

Faculty of Arts and Humanities

School of Humanities

Modern Languages and Linguistics Undergraduate Handbook Information

2019-20

Disclaimer

This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session.

This handbook is available in alternative formats on request.

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Commonly used abbreviations

| | | | |
|------------|----------------------------------|--------------|--|
| CH | Joint Honours | SH | Single Honours |
| CLS | Centre for Language Study | SOH | School of Humanities |
| EFL | English as a Foreign Language | SPLAS | Spanish, Portuguese & Latin American Studies |
| MLL | Modern Languages and Linguistics | | |
| PG | Post Graduate | UG | Undergraduate |
| RA | Residence Abroad | YA | Year Abroad |

Note: This booklet is for all undergraduate students taking modules in Modern Languages and Linguistics. It is updated annually, and modules will vary from year to year. ***Please read the regulations in particular with care; if you do not observe them, your degree could be at risk.*** We do our best to ensure that these regulations conform to Faculty and University policy, but in the unlikely event of any discrepancies, please note that the Faculty and University policies take precedence.

Welcome to Modern Languages and Linguistics (MLL)

Welcome to all of our First year students who are embarking on a new adventure, that of learning languages, cultures and linguistics. We are delighted to have you on board and we hope that Southampton will become an exciting part of your life. As our modern language and/or linguistic graduates, you will feel the magic of working in a foreign language and seeing doors open for you physically, socially, emotionally and mentally. Learning other languages opens up new worlds and cultures and enables you to understand what makes people tick.

Our Second Year students, and Final year students who have just returned from their year abroad, will be there to share their experience and we are delighted to welcome them back. As the Head of Department, I am delighted to work with all of you and I hope you will enjoy your journey with us.

This handbook gives you most of the information you need to organise your work, and tells you where to find out more about the things that will help you to make a success of your studies. While the information provided here will be particularly useful to first-year students, who are new to our programmes, staff and systems, it will also be helpful for continuing students since many details do change from year to year. We expect you to use this handbook and other web based documents, in combination with the School of Humanities Handbook, to keep up to date with information and important deadlines. It is your responsibility to consult all of this documentation regularly.

The information in this handbook is as accurate as we can make it at this time. There may well be changes during the year, which will be publicised as and when they arise. Please tell the Student Office if you detect any mistakes or discrepancies so that we can correct them as soon as possible.

Remember also to check the [Humanities](#) and [Modern Languages and Linguistics](#) web pages regularly for updates.

Modern Languages and Linguistics is based in the **School of Humanities** at the Avenue Campus on Highfield Road. The School of Humanities is made up of seven disciplines; Archaeology, English, Film, History, Philosophy, and Modern Languages and Linguistics (all at Avenue), and Music on the Highfield Campus. The main Avenue Campus building is shown on maps and timetables as **Building 65**.

Academic staff in Modern Languages and Linguistics are strongly committed to giving you the best teaching and learning. We invest a large amount of thought and energy in ensuring our courses are fresh, exciting and of the highest quality, both in what we teach and the way we teach them. We like to hear your views about our courses and if you have any thoughts or suggestions for things you would like to introduce or ways in which we might do things better, please give us your ideas. You will have a variety of ways to do this, including talking informally with lecturers, making comments on the evaluation questionnaires you will be given at the end of every module, and becoming a student representative. In particular, you are always encouraged to talk individually to your Personal Academic Tutor and to other members of staff, about all aspects of your studies.

As you know, many of our staff are active researchers who publish books and articles at the leading edge of our subject area. Most of this work is done during the non-teaching periods, ie

student vacation periods, and while staff are on study leave, but there are also times when they may be temporarily unavailable during term time because of research commitments. We organise a variety of research activities at Southampton, including seminars and talks by visiting researchers, which are held regularly on campus during term time. You are welcome to attend any of these events, and take the opportunity to learn more about our research, at first hand.

MLL is a wide community which is made up of several different people. There are key people in the Student Office (with an admin role) such as Kelly Reynolds, Jane Glenn and Sareeta Thompson-Chordia. There are also the presidents of the different student societies within MLL as well as the Academic President, who provides MLL student representation within the School.

We are proud of our students and continually impressed by the success of our graduates, who often keep in touch. We hope your time with us will be enjoyable and rewarding, and we know it will give you an excellent basis for your future plans.

James Minney
Head of Modern Languages and Linguistics

Studying a language: What you can expect from us and what we expect from you.

Developing independence

Studying languages at university is likely to be very different from what you experienced at school. The main difference is that you are expected to become far more independent and to take responsibility for your own learning. This message runs through the Handbook. How far you take your learning will depend on you, not on your teachers. It is you who are expected to become aware of how well you are doing and what you need to do to progress further.

