibilities and limitations of film language and its influence on how we understand our own (and others’) history, as well as our various forms of identity (individual, national, sexual, racial), and our understanding of ‘the human’ and the planet. Thus, the module also helps develop an understanding of how films function within the cultures of which they are part, as well as the ways in which the formal characteristics of film have developed over time and across diverse cultures. Topics covered include authorship in film, and theories of the auteur; genre theory in its historical development and its modern configurations; issues of national and ‘global’ cinemas, aesthetics and identities; ideologies of gender and race, and how these impact on the ways identity is generated in film, and ecocritical approaches to cinema. The module addresses these questions via theoretical readings; at the same time it investigates how these issues are played out in practice, by examining specific films and the techniques used within them to generate meaning.

Assessment

4,000–5,000 word essay

Submission

Full-time students: 26 January 2016, before noon
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Individual Research Orientation (FIL-40002), 30 credits

The module aims to further students’ understanding of the research area or topic that has been chosen as the theme of the dissertation. It comprises individual study, directed by a reading programme drawn up by the student and their prospective supervisor, and the student works with their supervisor to plan and develop an essay topic. A literature review is usually completed to
enable the student to situate their projected work within current disciplinary debates.

**Assessment**

4,000–5,000 word essay

**Submission**

Full-time students: 10 May 2016, before noon  
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

### History

**Approaches to Historical Research (HIS-40002), 30 credits**

This module takes place in the first semester and focuses on methodological debates within the discipline of history. Students make a short presentation at the end of the course and submit an essay, usually relating to the methodological or source/resource issues at stake in their particular topic. It is important that you discuss your essay title and topic with your supervisor.

**Assessment**

4,000–5,000 word essay

**Submission**

Full-time students: 26 January 2016, before noon  
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

**Individual Research Orientation (HIS-40010), 30 credits**

The aim of this second semester module is for students to place their topic within the context of relevant historiographical debates. Students work with their supervisors to determine appropriate reading and an essay topic. This often takes the form of a literature review.

**Assessment**

4,000–5,000 word literature review or essay
Submission

Full-time students: 10 May 2016, before noon
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Contents

Media, Communications and Culture

*Cultural Theory (MDS-40001), 30 credits*

The module aims to introduce students to and further develop their knowledge of cultural theory appropriate to the field of Media, Communications and Culture. It enables students to explore some of the major movements in cultural theory, including film theory. Students examine key issues in twentieth-century cultural theory and explore the complexity of these issues in relation to social and cultural change. The module introduces students to the theory and practice of reading culture in general as well as various specific forms and modes of cultural self-representation. Authors and topics to be considered may include Cultural Materialism, Cultural History, Subcultures, Cybercultures, Cultural Geographies, Modernity, Postmodernism, (Post-) Feminism, Postcolonialism, Psychoanalysis, Ecocriticism, Jean Baudrillard, Noam Chomsky, Jonathan Crary, Michel Foucault, David Harvey, Dick Hebdige, Fredric Jameson, Margaret Morse, Judith Butler and Slavoj Žižek.

Assessment

4,000–5,000 word essay

Submission

Full-time students: 26 January 2016, before noon
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

*Individual Research Orientation (MDS-40003), 30 credits*

The module aims to further students’ understanding of the research area or topic that has been chosen as the theme of the dissertation. It comprises individual study, directed by a reading programme drawn up by the student and their prospective supervisor, and the student works with their supervisor to plan and develop an essay topic. A literature review is usually completed to
enable the student to situate their projected work within current disciplinary debates.

**Assessment**

4,000–5,000 word essay

**Submission**

Full-time students: 10 May 2016, before noon  
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

**Contents**

**Music and Music Technology**

**Approaches to Music Research (MUS-40001), 30 credits**

This module focuses on methodological debates within the discipline of music and music technology. Students make a short presentation at the end of the course and submit a 4,000–5,000 word project to be devised in consultation with the module tutors. The project normally reflects topics covered in the module. It is important that you discuss your project title and topic with the module coordinator and the appropriate module tutor.

**Assessment**

4,000–5,000 word essay (80%), presentation (20%)

**Submission**

Full-time students: 26 January 2016, before noon  
Part-time students: 10 May 2016, before noon

Please submit a hard copy to Anna Truman in the Clock House (CKG13) and upload to the Turnitin dropbox on the KLE.

**Individual Research Orientation (MUS-40003), 30 credits**

The aim of this option is to guide students to the sources and resources necessary for their dissertation, composition portfolio, performance or music technology project, and to enable them to place their specific topic within the context of relevant debates within their discipline. Students work with their supervisors and other staff as appropriate to determine relevant sources and
resources, and an essay topic. This often, but not exclusively, takes the form of a methodological essay or literature review.

