



# **UNIVERSITY OF EDINBURGH**

***COLLEGE OF HUMANITIES AND SOCIAL SCIENCE***

***SCHOOL OF LANGUAGES,  
LITERATURES AND CULTURES***

***DIVISION OF EUROPEAN  
LANGUAGES AND CULTURES***

**HANDBOOK OF PROCEDURES,  
GUIDELINES AND REGULATIONS**

**Read carefully and retain for future reference**

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THIS HANDBOOK IS DISTRIBUTED FREE OF CHARGE TO ALL STAFF AND FIRST-YEAR STUDENTS. STUDENTS MUST USE IT AS THEIR PRIMARY SOURCE OF INFORMATION REGARDING STUDY WITHIN DELC. THE REGULATIONS SET OUT HERE, IN PARTICULAR THOSE PERTAINING TO THE YEAR ABROAD, ARE CONSIDERED DEFINITIVE AT THE TIME OF PRINTING. ANY SUBSEQUENT ALTERATIONS WILL BE NOTIFIED VIA E-MAIL, THE DIVISION WEBSITE AND THE SUBJECT AREA NOTICEBOARDS.

LOST HANDBOOKS MAY BE REPLACED AT THE STUDENT'S OWN COST.

### ***KEY TO ABBREVIATIONS***

On noticeboards and in course handouts, as well as in this handbook, the following abbreviations are commonly used:

AFB = Adam Ferguson Building  
CHSS = College of Humanities and Social Science (also HSS)  
DELC = Division of European Languages and Cultures  
DHT = David Hume Tower  
DoS = Director of Studies  
EUSA = Edinburgh University Students' Association  
GS = George Square (particularly 59/60GS)  
LHC = Languages and Humanities Centre  
LLC = School of Literatures, Languages and Cultures  
MEL = Modern European Languages  
TO = Teaching Organisation  
UoE = University of Edinburgh  
WRB = William Robertson Building

3 Hons = Junior Honours, or third year

4 Hons = Senior Honours, or fourth or final year

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## **WELCOME**

Welcome to the Division of European Languages and Cultures (DELIC). DELIC comprises the subject areas of French, German, Hispanic Studies (Spanish, Latin-American and Portuguese), Italian, Russian Studies, and Scandinavian Studies (Danish, Norwegian and Swedish). In the most recent Research Assessment Exercise (2001) the majority of subject areas in DELIC were awarded the highest scores of 5 or 5\*, with other areas awarded a 4, ensuring that the learning experience and research environment within DELIC is rich and stimulating. Students and staff alike can expect to benefit from this environment through the cross-fertilisation of teaching, learning and research, and so reap the rewards of being part of a high-quality unit within a university of world renown.

In order to ensure continuing excellence, tutors and students alike are expected to engage in ongoing study and research. Vacations are not 'holidays': students are expected to continue with study during the vacations, in the form of reading primary and secondary material, while staff are expected to engage in advanced research culminating in articles, books, or other research output. Success in these areas, as evaluated by external assessors, is the main means of ensuring future funding. This is essential if the undergraduate experience at Edinburgh is to be maintained or improved. Students and staff therefore form a circle of dependence that has as its goal the maintenance or improvement of the quality of education available at the University of Edinburgh.

This handbook is designed to provide both staff and students in Modern European Languages (MEL) with guidelines to general principles, procedures and regulations relating to undergraduate study in DELIC, in order to be clear and transparent in all aspects of our curricula. Course-specific information may be found in the various dedicated course handouts. If you have any queries or uncertainties, consult the Teaching Organisation at 59 George Square or the relevant Course Organiser.

## **TEACHING ORGANISATION**

The DELIC Teaching Organisation (TO) is located at 59 George Square (GS), and is normally open to students from 10am to 2pm. Staff may normally gain access from 9am to 5pm using the PIN code.

The main noticeboards for all courses in European Languages are located in 59/60 GS. Some courses have duplicate noticeboards in the David Hume Tower (DHT), but these may not be as up-to-date as those in George Square which should always be taken as providing the most accurate, up-to-date information. Noticeboards should be checked at least twice a week during semester-time.

The TO is the focus of all undergraduate administration within DELIC. Outside the office in 59 George Square there are drop-boxes for handing in essays and other assessed work; via the TO, students can obtain information about class times and locations, deadlines, and the means of contacting tutors; staff can use the TO to help in the preparation of course materials, exam papers, and as a source of administrative information about students and courses. Please note that assessed work submitted via the TO's drop-boxes is collected daily at busy times and stamped with the date of receipt. This is the date which is used to determine whether or not an item of coursework has been submitted late and is therefore subject to a penalty.

## OUTLINE DEGREE STRUCTURE, AIMS AND OBJECTIVES

### DEGREE STRUCTURE

Full details of each Degree Programme Table are to be found at <http://www.drps.ed.ac.uk>

Single and Joint Honours degrees involving MEL will normally follow the pattern outlined below (figures in square brackets indicate credit weighting):

#### YEAR 1

1. First-year course in Language 1 [40]
2. First-year course in Joint subject (which may be Language 2), or Secondary Subject [40]
3. Outside Subject [40]

#### YEAR 2

1. Second-year course in Language 1 [40]
2. Second-year course in Joint subject (which may be Language 2), or Secondary Subject [40]
3. Two appropriate 20-credit courses or, in some curricula, second Outside Subject [40]

#### YEAR 3

Single Honours:

1. Language 1 3Hons [60]
2. MEL year abroad work [40]
3. Dissertation preparation [20]

Joint Honours, another language:

1. Language 1 3Hons [100]
2. Dissertation preparation *OR* ERASMUS marks *OR* Long Essay [20]

Joint Honours, not a language:

1. Language 1 3Hons [60]
2. MEL dissertation preparation [20]
3. Year abroad work for Joint subject [40]

The third year will normally be spent abroad -- a minimum of 30 weeks over a year or no fewer than 8 weeks per language for joint honours, two languages. (The only exception to this is the BA in Humanities and Social Science, for which the third year will normally be spent in Edinburgh.) Students may, of course, spend longer in the country of their target language, if they choose to do so. Further information may be obtained from the relevant Subject Area(s).

#### YEAR 4

Single Honours: Language 1 - 4Hons [120]

Joint Honours: Language 1 - 4Hons [80/60/40] and Joint subject (which may be Language 2) 4Hons [80/60/40]

Please consult the Degree Regulations and Programmes of Study (DRPS) online at <http://www.drps.ed.ac.uk> for full details.

## **AIMS, OBJECTIVES AND FURTHER REQUIREMENTS**

### **YEAR 1**

All first-year courses are assessed by a combination of continuous assessment and exam, the normal ratio being 40% to 60% respectively.