You have made the decision to embark on a degree course which will lead you linguistically and intellectually anywhere you wish to go. You will need to decide what your own personal objectives are. Your classes provide the framework and a certain amount of structure; they offer you opportunities for interaction and clarification. But your ultimate level of proficiency and understanding of language and culture after four years will mainly be the result of the time you spend studying independently, concentrating on your own needs. We are here to help you, but ultimately you are the captain of your own ship.

This Handbook is designed to explain what you can expect, what will be expected of you, and what we hope you will expect of yourself. It serves as a general outline and you will receive more guidance on various aspects in due course.

Learning one or more languages is a significant part of your degree (unless you do BA English Linguistics) and is what makes language degrees different from most other subjects. At Southampton, we have a distinctive approach that gives you the best possible way of developing your language proficiency.

Language learning: what you can expect

- You will be placed in a language stage which is appropriate for your current level of proficiency in the language: in nearly all cases in your first year this will be stage 4 if you have taken A level. If you have done IB and have a 6 or 7 at Higher you will also be in stage 4. If you are a beginner you will be in accelerated stages 1 and 2 for German, Italian, Spanish, Portuguese and French or stage 1 in other languages.
- You will be given material explaining the aims of the particular language stage. This will outline the way the course is assessed, telling you what kind of coursework assignments are to be set and when they are to be handed in, and telling you what will be set as a closed examination. It is absolutely essential that you read this as you will not necessarily be told orally. There is nothing to prevent you going even further than the aims of the stage if you want to: plenty of people do and we will support you. There will be further documentation with more specific explanations of the content of the course: the topics, the grammar, detail of the kind of language you will be expected to understand, both written and spoken, and the kind of language that you will be expected to produce.
- You will need to do a minimum of 10 hours work per week for each module. In language modules only three (or four) of these are taught hours and therefore you will expect to be

given a large amount of work to prepare out of class. You will also be expected to draw up for yourself a programme of work to be covered independently and which corresponds to your particular needs. If you don't prepare fully, it hinders not only your progress but that of other members of the group.

- You can expect to feel that what happens in any language stage is extending your knowledge, understanding and skills as far as is reasonable. There is nothing to prevent you taking it even further.
- You can expect well-structured, clear and focused classes, delivered with interest in and enthusiasm for the language which will both consolidate and extend your knowledge and understanding etc.
- In class you can expect cordial, polite and pleasant treatment, and a sense of optimism as to your progress; you will not be criticised for language that is not accurate or answers that are incorrect: making errors is annoying, but perfectly normal - and you can learn from them.
- Where you are having problems, you will be able to consult your language tutor(s), who will help you find ways of overcoming your problems, but the responsibility will always be placed upon you.
- You will receive prompt feedback on all the work you hand in; your tutor will discuss with you the exact time when you can expect that to come.

What we will expect of you (and what we hope you will expect of yourselves)

- As you have come here with good A-levels, you are clearly highly motivated. Use that motivation to set yourself really high expectations for yourself, which you will find it satisfying to achieve.
- That where you have been asked to prepare tasks, whether grammar or text or listening or oral or writing, that you do it thoroughly.
- That you participate fully in all activities. Whilst a large amount of work is done in pairs and small groups, there is also a place for full class discussion, and we hope you will take the opportunity to participate. You will not be put under pressure to participate in situations in which you do not feel comfortable but will be given every encouragement and opportunity to do so. This is a shared responsibility.
- That you will attend every class. Whilst attendance does not guarantee successful learning, our experience shows that students who do not attend do not make much progress; students who fall behind in their first year rarely fulfil their potential later.

What learning a language entails

- University language learning frequently operates via topics, but we do not expect the language that you learn to be restricted to these topics: ultimately by the end of your final

year you will be expected to be able to write and talk about serious topics and less serious topics at almost native speaker level. By stages 6 and 7 your repertoire will be so extensive that teaching via topics is no longer appropriate and you will be expected to be able to cope with all but specialist texts. However, even newspaper articles sometimes include some specialist vocabulary and you will be expected to work with these, with the aid of resources if necessary. Knowing the language entails knowing (and being able to use) a large amount of vocabulary: it is up to you to adopt methods (annotating texts, keeping lists etc.) which help you to increase that rapidly.

- It also entails a mastery of grammatical structures and of how to use them, and when. Thick grammar books can be intimidating but it is not difficult to learn most of the contents over four years, or fewer.
- It also entails developing a store of idioms, that is to say, usages of words/phrases which are special and cannot be derived from the regular meanings.
- You will receive feedback on both your assessed work; you should read and act upon any advice given, and go over in your own time any corrections made.
- You should check your university e-mail on a daily basis, as many of us regularly send out new material and messages via Blackboard and the e-mail system.