**Assessment**

4,000–5,000 word literature review or essay

**Submission**

Full-time students: 10 May 2016, before noon
Part-time students: 13 September 2016, before noon

Please submit a hard copy to Anna Truman in the Clock House (CKG13) and upload to the Turnitin dropbox on the KLE.

**Contents**

**Philosophy**

**Metaphilosophy (PHI-40004), 30 credits**

This module introduces key terms and debates in metaphilosophy. Questions addressed include: What is distinctive about philosophical problems? Can there be progress in philosophy? What would count as progress in philosophy? Are philosophical problems likely to wither away with the progress of natural science? Is philosophy an armchair activity, like mathematics or literature, or can it be experimental? How much and what kind of knowledge can be gained from the philosophical armchair? What is the relationship between epistemology (the theory of knowledge) and ontology (the study of being – of what exists)? What is first in the order of logical priority? What is the relationship between philosophy and other disciplines, such as history? Are philosophical problems everlasting or historically transient?

**Assessment**

4,000–5,000 word essay

**Submission**

Full-time students: 26 January 2016, before noon
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

**Individual Research Orientation (PHI-40003)**

This module aims to guide students to the sources and resources necessary for their dissertation, and to enable them to place their specific topic within the
context of relevant debates within their discipline. Content is determined by individual negotiation between student and supervisor, to include a range of directed reading and research planning.

Assessment

4,000–5,000 word essay

Submission

Full-time students: 10 May 2016, before noon
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Russian

Discipline Specific Research Orientation (RUS-40004), 30 credits

This option aims to broaden the student’s understanding of the discipline in which the dissertation is located, with a view to reinforcing the research context and improving methodologies within the discipline. It may comprise individual study under the supervisor’s supervision, with prior identification of appropriate reading and an essay topic. It may also take the form of participation in an existing taught module, supplemented by tutorial consultation.

Assessment

4,000–5,000 word essay

Submission

Full-time students: 26 January 2016, before noon
Part-time students: 10 May 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.

Individual Research Orientation (RUS-40003), 30 credits

This option aims to deepen the student’s understanding of the specific area of the discipline that has been chosen as the theme of the dissertation. It may comprise individual study under the supervisor’s supervision, with prior identification of appropriate reading and an essay topic. It may also take the form of participation in an existing taught module of particular relevance to the dissertation topic, supplemented by tutorial consultation.

Assessment
4,000–5,000 word essay

Submission

Full-time students: 10 May 2016, before noon
Part-time students: 13 September 2016, before noon

Please submit a hard copy to the Humanities Office (CBB0.072) and upload to the Turnitin dropbox on the KLE.
### M.Res. Programme Structure: A Year Chart

#### Full-time students

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<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
</tr>
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<tbody>
<tr>
<td><em>Research Skills in the Humanities</em> (HIS-40017) 15 credits</td>
<td><em>Reflective Practice in the Humanities</em> (HIS-40016) 15 credits</td>
<td>Dissertation 90 credits</td>
</tr>
<tr>
<td>Core Module(^1) (e.g. AMS-40001, HIS-4002) 30 credits</td>
<td>Individual Research Orientation(^2) 30 credits</td>
<td></td>
</tr>
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</table>

#### Part-time students

<table>
<thead>
<tr>
<th>Year 1 Semester 1</th>
<th>Year 1 Semester 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Research Skills in the Humanities</em> (HIS-40017) 15 credits</td>
<td><em>Reflective Practice in the Humanities</em> (HIS-40016) 15 credits</td>
</tr>
<tr>
<td>Core Module(^3) (e.g. AMS-40001, HIS-40002) 30 credits</td>
<td>Individual Research Orientation(^4) 30 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 Semester 1</th>
<th>Year 2 Semester 2 and 3</th>
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<tr>
<td>Dissertation (90 credits)</td>
<td>Dissertation (90 credits)</td>
</tr>
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1. The core module might occasionally be offered in the second semester.
2. The IRO might be taken in the first semester, or throughout the entire academic year if the student is pursuing language training, palaeography, etc.
3. The core module might occasionally be offered in the second semester.
4. This IRO might be taken in the first semester, or throughout the entire academic year if the student is pursuing language training, palaeography, etc.
Academic Arrangements and Procedures

Attendance

It is very important that you attend all your classes and supervisory meetings since non-attendance is monitored. If you have a valid reason for not attending a class then you need to notify the relevant tutor or discipline lead as soon as possible. Non-attendance without good cause may result in an informal warning from your School. Continued absence may result in you being withdrawn from your studies by the university.