1A courses are aimed at students who do not have a Higher or equivalent level of proficiency in the target language. They are primarily designed to provide students with an introduction to and a firm grounding in a new language of study. Some courses may also provide an introduction to relevant cultural issues. Because of the demands of studying a new language, two 1A courses may not normally be taken together in the same year.

1B courses are aimed at students who already have a Higher or equivalent level of proficiency in the target language. They are designed to develop existing language skills, and to place these within a broader cultural context.

In all cases, a pass (40% overall) is normally required for entry into second year.

### **YEAR 2**

All second-year courses are assessed by a combination of continuous assessment and exam, the normal ratio being 40% to 60%.

Second-year courses are designed to consolidate the work of the first year, and develop the student's skills in preparation for the Year Abroad.

DELC half-courses such as 'Literature and Culture in Medieval Europe' or 'Introduction to European Cinema', are designed to provide students with a broad understanding of the periods or genres studied, and therefore widen their cultural perspectives.

In all cases the pass mark is 40%, but students wishing to enter Honours in any language(s) must normally achieve 50% in the language(s) they wish to study for Honours (as well as sufficient credits in first and second year).

By January of their third academic year, Honours students will be informed of the options available for final-year study in their chosen language(s). Options will be allocated according to the criteria and deadlines specified at that time.

### **YEAR 3 at Edinburgh**

Students taking a third-year language course as part of the Humanities and Social Science BA degree will follow language and literature or civilization courses as specified by each Subject Area, each designed to raise their language and 'matière' skills to an advanced level. The third year is assessed by a combination of coursework and exam, the normal ratio being 40% to 60%. The pass mark is 40%.

Unless they are participating in ERASMUS exchanges, some 3Hons students (e.g. Law plus a language, Business Studies plus a language) may spend the bulk of their third year at Edinburgh, and will follow the normal third-year course, but will not be formally assessed.

## YEAR 3 Abroad

All 3 Hons students are required to spend all or part of their third year abroad.

- **Students studying one language** (whether Single Honours, or Joint with a non-language subject), will normally spend a minimum of 30 weeks in the relevant country.
- **Students studying two languages** will normally spend a minimum *total* of 30 weeks abroad, with a minimum of 8 weeks in the country of each language studied. Students taking a language as a minor component of their degree (e.g. Law plus a language, Business Studies plus a language) will spend a minimum of 8 weeks in the relevant country.

Of course, students may, if they choose to do so, spend longer abroad than these minimum requirements dictate, and we welcome such arrangements.

For more information on the Year Abroad see the following pages.

## YEAR 4

The Final Year is designed to hone students' language and analytical skills. There is a greater emphasis on independent learning and seminar-based work, which builds on the experience gained during the Year Abroad. There is greater flexibility and choice, allowing students to pursue areas of particular interest to them.

**MEL Single Honours** students will study for two written language papers, one oral exam + assessment, four option papers (or equivalent), and the completion of the dissertation prepared during the year abroad.

**MEL Joint Honours (two languages)** students will study for the following in each language: one written language paper, one oral exam + assessment, two options (or equivalent). If they did the dissertation preparation during the year abroad, they will also study for the completion of the dissertation; if they submitted ERASMUS marks following the year abroad, they will instead write and submit a Long Essay.

**MEL + OSNAL (other subject not a language)** students will, normally, for the language component, study for two written language papers, one oral exam + assessment, one option and the completion of the dissertation prepared during the year abroad.

## THE YEAR ABROAD

The aim of the year abroad is to develop the students' language skills to a higher level by immersing the learner in the target language, broaden their horizons by exposing them to new experiences and cultures, and develop their independence both in learning and life. The Year Abroad may be spent attending university, teaching English, or in some other form of employment, subject to the permission of the Head of School.

Students will be assessed on their Year Abroad performance both by DELC and, in the case of students combining a language with a non-MEL subject, also by the partner subject. Assessment may take the form of ERASMUS marks, essays written in and for the relevant language(s), a combination of both, or an essay or dissertation written for the partner subject, as well as through language papers in Year 4. The actual academic requirements depend on the particular degree programme and are outlined below and, comprehensively, online at <http://www.drps.ed.ac.uk>.

ERASMUS (also known as SOCRATES) is an exchange programme for Higher Education across Europe and allows students to attend university abroad and receive credit for their work once they return to their home university. Marks are awarded according to the foreign university's usual scheme and then converted to the scheme used at the home university (see below). Exactly how many credits' worth of marks students need to achieve at the foreign university is decided using a system known as ECTS (European Credit Transfer System). Students studying abroad, either as part of the ERASMUS scheme or outwith it, are expected to take courses equivalent to the Edinburgh workload of 120 Edinburgh credits per year. **In any case, they are expected to complete and pass courses amounting to no fewer than 15 ECTS credits per semester. This means returning grades for an absolute minimum of 15 ECTS credits for each semester spent studying at a higher education institution in the EU. Failure to complete the minimum number of credits and return pass marks for these may mean that students are unable to graduate.** Ideally, therefore, students should complete a higher number of credits per semester, in the region of 20 ECTS or more, to ensure that they return sufficient credits and also allow for the highest marks to be selected. All or the majority of these courses should be at least second-year courses in the degree subject(s) in question. The highest marks achieved during the year amounting to 15 ECTS credits per semester, 30 per year, will be counted (see "Academic requirements"). The counted marks themselves will be converted to Edinburgh marks by the Head of the Teaching Organisation.

It is important to refer to the Health and Safety Policy for the School of Literatures, Languages and Cultures, which is here: <http://www.llc.ed.ac.uk/Documents/LLCStudy-WorkingAbroadPolicy-05-03-08.doc>. This outlines the responsibilities of the University and those of the student, with respect to the year abroad.

You should also check the Foreign and Commonwealth Office advice for the country you will be studying in: <http://www.fco.gov.uk/en/travelling-and-living-overseas/>. It is your responsibility to check this before you travel outwith your country of study, during your year abroad.

## YEAR ABROAD ACADEMIC REQUIREMENTS

### Single Honours\*

**ALL STUDENTS** are required to spend at least 30 weeks in an approved country working, studying, or a combination of both. As well as developing their language skills (equivalent to 60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral, students are required to do preparation (20 UoE credits) for an **MEL DISSERTATION**, which will be written in the target language during Final Year (and will be worth a further 20 credits then) and submitted towards the end of Final Year.

