If you require the Handbook or any other materials in an alternative format, please let us know. On request we can provide you with an enlarged print on coloured paper, an audio recording or a Braille version.
Disclaimer

Every effort is made to ensure that the information contained in this Handbook and in all other documentation provided by the School is correct at the time of publication.

The Handbook does not replace the entries in the University Regulations, which are authoritative statements. In the case of a contradiction or other discrepancy between information in this Handbook and the Regulations, the Regulations shall be authoritative, unless approval has been given for a variation. We would however, be grateful to you for drawing any sources of contradictory information to our attention.

The University will do all it reasonably can to provide the programme as described in this document. Given the duration of the programme, circumstances beyond the University's reasonable control may mean that it cannot deliver the programme as described. In addition to the other information provided, the University seeks to identify below the circumstances in which it may be required to make changes. Where any such changes are made, the University will notify the relevant students as early as reasonably possible and will take all reasonable steps to minimise any disruption which may result, for example, by delivering a modified version of the programme, affording the opportunity to withdraw and providing help to transfer to another institution or, where relevant, by providing alternative optional modules.

It may be helpful to remember that Schools sometimes operate different procedures and you are advised to refer to the relevant School Handbook for modules being taken in another School.
# CONTENTS

Welcome to the M.Res. 1
Key Contacts 2

**INFORMATION, POLICIES AND PROCEDURES**

Communication 3
eVision 3
Keele Learning Environment (KLE) 3
Timetabling 3
IT Services 3
University Policies and Regulations 4
Library 4
Student Support and Wellbeing 5
Careers and Employability 6
English Language Support for International students 6
Attendance Requirements 7
The Keele Approach to Education 7
PGT Marking Criteria and Assessment Procedure 8
Exceptional Circumstances 10
Leave of Absence 11
Academic Appeals 11
Academic Misconduct 11
Plagiarism 11
Process for Investigating Alleged Ethics Offences at School Level (regarding research projects/dissertations) 12
Undertaking research that involves access to and/or storage of security sensitive material 12
Proofreading guidance 12
Welcome to the M.Res.

The M.Res. programme offers an inter-disciplinary postgraduate degree while retaining a strong disciplinary focus. Disciplines include: American Studies; English; Film Studies; History; Media, Communications and Culture; Music.

The M.Res. provides an opportunity to develop your disciplinary skills and produce original research 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. is thus an excellent foundation for doctoral (Ph.D.) work, while also suitable for students who wish to undertake an independent research project for personal or 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.

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 the Humanities).

Each discipline (History, American Studies, etc.) also has its own Programme Director who acts as your Personal Tutor (if your supervisor is Programme Director, you will be assigned a different personal tutor). It is likely that you will have most contact with the Supervisor of your dissertation. Throughout your degree you will record your progress and each supervisory meeting in your Personal Development and Learning Plan (PDL), which should be stored on GoogleDocs.

The Research Training Coordinator is Dr. Ben Anderson; he 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 M.A. students from English Literatures, Music, Creative Music Technology and History. For further information, consult more detailed module documentation on the website or through eVision.

If you need to apply for an extension or to register exceptional 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. Rachel Bright
PGT Director
September 2017
### Key Contacts

#### 2017/2018

<table>
<thead>
<tr>
<th>PGT Coordinator: Dr Rachel Bright</th>
<th><a href="mailto:r.k.bright@keele.ac.uk">r.k.bright@keele.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>PGT Administrator: Fenella Webster (until February 2018)</td>
<td><a href="mailto:f.webster@keele.ac.uk">f.webster@keele.ac.uk</a></td>
</tr>
<tr>
<td>PGT Administrator: Michaela Rhodes (from March 2018)</td>
<td><a href="mailto:m.rhodes@keele.ac.uk">m.rhodes@keele.ac.uk</a></td>
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#### MASTERS