It is particularly important that you attend all Research Training sessions. If you have a valid reason for not attending a class you should notify the Research Training Coordinator, Dr. Siobhan Talbott, by email (s.talbott@keele.ac.uk).

Exemptions from attendance may be granted if, for instance, a student is working in a discipline in which Social Sciences research skills modules would be helpful for their project. This would require prior agreement between the student, supervisor(s), the PGT Director (Dr. Tim Lustig), and the Research Training Coordinator (Dr. Siobhan Talbott).

Information on University procedures for issuing academic warnings can be found at:

http://www.keele.ac.uk/paa/academicwarnings/

Contents

Presentation of Work

For each item of assessment you are required to submit ONE typed copy and ONE copy electronically via the KLE. Each piece of submitted work should be double-spaced, complete with footnotes/endnotes and bibliography. You must also submit TWO copies of any DVDs or similar that might accompany your written work (particularly relevant for MCC and Music students). Performance students should submit TWO copies of a recording of their final recital.
You should ensure that essays are submitted in separate plastic folders with metal clips for hole-punched papers. Dissertations need more substantial ring-binding. The title page should state the title of your work, the title of your programme of study, your supervisor, the date and your student number. In the case of the dissertation it should also include a contents page.

DO NOT use paperclips, staples or slide binders, as work may come apart in transit.

All written work must be submitted with a Receipt and Declaration Form, which proves that you have submitted work and certifies that the work is wholly your own. This form is distributed before the deadlines. All work must also be submitted with a completed Module Questionnaire. This form is distributed before the deadlines.

Work that is unacceptably presented (i.e. single copies, poorly bound, without cover sheets or accompanying forms) may not be accepted.

Word counts include notes but not bibliographies.

**Failures in these respects may result in a lower mark, a request for resubmission, or, in extremis, failure.**

### Contents

#### Generic Assessment Criteria

The University’s generic assessment criteria are designed as a reference point for staff and students in defining standards of achievement of written work across all subject areas. They describe student achievement in four areas: Knowledge, Understanding and Application; Analysis and Argument; Use of Research-Informed Literature; Communication Skills. These criteria form the basis for all subject-specific assessment criteria. The University Generic Assessment Criteria can be found here:

[http://www.keele.ac.uk/media/keeleuniversity/policyzone/paa/Generic%20Assessment%20Criteria%20final%20senate%20approved%20inc%20Level%203.pdf](http://www.keele.ac.uk/media/keeleuniversity/policyzone/paa/Generic%20Assessment%20Criteria%20final%20senate%20approved%20inc%20Level%203.pdf)

### FHEQ Level 7 Assessment Criteria

The following grid sets out the criteria for Master’s level work.
<table>
<thead>
<tr>
<th>FHEQ Generic Assessment Criteria Level 7</th>
<th>Application</th>
<th>Knowledge, Understanding and Analysis</th>
<th>Argument, Literature and Synthesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generally coherent, good communication skills and coherent presentation.</td>
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<td></td>
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<tr>
<td>Sufficient familiarity with a proportion of the basic reading but with minor errors and or omissions of essential material.</td>
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<tr>
<td>An ability to present an argument, though not fully developed.</td>
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<tr>
<td>A good and well-argued essay.</td>
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<td></td>
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<tr>
<td>An adequate grasp of knowledge and understanding of the subject or practice.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>The work demonstrates an understanding of complex issues and methodologies at the forefront of the subject or practice.</td>
<td></td>
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<tr>
<td>The work displays independent critical thought and is strong and sophisticated, with well-organised evaluation of the work and use of appropriate literature.</td>
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<td></td>
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</tr>
<tr>
<td>Excellent work showing an excellent understanding of complex issues and methodologies at the forefront of the subject or practice.</td>
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</tr>
<tr>
<td>Excellent work demonstrating the ability to construct a range of projects, and examine a range of products, including critical analysis and evaluation of the work and exploration of issues, including complex issues, able to describe, analyse and evaluate principles, much of which is at the forefront of the subject or practice.</td>
<td></td>
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<tr>
<td>Excellent work demonstrating a very good level of understanding of complex issues and methodologies at the forefront of the subject or practice.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding work demonstrating an excellent level of understanding of complex issues and methodologies at the forefront of the subject or practice.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Exceptional work showing an excellent understanding of complex issues and methodologies at the forefront of the subject or practice.</td>
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</tbody>
</table>
Return of Written Work and Feedback

Your written work is returned to you with written comments and you are strongly encouraged to arrange a feedback session with your tutor.

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Marking Criteria and Procedures

The pass mark for all work is 50%, and this must be achieved in each module and the dissertation.