**IN ADDITION, STUDENTS ARE REQUIRED** to return 40 UoE credits of assessed work to DELIC (this work will count as two Units of Assessment in the final degree classification). This can be in the form of:

- **ERASMUS STUDENTS:** two semesters' worth (equivalent to 30 ECTS) of **COUNTED MARKS** for suitable courses in a partner university abroad, or
- **NON-ERASMUS STUDENTS:** two **ESSAYS** (to be submitted at the beginning of Final Year), or
- **ERASMUS & NON-ERASMUS STUDENTS:** a combination of **BOTH** (i.e. one **essay** and one semester's worth [15 ECTS] of counted marks for courses studied abroad).

### Joint Honours: MEL (two European languages)

**ALL STUDENTS** are required to spend a total of at least 30 weeks in approved countries abroad, with a minimum of 8 weeks in each country whose language they are studying. This time can be spent working, studying, or a combination of both. As well as developing their language skills (100 UoE credits) in preparation for Language Paper 1 and the Oral in each language, students are required:

- **ERASMUS STUDENTS:** to return 20 UoE credits of **ASSESSED WORK** to DELIC in the form of **COUNTED MARKS** equivalent to 15 ECTS per semester for suitable courses in a partner university abroad. (Note that students submitting ERASMUS marks will also be required to complete a Long Essay [20 UoE credits] in Final Year. The year-abroad assessed work, plus the Long Essay completed in Final Year, will count as two Units of Assessment in Finals.)

**NOTE:** Two-language MEL students going abroad to study under the ERASMUS scheme **MUST** bring back grades from the university (universities) that they attend. They therefore do **NOT** have the option of writing a long essay in Year 3 or a dissertation. This requirement is vital to ensure the integrity of our exchanges with our partner universities.

- **NON-ERASMUS STUDENTS:**  
**EITHER** to do preparation (20 UoE credits) for an **MEL DISSERTATION**. The MEL dissertation, which will be completed in the target language during Final Year (and will be worth a further 20 UoE credits then) will be submitted in Week 11 of Semester 2 of Final Year;

**OR** to return 20 UoE credits of **ASSESSED WORK** to DELIC in the form of a **LONG ESSAY** (3-4,000 words in the target language). (Note that students submitting a Long Essay will also be required to complete a Long Essay [20 UoE credits] in Final Year. The year-abroad assessed work, plus the Long Essay completed in final year, will count as two Units of Assessment in Finals.)

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\* Please note that Spanish and Portuguese (MA) also constitutes a Single Honours degree. However, the year abroad requirements are different - refer to the DPT for more information.

### Joint Honours: MEL and European Union Studies (1 language; Curriculum B)

**ALL STUDENTS** are required to spend at least 30 weeks in an approved country, normally studying. As well as developing their language skills (60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral, **ALL STUDENTS** are required:

- To do preparation (20 UoE credits) for an EUS dissertation, which will be submitted to EUS at an agreed date during Final Year (and will be worth a further 20 UoE credits then). Note that while you will not be required actually to submit any work following the preparation phase, you should nevertheless be sure of having settled on your topic and done your research. The dissertation will count as two Units of Assessment in Finals.
- To return 40 credits of assessed work to DELC (this work will count as two Units of Assessment in Finals), in the form of:
  - **ERASMUS STUDENTS:** two semesters' worth (equivalent to 15 ECTS per semester) of **COUNTED MARKS** from suitable courses at partner universities abroad, or
  - **NON-ERASMUS STUDENTS:** two **LONG ESSAYS** (to be submitted towards the beginning of Final Year), or
  - **SOCRATES & NON -SOCRATES STUDENTS:** for students undertaking one semester of each option, a combination of **BOTH** (i.e. one **essay** and one semester's worth [15 ECTS] of **COUNTED MARKS** from courses studied abroad).

### Joint Honours: MEL and European Union Studies (2 languages; Curriculum A)

**ALL STUDENTS** are required to spend at least 30 weeks in approved countries abroad, including a minimum of 8 weeks in each country whose language they are studying. This will normally take the form of studying at university. As well as developing their language skills (100 UoE credits) in preparation for Language Paper 1 and the Oral in each language, students are required:

- To do preparation (20 UoE credits) for an EUS dissertation, which will be submitted to EUS at an agreed date during Final Year (and will be worth a further 20 UoE credits then). Note that while you will not be required actually to submit any work following the preparation phase, you should nevertheless be sure of having settled on your topic and done your research. The dissertation will count as two Units of Assessment in Finals.

### Joint Honours: with MEL as the first-named component AND Celtic/Scottish Ethnology and MEL

**ALL STUDENTS** are required to spend at least 30 weeks in an approved country working, studying, or a combination of both. As well as developing their language skills (60 UoE credits) in preparation for Language Paper 1, Language Paper 2, and the Oral, students are required:

- To do preparation (20 UoE credits) for an **MEL DISSERTATION** (students taking MEL and Classics, MEL and English Language and MEL and Linguistics can elect to do a dissertation for the partner subject instead). For information regarding Classics, EL and Linguistics dissertations, consult the partner subjects.
- To return 40 credits of assessed work to the partner subject, as stipulated by the partner subject. This work will count as two Units of Assessment in Finals.

## **Joint Honours: with MEL as the second-named component EXCEPT Celtic/Scottish Ethnology and MEL (see above).**

**ALL STUDENTS** are required to spend at least 30 weeks in an approved country working, studying, or a combination of both. As well as developing their language skills (60 credits) in preparation for Language Paper 1, Language Paper 2, and the Oral, students are required:

- To return 60 credits of work for the partner subject, as stipulated by the partner subject.

### **SUBMISSION OF YEAR ABROAD WORK**

Two word-processed copies of each year abroad long essay should be submitted to the TO by 4pm of the Friday of Week 1, Semester 1 (Friday, 26<sup>th</sup> September 2008) of final year. **ERASMUS marks should be submitted by the same deadline.** It should be noted that it is only the Director of TO who is able to grant an extension for any year-abroad work in exceptional circumstances. Failure to submit year-abroad work by the above deadline will normally result in that component being assessed at 0 (Bad Fail). Once year abroad long essays have been marked, one copy, with a provisional mark, will be returned to the student for formative purposes.

Students who are not taking part in official ERASMUS exchanges, but who wish their university marks, rather than an essay, to be used as their year abroad assessment, must submit a formal request in writing to the Teaching Organisation BEFORE the beginning of their year abroad. Once approval has been given, students may not subsequently choose to write essays instead.

### **DISSERTATIONS AND FINAL YEAR LONG ESSAYS**

An important component of the dissertation is the development not only of general language skills but also, through reading, the development of the appropriate style, register, and technical skills for the production of a scholarly paper in the target language. Once an area of study has been decided for the dissertation, students are also expected to begin research into this area. Note that while students will not be required actually to submit any work following the preparation phase, they should, nevertheless, be sure of having settled on your topic and done your research. The dissertation will count as two Units of Assessment in Finals.