<table>
<thead>
<tr>
<th>Programme</th>
<th>Programme Director</th>
<th>Contact details</th>
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</thead>
<tbody>
<tr>
<td>MA Contemporary Literature and Film</td>
<td>Dr Nick Bentley</td>
<td><a href="mailto:n.bentley@keele.ac.uk">n.bentley@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA Creative Writing</td>
<td>Mr James Sheard</td>
<td><a href="mailto:j.r.j.sheard@keele.ac.uk">j.r.j.sheard@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA English Literatures</td>
<td>Dr Rachel Adcock</td>
<td><a href="mailto:r.c.adcock@keele.ac.uk">r.c.adcock@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA Global Media and Culture</td>
<td>Dr Pawas Bisht</td>
<td><a href="mailto:p.bisht@keele.ac.uk">p.bisht@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA History</td>
<td>Dr Rachel Bright</td>
<td><a href="mailto:r.k.bright@keele.ac.uk">r.k.bright@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA Creative Music Technology</td>
<td>Prof. Miroslav Spasov</td>
<td><a href="mailto:m.spasov@keele.ac.uk">m.spasov@keele.ac.uk</a></td>
</tr>
<tr>
<td>MA Music</td>
<td>Prof. Alastair Williams</td>
<td><a href="mailto:a.williams@keele.ac.uk">a.williams@keele.ac.uk</a></td>
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#### M.RES. HUMANITIES

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<thead>
<tr>
<th>Programme</th>
<th>Programme Director</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Studies</td>
<td>Dr David Ballantyne</td>
<td><a href="mailto:d.t.ballantyne@keele.ac.uk">d.t.ballantyne@keele.ac.uk</a></td>
</tr>
<tr>
<td>English</td>
<td>Dr Rachel Adcock</td>
<td><a href="mailto:r.c.adcock@keele.ac.uk">r.c.adcock@keele.ac.uk</a></td>
</tr>
<tr>
<td>Film Studies</td>
<td>Dr Neil Archer</td>
<td><a href="mailto:n.archer@keele.ac.uk">n.archer@keele.ac.uk</a></td>
</tr>
<tr>
<td>History</td>
<td>Dr Rachel Bright</td>
<td><a href="mailto:r.k.bright@keele.ac.uk">r.k.bright@keele.ac.uk</a></td>
</tr>
<tr>
<td>Media Communications and Culture</td>
<td>Dr Pawas Bisht</td>
<td><a href="mailto:p.bisht@keele.ac.uk">p.bisht@keele.ac.uk</a></td>
</tr>
</tbody>
</table>
INFORMATION, POLICIES AND PROCEDURES

Communication
The School(s) and other University services will contact you intermittently with important information related to your studies. The primary channel for communication will be your Keele email address. It is expected that you will check your Keele email regularly, ideally on a daily basis, and you are responsible for reading University emails and taking action if appropriate. The secondary channel for communication is through the post so please ensure that you keep your address details up-to-date on eVision.

eVision
You will also need to make yourself familiar with eVision. eVision 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

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

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, for example, lecture notes and slides, pictures and other material together with interactive features such as discussion groups.

You should regularly access the KLE, ideally on a daily basis, since it provides the most accurate and up-to-date information with regard to your modules.

Support for the KLE can be found from the IT Department. Details here:
http://www.keele.ac.uk/it/itservicedesk/

Timetabling
Information on how to access your timetable and where to go to resolve any timetabling issues can be found at http://www.keele.ac.uk/timetabling/

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 service. They provide help and advice using Keele systems such as the KLE, eVision, office software or Google Mail and Apps and advice when connecting to the wireless network (eduroam).

Remember when using Keele University IT systems that you are bound by the IT Conditions of Use, a link to which can be found on http://www.keele.ac.uk/it/. It is important that you familiarise
yourself with these to ensure that you use the systems within the terms of the Acceptable Use Policy.

Keep yourself safe whilst online:

- Make sure that before connecting to the network 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.
- If you receive an email or message that sounds too good to be true you are probably best deleting it. Do not give out personal information to a non-accredited website or link.

If in doubt about staying safe whilst online check with someone you can trust like IT Services.

IT Connect is the first point of call for anything IT-related. It is based in the Campus Library and is open 7 days a week throughout the semester. You can contact them by phone 01782 733838 or by email it.service@keele.ac.uk. For further information regarding IT Services, or to report a problem or seek advice, please visit: http://www.keele.ac.uk/it/.