60% is a merit grade. To attain a merit, you must get (i) an average mark of 60% over all M.Res. modules (calculated in accordance with any weightings specified in the course regulations) and (ii) a mark of at least 60% in the dissertation.

70% is a distinction grade. To attain a distinction, you must get (i) an average mark of 70% over all M.Res. modules (calculated in accordance with any weightings specified in the course regulations) and (ii) a mark of at least 70% in the dissertation.

If you fail a piece of work (i.e., obtain a mark lower than 50%) you are asked to resubmit the assignment. The resubmission is capped at 50%.

You are assessed on a wide range of skills, and there is obviously no single model of academic excellence. Nevertheless, tutors are looking in particular for evidence of the following abilities:

• research excellence as evidenced in the quality of the material located and selected;
• the ability to produce clearly structured and coherently argued written work;
• critical analysis of existing scholarly interpretations;
• analytical depth in evaluating primary sources;
• the quality of your bibliographic and presentational skills;
• writing skills, as evidenced in the production of effective, thoughtful, sensitive and interesting prose;
• the academic commitment and engagement you bring to your chosen topic.

All work is double-marked and scrutinized by the discipline-specific external examiner. Research training submissions and the dissertation are also scrutinized by the senior external examiner.

All marks are subject to confirmation by the M.Res. Humanities Final Examination Board, normally held in late October.

Contents

External Examiners

External Examiners are experienced academics from other institutions or professional practitioners with significant expertise in their field. Their role is to provide an independent assessment that appropriate standards are maintained in Keele’s academic awards in comparison with other universities in the UK.

Their duties involve approving examination papers, checking that marking has been carried out consistently and within the regulations, advising on changes to programme content and
writing an annual report. Schools share the reports with students, usually in SSLC meetings, and you can find the latest reports, along with a response from the School, here:

http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/

You must not contact external examiners directly as they have no remit in relation to individual students.

The list of External Examiners for each subject for the academic year can be found here:

http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/

Publication of Results

Following the meeting of the M.Res. Final Examination Board, results are communicated to the Department of Academic Affairs. Your overall result is sent to you, and you receive information about arrangements for the Graduation Ceremony.

Late Submission of Assessed Work

http://www.keele.ac.uk/paa/academicadministration/policies/lateandfailuretosubmitwritenwork/

Extenuating Circumstances

A variety of personal circumstances can have serious effects on your academic work, and we want to do all we can to support you. If your personal circumstances are affecting your studies you should speak with your tutor or discipline lead as soon as possible. You may be able to submit a claim for extenuating circumstances. It is in your interests to speak with someone as quickly as possible, and certainly before any assessment deadline or exam. If you leave it too late then it may be more difficult to help. Extensions cannot be granted by module tutors or supervisors.

You can find more information on submitting a claim here:

http://www.keele.ac.uk/ec/

Extenuating circumstances forms are submitted online via eVision.
Leave of Absence

If you feel you need to interrupt your course for personal, financial, medical or other reasons, it may be possible to take a Leave of Absence, which usually lasts for a semester or a year. Further details are available here:

http://www.keele.ac.uk/ssds/changeofcircumstances/takingaleaveofabsence/

Academic Appeals

Your final module marks, and your eventual degree classification, are confirmed by a Board of Examiners. It may be possible, in exceptional circumstances, to appeal against the outcome using the Academic Appeals process. The reason for your appeal must be based on one of the following:

- procedural irregularity in the conduct of the assessment
- extenuating circumstances (providing that the Board of Examiners were not already aware of them, that evidence can be provided to support them, and that there is a valid reason for not notifying the Board at an earlier stage)

For more information, please visit: http://www.keele.ac.uk/appeals/

Complaints

A complaint is the expression of a specific concern about the provision of a service, either academic or non-academic, by the University. An informal complaint should initially be addressed to the member of staff who is most directly concerned with the issue; if the problem is explained to them they can often provide an immediate explanation or solution. If you are dissatisfied with the response, or do not feel able to approach the member of staff, you may submit a formal written complaint. Complaints must be submitted within three months of the date of the event(s) concerned. For further information on how to submit a complaint please refer to the guidance and regulations which can be found on the website at:

http://www.keele.ac.uk/paa/governance/disciplinecomplaintsgrievancesappeals/studentcomplaints/

Academic Misconduct

Academic Misconduct refers to various situations in which a student attempts to gain an advantage for themself and/or another student by doing something that goes against University Regulations. This could refer to conduct during assessments, coursework, and exams. The University takes any breach of the regulations seriously, and in a small number of cases students can be required to withdraw from Keele. It is important that you understand the University’s guidelines and you should speak with your tutor, supervisor or discipline coordinator if you have any queries.
Examination Regulations