All MEL dissertations will be approximately 6000 words in length (excluding bibliography, footnotes and appendices) and written in the target language. One word-processed copy in a temporary binding (e.g. spiral or hard plastic spine) must be submitted to the Teaching Organisation by 4pm on Thursday, 26 March 2009, Week 11, Semester 2, of Final Year. Extensions will not be granted under any circumstances, since dissertations are treated as examinations. Late submissions will be awarded a mark of zero (0).

All Final Year MEL Long Essays will be approximately 3000 words in length (excluding bibliography, footnotes and appendices), and written in the target language. One word-processed copy must be submitted to the Teaching Organisation by 4pm on Thursday, 26 March 2009, Week 11, Semester 2, of Final Year. Extensions will not be granted under any circumstances, since Long Essays are also treated as examinations. Late submissions will be awarded a mark of zero (0).

In both cases, up to five marks will be deducted for poor language. Excessively poor or unintelligible language will be penalised in the same way as the excessively poor or unintelligible production of written English.

## CONVERSION OF ERASMUS MARKS

For Final Honours calculations, ERASMUS marks will be converted according to the following criteria, depending on the country:

### Austria and Germany

Calculate the arithmetic average of the relevant courses, correct to one decimal place, and convert as follows:

Austria/Germany	1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8
Edinburgh	85	83	81	79	77	75	74	73	72

Austria/Germany	1.9	2	2.1	2.2	2.3	2.4	2.5	2.6	2.7
Edinburgh	71	69	68	67	66	65	64	63	62

Austria/Germany	2.8	2.9	3	3.1	3.2	3.3	3.4	3.5	3.6
Edinburgh	61	60	59	58	57	56	55	54	53

Austria/Germany	3.7	3.8	3.9	4	4.1	4.2	4.3	4.4	4.5
Edinburgh	52	51	50	49	48	47	46	45	44

Austria/Germany	4.6	4.7	4.8	4.9	5	5.1	5.2	5.3	5.4
Edinburgh	43	42	41	40	39	38	37	36	35

### Belgium, France, and Portugal

Calculate the arithmetic average of the relevant courses, correct to two decimal places, and multiply by 5.

**Denmark** Calculate the arithmetic average of the relevant courses.

Denmark	12 Outstanding Performance	10 Excellent Performance	7 Good Performance	4 Fair Performance	2 Adequate Performance	0 Inadequate Performance	-3 Unacceptable Performance
Edinburgh	85	75	65	55	45	30	0

**Italy** Calculate the arithmetic average of the relevant courses, correct to one decimal place, and convert as follows: 30 lode = 85; in all other cases, multiply the average by 2.48

**Spain** Calculate the arithmetic average of the relevant courses.

Matrícula de Honor = 85

Sobresaliente = 73

Notable = 65

Aprobado = 55

Suspenseo = 35

**Sweden** Calculate the arithmetic average of the relevant courses.

VG = 73

G = 65

U = 35

Students combining a language with a non-language subject may also be required to produce work for the partner subject as part of their Year Abroad assessment.

## TUITION FEE INFORMATION FOR UNDERGRADUATE STUDENTS SPENDING A YEAR ABROAD

### UK/EU Students

If you are on an **Erasmus exchange** abroad for a full academic year, you will not pay any tuition fees for the relevant academic session. The University will claim your tuition fees from the Scottish Funding Council but you are not required to do anything.

If you are spending a full academic year studying abroad as a **mandatory or optional part of your degree programme** or working on industrial placement, you will be charged a reduced tuition fee of approximately half the Home/EU tuition fee. For session 2008-2009 this will be £885 (£625 for students who commenced their studies prior to 1 August 2006). This is the government approved rate of tuition fee to be charged. Students from Scotland and the EU should apply in the normal way to SAAS for payment of their tuition fees. Students from the rest of the UK should apply in the normal way to their funding body for a tuition fee loan.

If you are studying abroad for just **part of the year**, you will be charged the relevant full-year Home/EU tuition fee.

### Overseas Students/Channel Island Students

If you are on an **Erasmus exchange** abroad for a full academic year, you will be charged a reduced tuition fee. This is the relevant Home/EU rate of tuition fee and for session 2008-2009 this will be £1,775 (£1,255 for students who commenced their studies prior to 1 August 2006).

If you are spending a full academic year studying abroad or working on industrial placement as a **mandatory part of your degree programme**, you will be charged a reduced tuition fee. This is the relevant Home/EU rate of tuition fee and for session 2008-09 this will be £1,775 (£1,255 for students who commenced their studies prior to 1 August 2006).

If you are studying abroad for just **part of the year**, you will be charged the relevant full-year overseas tuition fee.

### Refund Policy for Both Home/EU and Overseas Students

If you are studying abroad as a mandatory part of your degree programme and you personally are required to pay tuition fees to the institution you are studying at, the University will refund any tuition fees paid up to the value of the current Home/EU rate of fee. For session 2008-2009 this will be £1,775 (£1,255 for students who commenced their studies prior to 1 August 2006).

You should obtain a receipt for tuition fees paid and give this to Joanne Cockburn. They will forward the receipt together with confirmation that you are on mandatory study abroad to the Fees and Student Support Team who will arrange a refund to be paid to you.

## GENERAL

### WHAT MAKES A GOOD LINGUIST?

At the University of Edinburgh the ability to understand, speak and write the target language accurately, and in a variety of registers (from everyday conversation to academic discourse) is held in high esteem. We aim to produce graduates who are entirely comfortable with the target language (in both its written and oral/aural forms) and who are able to engage with native speakers at all levels. This requires commitment to the learning process. Mistakes will be committed along the way; the important thing is to learn from them and not simply accept them.

### BOOKS

Most books prescribed for DELC courses are available from *Blackwells*, the University bookseller, located opposite Old College on North Bridge. *Waterstones* on Princes Street and [www.amazon.co.uk](http://www.amazon.co.uk) are also good suppliers. The London-based bookseller *Grant and Cutler* ([www.grantandcutler.com](http://www.grantandcutler.com)) specialise in foreign language books. Subject Areas may also recommend other specialist suppliers. Honours students however, should not expect their set texts to be available at these booksellers on return to Edinburgh, and should endeavour to acquire their set texts while abroad (which is also usually cheaper).

### COURSE HANDOUTS

Course handouts are designed to explain the course in a transparent and accessible form and as such are course-specific and varied in presentation. Nevertheless, all course handouts will, as a minimum, contain the following information:

- A cross-reference to the generic information available in the DELC Handbook
- Specific Aims and Objectives for the course
- Marking criteria
- A detailed explanation of how coursework and end-of-year results are calculated
- An outline of the course timetable, with information about where and when specific information such as class times and venues may be found (e.g. noticeboards, e-mail or TO)
- Information about the nature and deadlines for course assessments (whether language, essay, or other), including information about when and where specific information may be found (e.g. noticeboards, e-mail or TO)
- Reading List and Bibliography
- Contact details for the Course Organiser, Course Secretary, and other tutors involved on the course
- An explanation of what coursework should be submitted to the TO after the last exam for the course, and before the meeting of the Board of Examiners, for scrutiny by the External Examiner(s).