University Policies and Regulations

Student Agreement: https://www.keele.ac.uk/student-agreement/- this sets out both yours and the University’s responsibilities regarding your studies at Keele.

University regulations
https://www.keele.ac.uk/paa/governance/actcharterstatutesordinancesandregulations/universityregulations/

Regulations on examinations and assessments: http://www.keele.ac.uk/regulations/regulation8/

Key University dates: http://www.keele.ac.uk/keydates/

University Policy on Late Submission of Assessed Work:
http://www.keele.ac.uk/paa/academicadministration/policies/lateandfailuretosubmitwrittenwork/

Library

The Library is here to provide you with access to the resources and academic information you need. Library staff are also available to help support your learning; if you need advice on using the Library or any of our resources please ask.

Our two Library sites: the main Campus Library and the Health Library at Royal Stoke University Hospital both libraries offer extensive opening hours. The Campus Library is open all year with 24/7 access during semester; the Health Library is open seven days a week. Full details are available from the Library website.

Our academic collections are provided both online and in print. We subscribe to over 20,000 e-journals, 300,000 e-books and there are over half a million items on our shelves. You can access the majority of online collections anytime, anywhere, both on and off-campus. You can use Library Search, our dedicated discovery service, to search and access items from our print and online collections. You can borrow books for two weeks, one week or three days, and they will be renewed automatically unless reserved by another borrower, in which case fines will be charged when they
become overdue. You can also view your reading lists online and gain direct access to course readings via our online reading list service.

There are plenty of places for you to study in the Library (approximately 1,100 study spaces) in groups, on your own, or in silence. Both group and individual study rooms are available to book. There is also a refreshment area in the Campus Library and Wi-Fi access is provided throughout both sites.

You can request help at any time from the Library service points or can book an appointment with a librarian for subject specific support. Librarians also provide an extensive range of training tailored to help students develop their research and information skills. This includes an online resource: 'Getting Started with the Library: from beginner to expert in seconds' which is available on the KLE via the Academic and Professional Toolkits or the Development Strand modules.

For further information and to access all our resources go to the Library website.

**Student Support and Wellbeing**

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 Keele there are specialist and professional student support and wellbeing services and staff who are in place to offer such support if and when you need it.

Take the time now, to familiarise yourself with these services, and if at any point you feel like you need some help or want somebody to talk to then don’t hesitate to ask, that's what we are here for.

**Student Services Centre**

The Student Services Centre should be your first stop for Academic advice, Exams Information, timetabling queries, Electives information, Money Support, Support in Accommodation, Disability and Dyslexia Support, International Student Support, Critical Incident Support, and Personal Issues, i.e. Bullying, Homesickness etc. Staff in the Centre 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.

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

**Mental Health Support**

Your wellbeing is of paramount importance to us. As such we ask that should you need to, that you talk to us but also engage with the Counselling and Mental Health Support service. The team of trained and specialist professionals are all committed to providing effective, sensitive support and specifically understand the challenging experiences that students and young people often face. [http://www.keele.ac.uk/studentcounselling/](http://www.keele.ac.uk/studentcounselling/)

**Keele Mentors Scheme**

Staff in the Student Services Centre 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/](http://www.keele.ac.uk/keelementors/).

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

Located on the ground floor of KeeleSU (the Students’ 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 between Mon-Fri 10.00am to 12.30pm and 1.00pm to 4.00pm.

**Personal Tutoring**

Your Personal Tutor is a first point of contact for general guidance on academic and career development and, in consultation with yourself, 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.

As a postgraduate student, your personal tutor will be the relevant Programme Director.

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. Your Personal Tutor’s contact details are available through eVision. You share a joint responsibility with your personal tutor to arrange meetings. If you wish to meet up with your Personal Tutor outside their scheduled office hours, you should make an appointment with them directly. Students are entitled to change their personal tutor, with good reason. Contact the School Office for information.