It is important that students are familiar with the examination regulations (providing you are sitting exams as part of your degree programme, of course). If you don’t abide by the regulations, you may be given a penalty, which could affect your marks and your degree classification. The exam regulations concern all aspects of cheating in exams, including: taking unauthorised notes into exam halls; using unauthorised calculators and other equipment; talking during exams; using a mobile phone or other communication device during exams. For more guidance, please read the information on examination conduct at:

http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/

Plagiarism

Central resources and guidance are available on the web at:

http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/

Procedures for dealing with allegations of academic misconduct can be found at the same link.

Ethics

Point 11.5 of Regulation 8 Section 11 states that: ‘Student projects which involve the participation of human subjects must not be undertaken without the prior approval of a School Student Project Ethics Committee (or another Ethics Committee recognised for this purpose by the relevant School)’. The implications for students who do not obtain ethical approval are as follows:

- any offence that is deemed to be major is be automatically referred to the Appeals, Complaints and Conduct Manager to be dealt with via Academic Misconduct Panel and the appropriate penalty imposed;
- any offence that is deemed to be minor is dealt with via the School Student Project Ethics Committee and an appropriate penalty imposed at School level.

To see the process for investigating alleged offences at School level, go to:

http://www.keele.ac.uk/researchsupport/researchethics/ (section 4.1)
General Information

Communication

The School and other University services contact you from time to time with important information related to your studies. The primary channel for communication is your Keele email address. **It is your responsibility to check your Keele email regularly** and take action if appropriate.

Email

To access your university email from a home computer or computer that is not on the Keele University Network go to the Keele Homepage: [www.keele.ac.uk](http://www.keele.ac.uk) and click ‘Students’, located at the top of the screen:
You then need to log in. To do this, enter your user name and password. Next click ‘Log In’. This gives you access to your emails from any PC.

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**eVision**

You need to **make yourself familiar with eVision**. This provides an opportunity to:

- view your current and previous module marks;
- view and update your personal information and contact details;
- request a course change;
- view your credit requirements;
- view your absence record;
- re-register for your course each year;
- submit an Extenuating Circumstances form.

You can access eVision through your student login on the Keele homepage. eVision is then accessible through the ‘Office’ tab.

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**Keele Learning Environment (KLE)**

The KLE is used by Keele to provide every student and member of staff with a personal teaching and learning workspace that can be accessed through the Internet. The KLE gives you access to information, activities and resources associated with the modules you are studying. These might include lecture notes and slides, pictures and other material together with interactive features such as discussion groups. **You should regularly access the KLE** because it provides the most accurate and up-to-date information with regard to your modules.

For online help with the KLE go to:

[http://www.keele.ac.uk/klehelp/](http://www.keele.ac.uk/klehelp/)

**Contents**
**Timetabling**

To access your timetable go to:

http://www.keele.ac.uk/timetabling/

Please note that some module information is informally arranged at PGT level and will not appear on the electronic timetable.

**Contents**

**IT Services**

IT Services are responsible for your IT systems and networks throughout the University. Their services include the wireless network, printing service, IT Suite and Labs, Laptop Loan and Laptop Repair. They provide help and advice about using Keele’s systems (email, eVision, the KLE, office software and apps) and advice when connecting to the wireless network (eduroam). When using Keele University IT systems remember that **you are bound by the IT Conditions of Use**, which can be found at:

http://www.keele.ac.uk/it/

It is important that you use the systems within the terms of the Acceptable Use Policy.

The IT Service Desk is the first point of call for anything IT-related. It is based in the campus Library and IT Services building and is open 7 days a week throughout the semester. For further information regarding IT Services, or to report a problem or seek advice, go to:

http://www.keele.ac.uk/it/

Keep yourself safe whilst online:

- keep a clean machine and make sure that your antivirus, web browser and operating system are all up to date;
- protect your personal information, secure your account by changing your password to something that is memorable but secure, a combination of capital and lowercase letters;
- ensure that your online presence, particularly in social media, has the security set to a level you are comfortable with;
- think before you act, if you are wary of a communication as it sounds too good to be true or asks for personal information you are probably best deleting it.

**Contents**
Student Resources

Library

The University Library’s mission is to provide effective access to all forms of academic information in support of the University’s teaching, learning and research.

We have two Library sites: the main Campus Library and the Health Library at the University Hospital of North Staffordshire (UHNS). We offer almost 1,000 study spaces and extensive opening hours – the Campus Library is open 24/7 during semester and the Health Library is open 7 days a week throughout the year (except bank holidays). You can work in a variety of study environments ranging from group to silent study, and can also book rooms for either purpose. There’s also a refreshment area in the Campus Library, and WiFi access is available on both our sites.