### YEAR ABROAD STUDY

Students must also ensure they have completed and returned one of the following forms, by the deadline stated in each case: (1) Erasmus student release contract OR (2) Erasmus work placement training agreement OR (3) DELC Release Form.

By Christmas of the Year Abroad, each subject area should ensure that the TO has a complete list of (i) all students participating in ERASMUS exchanges, including the name of the host university and the intended period of study there; (ii) a list of all other students who have been given permission to submit university marks in lieu of essays for their Year Abroad assessment. Again, an indication of the host institution and intended period of study should be given.

Students should note that the Year Abroad is an integral part of the Honours degree in languages. It is NOT a 'gap year' or 'year out'. Irrespective of where they are or what they are doing during the Year Abroad, students are expected to be pursuing their studies for the University of Edinburgh. Once Final Year option allocations have been confirmed, students should acquire and read the relevant set texts. This should be done before returning to Edinburgh in order to ensure proper preparation for Final Year courses.

From the outset of their Year Abroad, students should embark on a programme of reading in the target language(s), with the aim of broadening their cultural perspectives as well as improving language skills. This includes reading quality newspapers, literature and works of a broadly cultural, historical, or socio-political nature. This will enhance their ability to engage with literature/civilization courses in Final Year, to write or speak on a range of topics and in a variety of registers and styles. Contrary to popular belief, simply living in a foreign country does not automatically improve one's ability to understand and speak its language and a conscious effort must be made to improve language skills while abroad. Students should become **active** listeners and readers, taking mental (and sometimes written) note of vocabulary, expressions, syntax, etc., and failure to take proper advantage of this opportunity will inevitably have a bearing on performance and results in Final Year.

## **ATTENDANCE**

Attendance is compulsory, not optional. Failure to attend classes will undermine the learning experience and may jeopardise results. Work done in class is an essential part of the learning process, as the student can benefit from the views and insights of other students, and develop his or her own communication skills. Regular absenteeism will be noted and may be commented on in future job references. All staff and students are expected to be in Edinburgh during semester-time, unless specific permission has been granted by the University, College, or Head of School.

## **FEEDBACK AND ASSESSMENT**

Assessment will, depending on the individual course, involve a combination of any of the following elements: written and oral/aural language work; essays; tutorial presentations; dissertations; exams. Individual course handouts will provide details of the particular assessment methods used in each course, as well as marking criteria. Essay titles will be provided well in advance: ideally within the first 2 weeks of Semester 1, but at least 1 month before the essay is due. All non-Honours courses (and some Honours courses) are assessed by a combination of continuous assessment and final exam. Specific details will be provided in the relevant course handouts. Feedback will be timely, i.e. it will normally be provided before the next assessment of a similar nature is due. Feedback may take the form of written corrections or comments, model answers, one-to-one discussion with individual students, or discussion in class.

## **SUBMISSION OF COURSEWORK**

Regular language work will normally be submitted in class to the relevant tutor. Longer assessments, such as essays and dissertations, will normally be submitted to the Teaching Organisation via the drop-boxes in 59 George Square. In many instances, coursework will contribute to the end-of-year result, but in all cases the formative value of the feedback given is an essential part of the learning process: mistakes or misconceptions can be corrected, omissions highlighted, and positive elements can be acknowledged and rewarded. All courses, whether Honours or non-Honours, will have some form of assessment, whether formative, summative, or a combination of both. Extensions may be available in the case of genuine problems, whether medical or personal. Computer problems such as corrupted discs or the accidental deletion of files are NOT suitable grounds for extensions (see below under 'Computers and E-mail'). For regular language work, extensions may be granted by individual tutors; extensions for Semester essays will normally be granted by the Course Organiser or Subject Convener; extensions for Final Year

Dissertations or Long Essays may only be granted by the Head of the Teaching Organisation. Tutors should not allow students to submit work once the same exercise has been returned to the remainder of the class; in these circumstances genuine problems should be dealt with in an alternative fashion.

All assessments should be delivered by hand. If assessment (e.g. an essay) is sent by post or delivered by someone else, this is done at the student's risk, as late arrivals will be penalised in the same way as any other late submission, and non- or excessively late arrivals will be awarded a mark of zero (0). Assessments should **NOT** be submitted by fax or e-mail.

## **RECORDING OF MARKS**

Marks will be recorded on electronic spreadsheets, the master copy of which will be held in the TO on removable storage, to avoid hacking. Course Organisers who wish to run their own spreadsheets will ensure that an updated copy is lodged with the TO at least every 2 weeks during Semester-time.

## **COMPUTERS AND E-MAIL**

The University of Edinburgh has extensive computing facilities, and these should be put to effective use. All students should learn to word process (including how to produce the special characters relevant to the language(s) they are studying), how to use the Internet constructively for research and accessing up-to-date language materials, and how to use e-mail. E-mail accounts should be checked regularly. The word processing of essays and dissertations is extremely valuable as it improves legibility, facilitates the incorporation of notes, and makes it easier for the student to re-structure ideas and add or discard material. Computing difficulties (corrupted discs, deleted files, printer queues etc.) will **NOT** be accepted as valid reasons for late submission of work.

The DELC website (<http://www.delc.ed.ac.uk/>) includes links to internet resources for language and culture, and to administrative and contact information for DELC, as well as to the home pages of the School of Literatures, Languages and Cultures (LLC) and the College of Humanities and Social Science (CHSS).

### **University of Edinburgh statement for students on the use of e-mail**

When you join the University you will be given a University of Edinburgh (UoE) e-mail address which will be used for a variety of essential communications. You **must** access and manage this account regularly as the University will send you vital information from time to time, for example on exam arrangements or changed class times or locations, and will assume that you have opened and acted on these communications. Failure to do so will not be an acceptable excuse or ground for appeal. If you already have a web-based e-mail account and think that you are unlikely to check your UoE e-mail account, it is your responsibility to set up a forward on the UoE account to ensure that all official University communications are received.

## **PENALTIES**

As well as honing the student's skills in the particular discipline(s) studied, university also prepares the student for the world of work where meeting deadlines (often in a pressurised environment) is a necessary skill. Meeting deadlines is therefore also a requirement for university work. All late work which has not been granted an extension will not be accepted in some cases or will be penalised, with 5 marks deducted for each day late, up to a maximum penalty of 20 marks (weekends are included as working days for the purposes of such calculations). Work submitted more than 4 days late will not be accepted, and will be awarded a zero mark (0). Year Abroad work, Long Essays and Final Year Dissertations will be treated as examinations, and will be awarded a zero mark (0) if submitted late.