You can find the University’s Code of Practice for Personal Tutoring at: [Link to Code of Practice on Personal Tutoring](#)

**Careers and Employability**

Whilst starting a career may seem a long way into the future, the Careers and Employability Team are an excellent source of information, advice and support for students throughout their Keele experience (and beyond). If at any stage you want to get your CV looking great, look for work experience or internship or are just uncertain of what to do after you graduate then get in touch with them and talk things through. Visit: [http://www.keele.ac.uk/careers/](http://www.keele.ac.uk/careers/) or pay them a visit in the Library, where they are based.

To find out more about all of the services above go to [www.keele.ac.uk/studentservices](http://www.keele.ac.uk/studentservices)

**English Language Support for International students**

The Language Centre provides individual and group language guidance and assistance to international students at all levels - from Foundation Year to PhD researchers, from beginners to near-native speakers. 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 will take a diagnostic English language assessment during their first weeks at Keele, after which personalised recommendations for modules or other forms of English Language support are made.

To contact us, email enl@keele.ac.uk, or for more information see [keele.ac.uk/lc/academicenglish](http://keele.ac.uk/lc/academicenglish)

To book a 30-minute ‘One-to-One’ see: [keele.ac.uk/lc/academicenglish/supportforinternationalstudents/](http://keele.ac.uk/lc/academicenglish/supportforinternationalstudents/).
**Attendance Requirements**

It is very important that you attend all your classes and supervisory meetings; any non-attendance will be monitored. If you have a valid reason for not attending a class then you need to notify your School as soon as possible. Any non-attendance without good cause will result in an informal warning from your School. If you continue to miss classes then the University will take this very seriously and it may result in you being withdrawn from your studies.

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

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

There is an expectation that students will engage appropriately with all forms of University assessments. If you do not attend your exams or fail to hand in assessments then you may be affected by Regulation 1A Section 9: Appropriate Engagement with Studies. This regulation states that any non-engagement without good cause may result in you being withdrawn from your studies: https://www.keele.ac.uk/regulations/regulation1a/#d.en.19127

It is therefore very important that if you miss an examination or are unable to submit your coursework that you follow the University’s exceptional circumstances process (please see Section on Exceptional Circumstances).

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

**The Keele Approach to Education**

'Your Keele Journey' explains the Keele approach to education, which covers not only your academic curriculum, but also all the opportunities Keele offers you to develop additional skills and knowledge alongside the subjects you are studying. The Keele approach to education 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.

Your Keele journey will give you the opportunity to benefit from the highest quality research-informed academic experience. We will offer you the support that you need to make the most of your education. The skills and attributes you develop will help to make you highly employable and able to make informed career choices about your future.

At Keele, we want you not only to fulfil your academic potential, but also be able to contribute effectively to the wider community. You will have the chance to engage in volunteering, sports and other activities so that you can develop as a person, try new things and give something back.

We will also support you to become well-informed about the issues surrounding the sustainability of our planet’s natural systems and its inhabitants, so that you can use your knowledge and skills to create a more sustainable world. As a Keele student, you will join an international academic community, and we will help you to play your part in a globalised society.

As a Keele graduate we want you to leave us clear about who you are and what you want to be, and be equipped to achieve your goals. It’s little wonder the Keele educational approach is considered an amazing foundation for life. It’s the Keele difference. You can find more information on the Keele Approach to Education here:

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

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: https://www.keele.ac.uk/studentlearning/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: https://www.keele.ac.uk/kusp/

**PGT Marking Criteria and Assessment Procedure**

**Grading**
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%.

**Marking criteria**
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.

**Final Graduation Mark Formula Guidelines:**

**Level 7 Degree Mark Averaging**

**Credit Value**
15 credits is worth 8.3325 of the average
30 credits is worth 16.665 of the average
60 credits is worth 33.33 of the average

**Averaging examples**
If you receive 58% in a 15 credit module then 58 x 8.3325 = 483.285
If you receive 63% in a 15 credit module then 63 x 8.3325 = 524.947
If you receive 67% in a 15 credit module then 67 x 8.3325 = 558.277
If you receive 71% in a 15 credit module then 71 x 8.3325 = 591.607
If you receive 52% in a 30 credit module then 52 x 16.665 = 866.58
If you receive 75% in a 30 credit module then $75 \times 16.665 = 1249.875$
If you receive 68% in a 60 credit module then $68 \times 33.33 = 2266.44$

Total Credits = 180. Total mark based on 1 credit is determined by adding all the marks up above $483.285 + 524.947 + 558.277 + 591.607 + 866.58 + 1249.875 + 2266.44$
This is \textbf{6541.011}

So we then want to divide that by 100 to get it back into an overall %.