Our academic collections are provided both online and in print. We subscribe to around 20,000 e-journals, 300,000 e-books and have over 600,000 items on our shelves. You can access many reading lists online, and our Catalogue Plus service can be used to find relevant information both in print and online via a single easy-to-use web catalogue. Books can normally be borrowed for two weeks, one week or one day, depending on demand for the title. You can get help from our staff at the Library’s InfoPoint. Liaison Librarians provide an extensive range of training tailored to help students with their research and information skills.

Please see the booklet titled Information Services: Library and Computing Facilities for Staff and Research Students, which provides essential basic information.

Find out more about our services at:

http://www.keele.ac.uk/library/.

Keele Postgraduate Association (KPA)

The KPA is an association of university postgraduates, run by postgraduates and an appointed general manager, of which you automatically become a member. The KPA represents the many postgraduates at Keele and can assist with any academic or welfare problems encountered during your time at Keele. It also offers a bar, hot and cold food, lounge and TV, pool table and meeting room, and organises special events. The KPA is located directly behind the Students Union building at the entrance to Horwood Hall. For further information, go to:

http://kpa.org.uk.
The David Bruce Centre

The substantial endowment of the David Bruce Centre for American Studies supports the purchase of research materials, research travel and international research exchanges. All postgraduate students in American Studies are members of the David Bruce Centre, located in CBB 1.030. Various kinds of financial support, including bursaries, research travel grants and interlibrary loan vouchers, are available for postgraduate students working on U.S. and North American topics. For further information, go to:

http://www.keele.ac.uk/davidbruce/

The principal functions of the Centre are:

• to encourage and disseminate research and knowledge of the United States and North America;
• to raise the profile of American Studies research through financial assistance to active researchers;
• to foster a research culture by means of seminars, travel grants and bursaries;
• to promote colloquia, occasional lectures and small exhibits;
• to purchase research materials;
• to promote the study of the United States and North America within and beyond the academic community.

In addition the Bruce Centre hosts a regular series of seminars given by visiting scholars. Seminars normally take place on Wednesday afternoons and provide a means to meet, question, and debate with some of the leading scholars of American history, culture, literature, and politics. The seminar programme will be announced early in the semester.

Student Support Centre

Whilst we know that you will have a great experience at Keele, there are likely to be times when you need support, advice or just somebody to talk to. At the University there are services and staff who are specifically in place to offer such support should you need it. We encourage you to familiarise yourself with these services and should things not feel 100% please do seek out their support.

The Student Support Centre should be your first stop for academic advice, financial support, support in accommodation, international student support, critical incident support, and personal issues such as bullying, homesickness, and so on. The team are experienced in dealing with a wide range of issues and will work with you to resolve any issues or concerns that you have at any point during your time here at Keele. For more information, go to:

http://www.keele.ac.uk/ssc

Student Wellbeing

Your wellbeing is of paramount importance to us. Should you need to, we urge that you talk not only to us but also engage with Wellbeing Services. These include Disability and Dyslexia Support, Counselling and Mental Health Support. The team of trained and specialist professionals are all committed to providing effective, sensitive support and specifically
understand the challenging experiences that students of all ages may face. For more information, go to:

http://www.keele.ac.uk/studentcounselling/
http://www.keele.ac.uk/dds/

Contents

**Careers and Employability**

Whilst starting a career may seem some way into the future the Careers and Employability Service offers an excellent source of information and support for students throughout their Keele experience (and beyond). If at any stage you want to get your CV looking great or are uncertain of what to do after you graduate then get in touch with them and talk things through. For more information, go to:

http://www.keele.ac.uk/careers/

To find out more about all of the services above, go to:

www.keele.ac.uk/studentsupport

Contents

**Keele Mentors Scheme**

Staff within Student Support also co-ordinate the Keele Mentors Scheme, which is open to all new students. For more information about Keele Mentors and to sign up online go to:

http://www.keele.ac.uk/keelementors/

Contents

**Advice and Support at Keele (ASK)**

Located on the ground floor of Keele Student Union, ASK delivers independent advice on a whole range of issues, including academic, health, family, wellbeing, accommodation, finance, legal, international and employment. The advice and support that ASK offers is free, confidential, non-judgemental and impartial. Our trained Education and Welfare Advisors are here to help, just ASK. For more information, please visit www.keelesu.com/advice or come and see us. We are open Monday–Friday 10.00 am to 12.30 pm and 1.00 pm to 4.00 pm.