## **PRIVATE STUDY**

A good deal of private study is required in university learning. As a rule of thumb, students should expect to spend a total of at least 36 hours per week on their university studies, whether in class or in private study. In languages, this will mean a combination of language work and cultural study, using resources such as the Main and Class Libraries, the Languages and Humanities Centre (DHT basement), and its offshoot the Languages Microlab (Adam Ferguson Building basement). As part of private study one is expected to read and quote from, or refer to, the work of other scholars in the field. When doing this, it is important to acknowledge the sources of any work drawn on to help in essay-writing, whether articles, books, or the internet.

## **PLAGIARISM AND REFERENCING**

Plagiarism is the use of material taken from another writer's work without proper acknowledgement, presenting it as if it were one's own. While it is perfectly proper in academic study to make use of another person's ideas, to do so under the pretence that they are one's own is deceitful, and may be commented on in future job references. Plagiarism, whether in coursework or examinations, is always taken extremely seriously within the University, as it is a form of cheating. Work found to be plagiarised may be penalised, assessed at zero, or not accepted, and in serious cases may lead to disciplinary action being initiated, in accordance with University regulations. These require that the student, accompanied by a representative from EUSA, be interviewed by appropriate members of staff and a formal report be written. Repeated instances of plagiarism require that the student be referred to the Disciplinary Committee of the College of Humanities and Social Science, and may result in the student being prevented from graduating.

While deliberate plagiarism involves an intention to deceive and is easy to avoid, it is possible to fall into practices which could be mistaken for plagiarism, if there is lack of familiarity with the proper means of using and acknowledging material from other writers. This is another important reason for reading secondary material, as it gives examples of appropriate referencing techniques. Inadequate referencing and inappropriate use of others' material could inadvertently lay the student open to charges of plagiarism. Since different subjects involve different uses of material and may have different conventions about how it should be acknowledged, tutors should be consulted if there is doubt.

For further information, refer to: [www.lib.ed.ac.uk/howto/infoskills\\_plagiarism.shtml](http://www.lib.ed.ac.uk/howto/infoskills_plagiarism.shtml) or [www.aaps.ed.ac.uk/regulations/Plagiarism/Intro.htm](http://www.aaps.ed.ac.uk/regulations/Plagiarism/Intro.htm).

EUSA can also provide advice and guidance: [www.eusa.ed.ac.uk/advice/plagiarism.html](http://www.eusa.ed.ac.uk/advice/plagiarism.html).

## **CHEATING**

While collaborating with other students, or seeking advice from tutors or others, is perfectly acceptable as part of the learning process (and is indeed to be encouraged), it is not acceptable when preparing any piece of work that contributes to the assessment of any course. Copying, collaborating or, in the worst-case scenario, presenting work done by someone else as if it were one's own, is cheating, or may be interpreted as such. As with plagiarism, cheating is taken very seriously by the University, and when cheating has occurred, work may be penalised, assessed at zero, or not accepted, and in serious cases may lead to disciplinary action being initiated, as described under 'Plagiarism and Referencing'. If in doubt about any aspect of this issue, a member of staff or the relevant University regulations should be consulted.

## SPECIAL CIRCUMSTANCES

Any special circumstances that may affect coursework should be conveyed to the relevant Course Organiser either directly, or via the Director of Studies. Any special circumstances which may affect exam or overall performance should be conveyed to the relevant DoS. Special circumstances committees will be convened for each course to discuss information received and to make recommendations to the Exam Board, as stipulated in the University's 'Undergraduate Assessment Regulations' and 'Undergraduate Assessment Procedures'. (See also below under 'The Examination Process')

## MARKING SCHEMES

DELC subscribes to the University's Extended Common Marking Scheme introduced at the beginning of session 2005/06. This scheme aims to allow use of the full range of marking percentiles:

Extended Common Marking Scheme		
A1 (90-100)	Outstanding	1 <sup>st</sup> Class
A2 (80-89)	Fine work	1 <sup>st</sup> Class
A3 (70-79)	Excellent	1 <sup>st</sup> Class
B (60-69)	Very Good	2:1
C (50-59)	Good	2:2
D (40-49)	Satisfactory	3 <sup>rd</sup> Class
E (30-39)	Falls short of the standard expected for a pass	
F (20-29)	Clear Fail	
G (10-19)	Bad Fail	
H (0-9)	Very Bad Fail	

These descriptors are designed to give more information about the Extended Common Marking Scale. They should be understood in relation to the level the student has reached in the degree.

**Note** that certain courses in DELC have course-specific descriptors; where such exist they will be found in the relevant course handbooks.

**A1 (90-100) Outstanding** Outstanding work which demonstrates an exceptional understanding of conceptual ideas and literary texts, showing an unusual degree of original insight and breadth of independent research. It will have an authoritative ability to synthesise material and to conceptualise and sustain a sophisticated argument. It will show excellence in its detailed readings and an ability to both engage with critical debate and intervene independently in it. In language work, the mark reflects an exceptionally high level of linguistic competence. (Marks above 90% are considered outstanding and are only rarely awarded.)

**A2 (80-89) Fine Work** Excellent work which demonstrates comprehensive understanding of conceptual ideas and literary texts, showing clear evidence of independent insight and breadth of research. It will have an impressive ability to synthesise a range of material effectively, to think analytically and to sustain a complex argument. Its detailed readings will be sensitive and nuanced and it will show an ability to evaluate alternative critical perspectives. Its style will be articulate, convincing and engaging. In language work, the mark reflects a very high level of linguistic competence.

**A3 (70-79) Excellent Work** which demonstrates excellent understanding of conceptual ideas and literary texts, showing evidence of independent insight and reading. It will have an ability to synthesise material effectively, to think analytically and to sustain an independent argument. It will show excellence in its detailed readings and an awareness of alternative critical positions. Its style will be clear, convincing and engaging. In language work, the mark reflects a high level of linguistic competence.

**B (60-69) Very Good Work** which demonstrates an ability to understand the issues raised by the course and posed by the specific question, engaging in effective discussion. The work will show a facility in handling concepts, a very good knowledge of primary and some secondary texts, and a clear, fluent and accurate writing style, at ease with the conventions of presentation. It will show critical judgement in selecting, ordering and analysing material and an ability to use detailed analyses of texts to further its arguments. The work will demonstrate a good understanding of the way reading is affected by different critical perspectives. The work will show a thoughtful response to the texts concerned and elements of independent thinking. In language work, the mark reflects a sound level of linguistic competence.