The overall mark is \textbf{65.41%}

You will need 60% or greater in the dissertation plus an overall average of 60% or greater to get a Merit.

For a Distinction it is 70% or greater in the dissertation plus an overall average of 70% or higher.

\textbf{Marking Procedures}

All work will be double-marked. The second marker will mark with sight of the first marker’s comments and mark. In cases where the first and second marker cannot agree a mark within the same overall grade (i.e. fail, pass, merit or distinction) and in other cases of significant disagreement between the first and second marker, the submission will be referred to a third marker. The third marker will have sight of both markers’ comments and marks. The third marker will return a mark which should not normally fall outside the high and low limits set by the first and second marker. In other words, if the first marker gives 70 and the second marker 48, the third marker should not normally go over 70 or below 48. The third marker’s decision is final.

In their written feedback, markers will explain to the student (and to the external examiner) how they arrived at their mark. They will set out the strengths and weaknesses of the work in a fair, balanced and constructive way. Where relevant, markers will offer advice for future work. Markers will also make reference to FHEQ Level 7 (master’s) marking criteria where appropriate.

Word limits are set out in Student Handbooks and module documents. The School generally operates a policy in which the word limit is defined by a range (usually 4,000 to 5,000 words for an essay). You should make sure you know word limits for all assignments as there is sometimes variation. Your word count should exclude the bibliography. Please read your programme’s own handbook for subject-specific guidance on word counts. Penalties may be imposed as follows for over- or under-length work:

Minor: deduction of 5 marks (when the work is up to 10% [inclusive] over the upper limit or under the lower limit)
Medium: deduction of 10 marks (when the work is more than 10% and up to 20% [inclusive] over the upper limit or under the lower limit)
Major: deduction of 15 marks (when the work is more than 20% over the upper limit or under the lower limit)

For example, a 5,550-word submission for a 4,000-5,000-word essay is eleven per cent over the upper limit and loses 10 marks.

Please note that disregarding word counts might potentially result in a failed assessment marked below 50%.

All work is scrutinized by an external examiner who returns comments which are considered at examination board meetings. External examiner comments are not normally made available to
students. All marks are subject to confirmation by the Final Examination Board, normally held in late October.

**Assessment Attempts**

*What happens if I fail a module?*

Provided you have engaged appropriately with your studies during the academic year, you would normally be allowed one reassessment opportunity to pass the module, with the reassessment mark capped at a maximum of 50%.

For more information on assessment see here: [https://www.keele.ac.uk/regulations/regulation2a/#d.en.19289](https://www.keele.ac.uk/regulations/regulation2a/#d.en.19289)

**PGT dissertation re-submission fee**

There is a standard, non-refundable fee of £200 which is applicable to all students who are required to re-submit their PGT dissertation.

**Marking and Feedback Arrangements**

We aim to give written work back to students with a provisional mark after around 3 weeks. Your marks will remain provisional until they have been agreed by the External Examiner and Senate.

**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/](http://www.keele.ac.uk/qa/externalexaminers/reportsandresponses/). *NB:* you must not contact external examiners directly as they have no remit in relation to individual students.

The list of current External Examiners for each subject can be found here: [http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/](http://www.keele.ac.uk/qa/externalexaminers/currentexternalexaminers/)

**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 Student Staff Voice Committee 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.

**Exceptional Circumstances**

If your personal circumstances are affecting your studies then you should speak with your Personal Tutor or School as soon as possible to see if any arrangements can be made. If it is deemed necessary then you may have to submit a claim for exceptional circumstances.
It is in your best 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 give you the necessary help. You should also not wait until you receive your end of year results and then decide to ask for exceptional circumstances to be taken into account as this will not be allowed.