Contents
Personal Tutoring

Undergraduate students are allocated a personal tutor during their time at Keele. In the case of M.Res. students, the discipline coordinator carries out the duties of the personal tutor. The personal tutor is the first point of contact for general guidance on academic and career development and, in consultation, may refer you to specialist academic support services within the University. Your personal tutor can also provide advice, support and general guidance on non-academic issues or, again, in consultation with yourself refer you to pastoral support services within the University, where necessary.

You must ensure that you notify your personal tutor promptly if you are having academic, health or personal problems that are affecting your academic work and must be an active participant in finding a solution to the problem.

Contents

SAM

If you need information outside of University opening times or when you’re not on campus, you can also access information and guidance at any time via SAM, the virtual student advisor offering help on a range of topics on life at Keele. You can start using SAM by going to:

http://sam.keele.ac.uk/sam/#&ui-state=dialog

Contents

Language Learning Unit (LLU)

English Language Support for International students

Individual and group language guidance and assistance is available to international students at all levels (from Foundation Year to PhD researchers; beginners to near-native speakers) from the LLU’s English Language Unit (ELU). Credit-bearing Academic English modules help international undergraduate and postgraduate students develop the skills essential to succeed with their studies, and year-round ‘One-to-One’ tutorials ensure as-needed, personalised English language support.

Incoming non-native English speaking international students on taught programmes take an ELU language assessment during their first weeks at Keele, after which personalised recommendations for modules or other forms of support are made.

To contact us, email: elu@keele.ac.uk

For more information, go to: keele.ac.uk/llu/englishlanguage/.

To book a 30-minute ‘One-to-One’, got to:

keele.ac.uk/llu/englishlanguage/supportforinternationalstudents/.

Contents
Distinctive Keele Curriculum (DKC)

The DKC is the name given to the package of additional opportunities offered to students alongside their academic programmes. It provides you with an opportunity to design your individual student experience, in order to develop your knowledge, skills, attitudes and values and enhance your talents so you can make a difference to your world.

The DKC is made up of the ‘Development Strand’ (opportunities for personal and professional development), the ‘Distinctive Academic Programmes’ which you find at Keele, the ‘Co-curriculum’ (activities that take place outside of the academic programme of study, such as sports and societies) and the ‘graduate attributes’ (a list of 10 qualities Keele graduates are expected to develop). You can find more information on the DKC here: http://www.keele.ac.uk/distinctive/

To get the most out of your studies, improve your performance and achieve your full potential there are a number of development opportunities available to you, including Development Strand workshops and activities. Some of these are embedded into your academic programmes whilst others can be found on the Tune IN events calendar at: http://www.keele.ac.uk/curriculumsupportanddevelopment/tuneincalendar/

You can reflect on your development in your Keele University Skills Portfolio (KUSP) with an option of gaining an Institute of Leadership and Management accreditation if you meet certain criteria. Full details are available at: http://www.keele.ac.uk/curriculumsupportanddevelopment

Proofreading

If you decide that you would like someone to proofread your work or you wish to use a proofreading company it is very important that you read Proofreading: A Guide for Students. Failure to follow the guidance in this document, if you have your work proofread, could result in you being found guilty of academic misconduct due to you having unpermitted assistance. For proofreading guidance, go to: http://www.keele.ac.uk/paa/studentappealscomplaintsandconduct/studentacademicconduct/.
Student Representation

Student feedback is fundamentally important at Keele and there are a number of formal opportunities for you to get involved. You are also encouraged to speak with staff informally if you have any suggestions for improvements or to seek advice regarding issues with your programme.

Student Academic Representatives (StARs)

All students have the opportunity to stand for election as a StAR, representing the views of other students on their programme. StARs gather feedback and attend Staff-Student Liaison Committees (SSLCs) to discuss items raised by students and developments to the programme. It is an important role, which is recognised by being HEAR-recordable. There are even StARs awards each year to celebrate the achievements of those who have gone above and beyond the standard duties of a StAR. Look out for further information publicised by KeeleSU, including details of elections. For more information, go to:

http://keelesu.com/activities/stars/.

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Staff-Student Liaison Committee (SSLC)

The PGT SSLC provides a forum for discussion between student representatives (StARs) and staff about programme issues. Volunteer representatives from (ideally) each of the M.Res. disciplines will be sought at induction and subsequently. Two meetings of the PGT SSLC will be held in the first semester, at 1 pm on 26 November and at 1 pm on 25 March. Two meetings (t.b.a.) will be held in the second semester. SSLC meetings are held in the David Bruce Centre (CBB0.30) and chaired by the PGT Director, who acts as the principal means for students to feed comments and questions to the School Learning and Teaching Committee. To make sure the M.Res. is what it should be, we need to know your opinions, and this depends upon you collectively getting involved.