Modern Languages and Linguistics– Roles and Responsibilities

Academic Support

- Head of Modern Languages and Linguistics: James Minney
- Director of UG Programmes: Marta Crosby
- Assistant Director of UG Programmes: Tony Campbell
- Director, Centre for Language Study (CLS): Laurence Richard
- Assistant Director, CLS: Adrian Sewell
- Head of French Studies: TBC
- Head of German Studies: Adrian Sewell
- Head of Spanish, Portuguese & Latin American Studies (SPLAS): TBC
- Head of Linguistics Studies: Glyn Hicks
- Coordinator BA Modern Languages: Adrian Sewell
- Coordinator, Languages and Contemporary European Studies: Marion Demossier
- Chair, Residence Abroad Committee: Ian McCall
- Coordinator, Assessment and Examinations: Adrian Sewell
- Coordinator, Year Abroad assessment: Tony Campbell
- Staff-Student Liaison Officer and Senior Tutor: Patricia Romero de Mills
- Coordinator, Final Year Dissertations: Cristina Garcia Hermoso
- Academic Integrity Officer: Heidi Armsbruster
- Academic Integrity Officer: Laura-May Leaf

Language and Learning Commons

- Learning Commons Manager: Nick Gates
- Academic Engagement Librarian (Film and MLL): Laura Diez Cobo
- Senior Library Assistant: Liesbeth Meilink

General student support and advice for Modern Languages and Linguistics matters can be obtained from the Humanities Student Services Office, Room 1121, where the administrative support staff are located. Please ask in the Student Office, if you are unable to find the person you are looking for. Administrative staff can be contacted by emailing

ModernLanguages@soton.ac.uk.

International Exchange Administration

Everything to do with residence abroad is handled by the Student Office. Administrative staff can be contacted by emailing humsoutgoing@soton.ac.uk .

Personal Academic Tutors

All Modern Languages and Linguistics students will be allocated a Personal Academic Tutor who will advise you throughout your studies. For some Joint Honours students your Personal Academic Tutor may be a member of staff from the other discipline of your programme. Your Personal Academic Tutor is still there for you during your Residence Abroad. **Cristina Garcia Hermoso** (c.garcia-hermoso@soton.ac.uk) is the person to contact for questions relating to Personal academic tutors.

Special Considerations

Cristina Garcia Hermoso (c.garcia-hermoso@soton.ac.uk) is a senior tutor, and it is she who is responsible for special considerations.

Your Personal Academic Tutor is your first contact in case of academic, medical or personal difficulties. They may refer you on to Cristina, but please feel free to contact Cristina yourself if there is a particular issue that you want to discuss.

The responsibility of the Special Considerations Board is to ensure that pastoral issues are dealt with appropriately within MLL. If you bring problems of any kind to their attention, they will try to make sure (with your agreement) that these are taken into account when making decisions about assessed work. They will also undertake any necessary liaison with other staff, while respecting issues of confidentiality wherever possible. Finally, they will always be happy to offer advice about possible courses of action to take, if you feel that your studies have been adversely affected by your particular circumstances.

Any written evidence (e.g. medical certificates, letters from counsellors or other evidence documenting any problems) should be handed into the Student Services Office (room 1121), marked for the attention of Cristina Garcia Hermoso, preferably in an envelope.

Liaison Tutors

If you are a Joint Honours student and have been allocated a Personal Academic Tutor in another discipline, you will also have a **Liaison Tutor** in Modern Languages and Linguistics. This liaison tutor will deal with any issues relating to the Modern Languages and Linguistics part of your degree

The Liaison Tutors for 2019-20:

| | |
|--------------------------------|---------------|
| Combining with | |
| English | James Minney |
| History | Scott Soo |
| Mathematics | Adrian Sewell |
| Music | Adrian Sewell |
| Philosophy | Adrian Sewell |
| Business Management & Politics | Tony Campbell |

Additional costs

For further information on any additional costs attached to your programme of study, please see the School Handbook.

Academic Practicalities

Language and Content Modules

In Modern Languages and Linguistics, we refer to **language** modules and **content** modules.

Language modules are normally double modules taught across two semesters (counting as one module in each semester). **All** language modules start with “9” regardless of year of study. For example **SPAN9010** is Spanish Language Stage 4, **GERM9063** is German Language Stage 1A.

Content modules are usually concerned with the culture, society, and literature of the country or more general non-language-specific subjects, for example in a field of Linguistics. The first digit of the code normally denotes year of study, though final year modules start with a 3 (e.g. **FREN1001 Modern French Culture** is a first year course and **LING3003 Advanced Syntax** is a final year course).