Detailed information on exceptional circumstances criteria, the claims process and evidence requirements can be found on the University web pages at: http://www.keele.ac.uk/ec/

**Deadlines for ECs**

The deadlines for submission of exceptional circumstances are set by the School and will be dependent on the date of your assignment hand-in. Please see below deadline dates when students can submit ECs to the School.

- Semester I Wednesday, 17 January, 2018
- Semester II Wednesday, 23 May, 2018

**Leave of Absence**

If you feel you need a break from 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**

Academic Misconduct refers to a number of situations where you might attempt to gain an advantage for yourself and/or another student by doing something that goes against University Regulations. This could refer to your conduct during assessments, coursework, and exams. The University takes any breach of the regulations seriously, and in a minority of cases students are permanently excluded from Keele. It is important that you understand the University’s guidelines (http://www.keele.ac.uk/studentacademicconduct/). You should speak with your Personal Tutor if you have any queries.

**Plagiarism**

Plagiarism, which is the most common type of academic misconduct, occurs when the work you are submitting is not your own, but in fact somebody else’s.

Plagiarism in Keele’s regulations includes:

- copying and pasting from an electronic source into your own work, or re-typing it from a paper source;
- collusion, where two or more students produce work jointly but claim it as their individual work;
• buying work to present as your own, either existing work or written for the purpose, including using Web sites that offer that service;
• submitting your own work for more than one coursework assessment.

More information can be found here:
http://www.keele.ac.uk/studentacademicconduct/
http://www.keele.ac.uk/turnitin

Process for Investigating Alleged Ethics Offences at School Level (regarding research projects/dissertations)

Point 11.5 of Regulation 8 states ‘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 will be automatically referred to the Student Appeals, Complaints and Conduct Manager to be dealt with via the Academic Misconduct Panel and the appropriate penalty imposed.
• Any offence that is deemed to be minor will be dealt with via the School Student Project Ethics Committee and an appropriate penalty imposed at School level.

The process for investigating alleged offences at School level can be accessed via http://www.keele.ac.uk/researchsupport/researchethics/ (section 4.1)

Undertaking research that involves access to and/or storage of security sensitive material

The University’s guidance note is for all students and their supervisors who engage in or supervise security sensitive research. It is available via the following link:
https://www.keele.ac.uk/media/keeleuniversity/res/RIG-QMS-GUI01%20-%20Guidance%20document%20for%20undertaking%20research%20involving%20SSRM%20V1-0%20docx.pdf

Proofreading guidance

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 the document ‘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. The proofreading guidance document can be downloaded from the website at: http://www.keele.ac.uk/studentacademicconduct/.

Complaints

A complaint is the expression of a specific concern about the provision of a service, either academic or non-academic, by the University. In all cases, you are strongly encouraged to attempt to resolve a problem at the lowest level possible. A problem should initially be made known 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 this does not lead to a solution, or it is not appropriate to discuss the issue with the member of staff, there are further steps you can follow to see if a problem can be resolved:

• Early Resolution
Every School and Service within the University has an Early Resolution Officer (and at least one Deputy) to act as a first point of contact for students experiencing issues with an academic or non-academic service. If you have attempted to resolve a problem direct with the member(s) of staff involved but believe it has not been resolved, you can contact the relevant Early Resolution Officer. Email addresses and contact details for Early Resolution Officers are provided in the Early Resolution section at: http://www.keele.ac.uk/studentcomplaints/.