**C (50-59) Good Work** which covers the subject matter of the course and is appropriately organised and presented. It will demonstrate good knowledge and understanding of relevant conceptual material and literary texts, derived from a solid basis of reading. It will be accurate and clearly written, grammatically correct, use quotation appropriately and show adequate familiarity with conventions of presentation in terms of reference and bibliography. It should be able to draw on information and ideas from lectures and secondary reading, but may not engage effectively in critical discussion. In language work, the mark reflects a fair level of linguistic competence.

**D (40-49) Satisfactory Work** which shows an adequate but limited knowledge of the subject matter of the course. The work shows satisfactory knowledge of the content and some response to the course texts, a basic grasp of critical vocabulary, and some ability to frame an appropriate response to the question. There are likely to be weaknesses in particular areas, such as:

- ability to maintain relevance to the question posed
- appropriate illustration to substantiate argument
- grasp of critical material encountered in lectures or secondary reading
- breadth of reading in the set works on the course
- use of effective style, good punctuation and spelling
- use of the conventions specified for the presentation of essays.

In language work, the mark reflects a basic level of linguistic competence.

**E (30-39) Falls short of the standard expected for a pass** Work may show some awareness of the issues raised by the course but deals with them inadequately. It may show some knowledge, but clear weakness in the ability to understand and respond to individual texts. It may have stylistic problems of expression, spelling and punctuation. In examinations this mark may indicate short measure, incomplete answers or rubric violation. In language work, the mark reflects some level of linguistic competence but shows deficiencies in important respects.

**F (20-29) Clear Fail & G (10-19) Bad Fail** Work which shows a lack of understanding of the ideas of the course, a substantially inadequate knowledge of the set texts, and an inability to formulate and communicate a response to the question. In examinations it will often involve seriously short measure or incomplete answers. In language work, the mark reflects major linguistic deficiencies and a failure to grasp basic structures.

**H (0-9) Very Bad Fail** These marks reflect a complete lack of understanding of the ideas of the course, virtually no knowledge of the texts, and an inability to respond to the question. In

language work, the mark reflects linguistic deficiencies such that the writing or speech is virtually incomprehensible.

All marking criteria, and the means of calculating marks (whether for coursework, exams, or the end-of year result) will be published in the relevant Course Handout and should not normally be altered during the course of the year. If any changes to these occur in the course of the year students must be informed before any affected assessments are submitted. This will be communicated in class, on noticeboards, and via e-mail.

## **SPREADSHEETS**

The design of criteria for assessment is the responsibility of each Course Organiser and Subject Area. This information will be communicated as early as possible to the TO (preferably before the start of the academic year, but by Christmas at the latest) so that appropriate spreadsheets may be designed. Any changes affecting the design of all spreadsheets (coursework or exam) should be communicated to the TO before Christmas, and may only happen when students have been suitably informed (see under 'Marking Schemes' above).

## **CLASS REPRESENTATIVES**

Each non Honours course will have at least one Class Representative; full courses with 20 or more students will have two Class Representatives. For each Subject Area, the final Honours cohort will have at least one Class Representative; cohorts of 20 or more will have two class Representatives. Class Representatives (or their deputies) will attend the staff-student liaison meetings for the relevant languages and courses, and will elect four individuals from amongst themselves to represent the student body at Divisional level.

## **QUALITY ASSURANCE AND ENHANCEMENT**

DELIC subscribes to the Quality Assurance and Enhancement structures of the College of Humanities and Social Science. Each course will give the opportunity for each student to complete an anonymous feedback form. Each course will be subject to annual monitoring, and the entire Division will periodically be inspected according to the University's Teaching Programme Review system.

## **CAREERS**

Students graduating in degrees involving Modern Languages at Edinburgh have progressed to careers in a huge array of areas. Some have decided to use the generic, transferable skills developed in their degree by pursuing careers in Law, Accountancy, Management, or Journalism. Others have decided to use their languages actively in fields such as Translating/Interpreting, Education, Tourism, the Wine Trade, Diplomacy, or International Relations. Whatever the goal, a degree involving Modern European Languages offers many possibilities, and employment prospects are some of the best in the UK.

## **THE EXAMINATION PROCESS**

### **YEAR ABROAD MARKS**

Year Abroad essays will normally be marked and returned to the student by the end of Semester 1 of Final Year. Year Abroad marks (ERASMUS and essay) will normally be converted to the final classification by the beginning of Semester 2, for entering into spreadsheets, and the results will normally be available to students, in provisional form, at the same time.

## **COURSEWORK MARKS**

While the exact timing of the transmission of coursework marks to the Teaching Organisation will depend primarily on the rhythm of setting assessments, this should normally take place in manageable blocks, e.g. the end of Semesters 1 and 2. In all events, the transmission of marks in one complete block in Semester 2 should be avoided, as this increases pressure on the TO and makes mistakes more likely.

## **PREPARATION OF EXAM PAPERS**

In accordance with the University's Undergraduate Assessment Regulations, exam papers should not be prepared on networked computers, nor should they be transmitted via mail or e-mail. Exam papers should be handed in person to the relevant Exams Convener or secretary in the Teaching Organisation. This should normally happen by the end of week 7 of Semester 2, to allow time for typing, proof-reading, and forwarding to External Examiners. It is recommended that re-sit papers are set at the same time as the summer ones. Tutors who word-process their own exam papers should ensure that an electronic copy (on floppy disc) is lodged with the TO before the start of the examinations diet.

It is the responsibility of the Exams Convener in each Subject Area to ensure that a list of setters and markers is drawn up, normally before Christmas. It is also her/his responsibility to ensure that all exam papers are set and carefully proof-read before the stipulated deadline, and forwarded to the External Examiner(s).

All non-honours exam papers will indicate the total number of marks available for the paper, and (where appropriate) how these marks are divided per section.

## **DELIVERY AND COLLECTION OF EXAM PAPERS**

Exam papers will be prepared by the TO, who will ensure that the requisite number of question papers are produced and put in an appropriate envelope at least 24 hours before the start of the exam. The front of the envelope will indicate the name and time of the exam, its venue, and the contact details for the person responsible for the exam. Exam papers will normally be kept in the TO, from where they will be collected (by the individual designated by the relevant Exam Convener) so that they may be delivered to the exam hall at least 30 minutes prior to the start of the exam. Before leaving the TO, the designated individual will check the contents of the envelope with which (s)he is provided to ensure that the content and number of papers contained therein are correct, and that the contact number on the front of the envelope is correct. Extra copies of the exam paper will be included in the envelope in case unforeseen circumstances should arise, and these should be left with the invigilators in the Exam Hall.