Contents

Module Evaluation

At the end of each module students are invited to complete an evaluation form. These are done anonymously and give you an opportunity to have your say on the content and delivery of modules. A summary of the results are considered by the SSLC and other School committees, and also form part of the annual review of the curriculum, known as CARD (Curriculum Annual Review and Development). Keele also takes part in the Postgraduate Taught Experience Survey (PTES), which is a national survey run by the Higher Education Academy.

Contents
University policies and regulations

Student Charter
http://www.keele.ac.uk/aboutus/studentcharter/

Student-related Regulations
http://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/student-relatedregulations/

Discipline Procedures
http://www.keele.ac.uk/studentdiscipline/

Regulations on Examinations and Assessments
http://www.keele.ac.uk/regulations/regulation8/

Key University Dates
http://www.keele.ac.uk/keydates/
Visas and Immigration

Any student who requires a visa to be in the UK or who has been granted a Tier 4 Student Visa is bound by the Immigration rules. These rules also apply to students who need to extend their visa to complete their course at Keele University.

The rules and requirements regarding your visa to study at Keele are very strict and you must make sure that you do not accidentally break them. The University is duty bound to report to the Home Office - UK Visas and Immigration on students who do not adhere to the rules, which will result in their visa being cancelled.

Examples on what is reported include (this is not an inclusive list):

- students who do not attend their classes, supervisory meetings and checkpoints
- students who do not pay their fees on time
- students who do not make satisfactory progress in their course
- students who do not provide documentation when requested by the University
- students who do not keep their UK contact address up-to-date
- students who take a leave of absence or intermit from their studies
- students who leave Keele University during their course
- students who exceed the working limits as stated in their visa
- students who withdraw or are withdrawn from their studies.

These requirements are subject to change in line with the Immigration Law and the requirements on sponsors by the Home Office (UK Visas and Immigration), formally the UKBA. For more information please refer to the immigration pages on the Keele University website:

http://www.keele.ac.uk/visa

Equality and Diversity

As a leading example of an open and integrated community Keele University strives to be a place where learning, living and working is a positive experience for all. Equality and Diversity is a core value underpinning the University’s mission.

Our equality and diversity vision is for a University and community that:

- strives for equality of educational opportunity
- values the rights, responsibilities and dignity of individuals through our commitment to equality and diversity
- values probity and ethical behaviour.

These values underpin everything we do, helping to ensure that equality and diversity is mainstreamed across the University and is evident in our day to day practice. Further details of our work on equality and diversity can be found at:

http://www.keele.ac.uk/hrss/equalitydiversity/
Contact Information

PGT Director, Humanities

Dr. Timothy Lustig, Room CBB1.049; Tel. 01782 733011 or email t.j.lustig@keele.ac.uk

Postgraduate Administrator

Until 13 October 2015:

Tracy Di-Piazza, Room CBB0.072; Tel. 01782 733147 or email t.di-piazza@keele.ac.uk

After 13 October 2015

Michaela Owen, Room CBB0.072; Tel. 01782 733147 or email m.owen@keele.ac.uk

Discipline Leads

**American Studies:**
Prof. Oliver Harris, Room CBB1.053; Tel. 01782 733016, or email o.c.g.harris@keele.ac.uk

**English**
Prof. Susan Bruce, Room CBB2.060; Tel. 01782 734119 or email s.e.bruce@keele.ac.uk

**Film**
Dr. Neil Archer, Room CBB1.051; Tel. 01782 733202 or email n.archer@keele.ac.uk

**History**
Until 1 November 2015:
Dr. Rachel Bright, Room CBB0.060; Tel. 01782 733466 or email r.k.bright@keele.ac.uk
After 1 November 2015:
Dr. Shalini Sharma, Room CBB1.060; Tel. 01782 733206 or email s.sharma@keele.ac.uk

**Media, Communications and Culture**
t.b.c.

**Music/Music Technology**
Prof. Rajmil Fischman, Room CKF16; Tel 01782 733296 or email r.a.fischman@keele.ac.uk

**Philosophy**
Dr. Giuseppina D’Oro, Room CBA1.005; Tel. 01782 733350 or email g.d'oro@keele.ac.uk
Russian
Prof. Joe Andrew, Room CBB2.058; Tel. 01782 733291 or email j.m.andrew@keele.ac.uk

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The Handbook does not replace the entries in the University Prospectus and Calendar, which are authoritative statements. In case of conflict, university regulations take priority.

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