- **Formal Complaint**
  If Early Resolution of a problem has been attempted but has not lead to a satisfactory solution, you can submit a formal complaint. You may also wish to submit a formal complaint where Early Resolution has not been attempted due to the issues being serious or complex in nature. Details on this process and how to submit a formal complaint are provided here: http://www.keele.ac.uk/studentcomplaints/

A student may raise a concern for early resolution normally no later than eight weeks after the event concerned. In cases where it is not appropriate, or where a student does not choose to enter into early resolution, then the eight week deadline after the event applies for submission of a formal complaint. 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/studentcomplaints/

**Student Discipline**

All students of the University are expected to conduct themselves in a manner that is responsible and respectful to others, whether they be other students, members of staff, visitors to the University or members of the local community. The University treats disciplinary offences very seriously and penalties will be given for proven cases, including permanent exclusion from the University for very serious or repeat offences. It is therefore very important that you are aware of Regulation 20 Student Discipline and the types of behaviour that will not be tolerated. Information on the student discipline procedure can be found here: http://www.keele.ac.uk/studentdiscipline/.

**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 UK Immigration rules. These rules also apply to students who may need to extend their visa to complete their course at Keele University.

If you choose to change your course, extend your course by an addition year (for example for a work placement or international year) or need to repeat part of your course it is likely you will need to apply for a new Visa from outside the UK at your own cost.

The rules and requirements regarding your visa to study at Keele are very strict and are underpinned by University Regulation 6. The University is duty bound to report to the Home Office UK Visas and Immigration (UKVI) on students who do not adhere to their immigration conditions, which will result in their visa being cancelled.

Examples of what is reported to the UKVI include:

- if you do not enrol, attend your classes, supervisory meetings, checkpoints and meetings with Officers of the University;
- If you choose to repeat or change your course;
- if you do not pay your Fees on time;
- if you do not make satisfactory progress on your course;
• if you do not provide documentation when requested by the University;
• if you do not keep your UK contact address up-to-date;
• if you take a leave of absence or intermit from your studies;
• if you leave Keele University during your course;
• if you exceed your working limits as stated on your visa;
• if you withdraw or are withdrawn from your studies.

Please note this is not an exhaustive list.

These requirements are subject to change in line with UK Immigration Law and the requirements on the University as a Tier 4 sponsor by the UKVI. For more information please refer to the immigration pages on the Keele University website: 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;
• Valuing the rights, responsibilities and dignity of individuals through our commitment to equality and diversity;
• Valuing probity and ethical behaviour.

These values will underpin everything that 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 & Diversity can be found on the University website via: http://www.keele.ac.uk/hrss/equalitydiversity/

Dignity and Respect Framework
Dignity and respect are at the heart of the core values of the University. Keele is a diverse, inclusive and professional community that respects individuals and enables them to strive for success in order to contribute positively and sustainably in the local region, wider society and national economy.

The purpose of the Dignity and Respect Framework is to translate these strategic commitments into everyday working practice at Keele. There is a need to define, in fairly flexible terms, what dignity and respect feels like and looks like. The Framework aims to promote positive relationships by helping to focus and interpret these mutual expectations within a complex and diverse organisation.

https://www.keele.ac.uk/equalitydiversity/dignityandrespectframeworks/

Useful Programme Documentation
It is important that you consult the School’s website and KLE at regular intervals. Other key documentation can be found as follows:

Programme Specs
Programme specifications are the definitive, formal document summarising the structure and content of your programme. Link: http://www.keele.ac.uk/qa/programmespecifications/
MA + MRES Personal Development and Learning Plan

In order to help you keep track of your academic progress and effectively set out and manage your personal learning goals, you will be required to fill out and regularly update a PDLP form. It will ensure that you remember key points addressed at each meeting you have with your dissertation supervisor keep up with your assessment work. It will also be useful when moving on from your Masters in setting out your personal academic achievements during the course of the degree. This electronic document will be visible to your supervisor and the PGT Director.

PROGRAMME SPECIFIC INFORMATION

M.Res. Humanities at Keele

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.

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

Students plan, research and write a Dissertation supervised by a member of the relevant discipline.
Assessment: 20,000 words (+/-10%) Dissertation (90 credits)
Submission: 11 September 2018, before 12 noon
Please upload to the Turnitin dropbox on the KLE.

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.
  
  *Media, Communications and Culture Students*

- **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.

  Submission: 11 September 2018, before 12 noon
  Please upload to the Turnitin dropbox on the KLE.