## **USE OF BOOKS AND DICTIONARIES IN EXAMS**

Students are not normally allowed to use books, dictionaries or other written or audio materials in exams, other than those provided for them in the examinations hall. The exception to this is the case of students whose native language is not English, who are allowed to use a small English-Mother Tongue dictionary. Permission for this must be sought from the TO a **minimum** of 10 days in advance of the examinations diet, and the dictionary to be used must be submitted for inspection. However, such a dictionary may **NOT** be used in the case of language exams for the student's own mother tongue (e.g. a native French speaker may not use an English-French dictionary in a French language exam).

## **BOARDS OF EXAMINERS**

Where a language forms a minor part of the degree (e.g. Law plus a language, Business Studies plus a language) the Board of Examiners will be convened by the partner subject. Single Honours, MEL, Spanish and Portuguese, MEL and EUS, and all other Joint Honours Boards will be convened by the Head of the Teaching Organisation or her/his designated deputy. Conveners, Secretaries, other Board of Examiners members, and External Examiners will be identified by the deadlines stipulated by College.

Single Honours, Spanish and Portuguese and MEL Boards are formed by the Convener and Secretary for the Board, a representative for each Subject Area in DELC, and a minimum of 2 External Examiners. However, all licensed examiners and all External Examiners may attend the Board. All other Joint Boards will normally comprise the Convener, the Secretary for the Board, the Exams Convener for each Subject Area in DELC, an External Examiner, the designated members from the partner subject, or (in all cases) their designated deputies. Other licensed examiners may attend these Boards and may contribute to discussion, but will not have voting rights.

Non-Honours Exam Boards will be convened by the Convener of Exams for each Subject Area. All tutors on the course may attend and contribute to discussion, but only licensed examiners have voting rights. At least 50% of the licensed examiners must be present for the Board to be quorate. If External Examiners are not present, their approval must be obtained before results are communicated to Registry and published. Coursework should be available for the scrutiny of External Examiners at their request. The Boards for common DELC courses such as IEC or LCME will normally be convened by the relevant Course Organiser and at least 50% of the examiners licensed for the course, or their deputies. For re-sit examinations, the quorum is a minimum of 2 examiners for the course.

## **SPECIAL CIRCUMSTANCES**

Each Exam Board shall, in accordance with University regulations, convene a Special Circumstances Committee, which will recommend the appropriate action to be taken in the cases it scrutinises. It is the responsibility of the student to ensure that all available information regarding Special Circumstances is conveyed to the appropriate Convener in advance of this meeting.

## **RELEASE OF MARKS**

Apart from Coursework and Year Abroad marks, which may be revealed (in provisional form) to students as soon as they are available, no other marks should be revealed until after the meeting of the relevant Boards of Examiners. Honours classifications should only be revealed via the noticeboards in the TO, and marks for Honours papers should only be revealed via the official transcript. Under no circumstances will marks be communicated over the telephone or via e-mail.

When they are available, coursework results should be posted on the relevant noticeboards, with students listed by exam or matriculation number, not by name. For 1B courses, a list of the names of students exempted from the degree examination may be appended.

## **RULES FOR THE CLASSIFICATION OF HONOURS DEGREES**

Within CHSS uniform rules are applied to the award of all Honours degrees (with the exception of Law plus a language, where the School of Law will publish its own criteria).

For CHSS rules on the classification of degrees, see:

[http://www.hss.ed.ac.uk/AcademicAdmin/UnderAcadeAdmin/PolicesGuidence/documents/ExamBoardGuidanceApril2007\\_webversion\\_000.doc](http://www.hss.ed.ac.uk/AcademicAdmin/UnderAcadeAdmin/PolicesGuidence/documents/ExamBoardGuidanceApril2007_webversion_000.doc) or follow the links from within the DELC website.

## **RESPONDING TO EXTERNAL EXAMINERS' REPORTS**

When External Examiners' reports are received, they will be distributed to the relevant Exams Convener for each subject area, and copied to the Convener of the MEL Board. The Convener of the MEL Board will draft a response to the general points raised in the reports, and send this to each subject area Exams Convener for inclusion in the reply sent to the Externals. Each subject area Exams Convener will respond to specific points about their own subject area, and send this to the School Office for approval, before then forwarding it to the relevant Externals, with a copy to the College Office. This process should normally be completed in time for External Examiners' comments and responses to these, to be considered at the LLC QAE meeting which takes place at the end of Semester 1 or beginning of Semester 2.

## **RETENTION OF ASSESSED MATERIALS (FREEDOM OF INFORMATION)**

Exam scripts and other assessments (including dissertations) will normally be kept for a period of 12 months before being destroyed. Anyone wishing their assessed materials to be destroyed before the end of this 12 month period should consult the relevant Freedom of Information and Data Protection information on the University website, and submit a written request to the Teaching Organisation, stating the grounds for their request.

## **LANGUAGE and HUMANITIES CENTRE**

<http://www.arts.ed.ac.uk/lhc/index.html>

Basement, David Hume Tower      Open 9am to 5pm (Monday to Friday)      tel. 650 3970

The Language and Humanities Centre (Language Centre) is open to all LLC students and is located in the basement of the David Hume Tower. The centre includes language labs for either teaching or self study, a lecture theatre, a multi media room and a comprehensive library.

The library has a collection of over 6,000 films and documentaries, on VHS and DVD which are all available for self study in our Study area. They are not available to take away. The catalogue, VIDCAT, is available on the web, within the University only, at <http://webdb.ucs.ed.ac.uk/lhc/vidcat/>. There is also have a large collection of foreign language audio materials on cassette and CD available for use in the Language Lab. We can also provide audio cassette, CD, VHS and DVD fast copying facilities.

Finally, the lab can supply photocopying, ring and comb-binding. There is a large selection of blank audio, video, floppy discs, CD, DVD, batteries etc., for sale to staff and students. Our pricelist is available at <http://webdb.ucs.ed.ac.uk/lhc/pricelist/>

## **HUMANITIES MICROLAB**

Contact: [linda.anderson@ed.ac.uk](mailto:linda.anderson@ed.ac.uk)      650 8396

The Humanities Microlab is in the basement of 6 Buccleuch Place.

Registration is required - forms are available from the lab or you can register online;

<http://www.arts.ed.ac.uk/lhc/computing.html>.

## **HARDWARE**

- networked PCs / Printers (black & white, colour)
- Matrix printing is free for academic printing less than 10 pages long, 1p for all other pages.

## **SOFTWARE**

- Microsoft Office 2003 / MS Word, Excel, Access, PowerPoint / Higgins Phonetics Tutor
- Linguistic IPA fonts & Language software and CD's
- Keyboards and fonts for Cyrillic, Far Eastern and Middle Eastern characters

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