**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 Coordinator for both is Dr. Ben Anderson. 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
  23 January 2018, before noon
- Reflective Diary
  10 May 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**Optional Modules by Discipline**

**American Studies**

**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. It is the student’s responsibility to meet their supervisor regularly and determine what form the IRO assessment will take.

**Assessment**

AMS-40001 *Methods in Cultural Analysis*: 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-40001 *Methods in Cultural Analysis*

23 January 2018, before noon

AMS-40027 *Individual Research Orientation*

10 May 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**English**

**Criticism, Analysis, Theory (ENG-40007), 30 credits (convenor: Dr Rachel Adcock)**

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: The Rise of English; Marxism and New Historicism; Ecocriticism; Gender and Sexuality Studies; Genre Theory; Book History; and Postcolonialism.

**Assessment**

4,000–5000-word essay (100%)

1,500-word formative essay on Book History; formative individual presentation; formative reflective diary on School research seminars

**Submission**

18
23 January 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**Individual Research Orientation (ENG-40014), 30 credits (convenor: Dr Rachel Adcock)**

In this module, students work with their prospective dissertation supervisors on the field in which their research proposal is situated, combining directed reading in primary, secondary and theoretical texts with individual research planning. It is the student's responsibility to meet their supervisor regularly and determine what form the IRO assessment will take.

**Assessment**

4,000–5000-word essay and oral presentation

**Submission**

10 May 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**Film**

**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**

23 January 2018, before noon

Please 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. It is the student’s responsibility to meet their supervisor regularly and determine what form the IRO assessment will take.

**Assessment**  
4,000–5,000 word essay  
**Submission**  
10 May 2018, before noon

Please 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**  
23 January 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**Individual Research Orientation (HIS-40010), 30 credits**  
The aim of this module is for students to either place their topic within the context of relevant historiographical debates or enhance the skills they need in order to conduct their research. If working on an essay, students work with their supervisors to determine appropriate reading and an essay topic. This often takes the form of a literature review. However some students take a course in Palaeography or a language relevant to their research topic. It is the student’s responsibility to meet their supervisor regularly and determine what form the IRO assessment will take.

**Assessment**  
4,000–5,000 word literature review or essay or language / Palaeography assessment  
**Submission**  
10 May 2018, before noon

Please upload to the Turnitin dropbox on the KLE.

**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
23 January 2018, before noon

Please 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. It is the student’s responsibility to meet their supervisor regularly and determine what form the IRO assessment will take.
Assessment
4,000–5,000 word essay
Submission
10 May 2018, before noon

Please upload to the Turnitin dropbox on the KLE.
## M.Res. Programme Structure: A Year Chart

### Full-time students

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Skills in the Humanities</strong> (HIS-40017)</td>
<td><strong>Reflective Practice in the Humanities</strong> (HIS-40016)</td>
<td><strong>Dissertation</strong></td>
</tr>
<tr>
<td>15 credits</td>
<td>15 credits</td>
<td>90 credits</td>
</tr>
<tr>
<td><strong>Core Module</strong>¹ (e.g. AMS-40001, HIS-40002)</td>
<td><strong>Individual Research Orientation</strong>²</td>
<td></td>
</tr>
<tr>
<td>30 credits</td>
<td>30 credits</td>
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</table>

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, paleography, etc.
**Part-time students**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 1</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 2 and 3</td>
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### Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Research Skills in the Humanities (HIS-40017)</td>
<td>15</td>
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Core Module\(^3\) (e.g. AMS-40001, HIS-40002)

<table>
<thead>
<tr>
<th>Credits</th>
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<tr>
<td>30</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Reflective Practice in the Humanities (HIS-40016)</td>
<td>15</td>
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</table>

| Individual Research Orientation\(^4\) |
|--------------------------------------|---------|
|                                      | 30      |

### Year 2

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2 and 3</th>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Dissertation (90 credits)</td>
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<table>
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<tr>
<th>Year 2</th>
<th>Year 2</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 2 and 3</td>
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<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Dissertation (90 credits)</td>
<td></td>
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</tbody>
</table>

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\(^3\) 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, paleography, etc.