All modules are supported electronically by a site on Blackboard, the virtual learning environment used across the university. You will need to make extensive use of Blackboard during your studies so you need to get to know the sites as quickly as possible. You can access [Blackboard](#) directly, or else via the [university intranet](#)

All students take a total of 120 credits in each year. This is made up of a combination of single modules (15 credits) and double modules (30 credits). Thus, you will be taking the equivalent of eight modules in each year (four modules in each semester). Nearly all **language** modules are double modules – the equivalent of a single module in each semester, while most Modern Languages and Linguistics **content modules** are single modules. Some modules in other parts of the School/Faculty or the University are double modules, with all the teaching in one semester (normally four periods per week). You must make sure that you are taking the equivalent of eight single modules (120 credits) in each year. It can create a serious issue if, at the end of an academic year, you have attended only six or seven modules. It is **YOUR** responsibility to make sure you are enrolled on the correct number of modules. If in doubt, please check with Student Services and your Personal Academic Tutor as soon as possible.

If you are following a **Single Honours** programme (except for the BA English Linguistics programme), you will take a double language module in each year and at least three further single modules related to that language (e.g. modules with a FREN code for BA French). The other three modules may be chosen from the language content area, or they may be Linguistics (LING) or Modern Languages (LANG) modules.

Joint Honours students will usually follow four modules per year in each subject (two of each subject in each semester). For any language in the combination, there will be a double language module in each year and at least one further module related to that language (e.g. with a SPAN code for a combination including Spanish). The other module may be chosen from the language content area or, may be a Linguistics (LING) or Modern Languages (LANG) module.

BA Modern Languages students take three double language modules and two content modules each year (one content module per semester). You should choose modules related to at least two of your languages wherever possible.

There are different requirements for students following Linguistic and Language Studies programmes, and other programmes that do not name the languages studied in the degree title.

Full details and descriptions of the modules available to you for your programme of study are available from the [Humanities website page](#).

Free Elective Modules

Joint Honours students and students following the BA Modern Languages programme already have a considerable amount of academic breadth built into their degree programmes, but may be permitted to take free elective modules in some cases. Single honours students may be interested in taking a maximum of 1 module per semester from outside their discipline. If you wish to take this option to learn a new language, you must start learning your new language in semester 1 of year 1. Whilst you may take a language as a free elective, as languages students you must follow the accelerated programme in that language where it is available.

BA MLL students are not permitted to take a fourth language, as this would decrease breadth rather than increase it. In considering whether to start a new language it is important to note that this may amount to a change in programme and the required language exit stages must be taken into account. If you decide to carry on studying a language as a free elective in Year 2, you should look closely at your content module selections to ensure that they fit well with your YARP plans. In all your cases, you should consult your Personal Academic Tutor prior to selecting options.

Minors

First year single honours students may choose to study a “Minor” subject in addition to their chosen degree subject. Your Major is the main subject you choose to study, such as German or French. This is the degree you applied for and that will appear on your degree certificate when you graduate. A Minor is a different subject area in which you normally complete 5 modules during the course of your degree. The minor modules are chosen from a defined Minor group. If you take enough modules to complete a Minor, it can appear on your degree certificate as a “with...” subject, for example Spanish with a minor in Geography. All Single Honours degrees in Humanities offer the option to take a minor. Joint Honours programmes are not currently eligible to take a minor subject, but in some cases this might be possible.

For the complete list of Minor subjects and further details please refer to <https://www.southampton.ac.uk/uni-life/learning-teaching/customise-your-degree/minors>.

* First year students will take an additional compulsory non-credit bearing module in semester 1 (**LANG1017 Academic Skills for Modern Languages and Linguistics students**)

*Second year BA students (except for BA English Linguistics) will take an additional compulsory module (**LANG2010, Managing Research & Learning**). This counts towards the assessment of the year abroad, and is not therefore included in the eight modules for Year 2. Please note students must successfully complete the research proposal (as part of the assessment in preparation for the year abroad and for LANG 2010) before they go on their Year Abroad.

*Second year MLang students will take an additional compulsory module (**LANG2011 Languages for Academic Study**), which prepares students for the year abroad, both in terms of practical skills and the rigours of studying in a new educational system. As part of this module, you will be putting together a dossier and a preliminary proposal for the piece of independent research you will write in S2 of your year abroad.

MLang

Students following the MLang programme will complete years 1 and 2 according to the relevant UG programme before embarking on the MLang programme of studies in Year 3 during their year abroad

Timetables

Language and Content Modules

Modern Languages and Linguistics uses the following codes to identify modules.

| | | | |
|-------------|------------------|-------------|-------------------------|
| ARAB | Arabic | JAPA | Japanese |
| CHIN | Chinese | LANG | Cross-programme modules |
| ENGL | English Language | LATI | Latin |
| FILM | Film Studies | LING | Linguistics |
| FREN | French | PORT | Portuguese |
| GERM | German | SPAN | Spanish |
| ITAL | Italian | | |

For Language Stages see **Finding your Language Level** on page 12.

Content modules usually have two timetabled periods per week. If you do not have two timetabled periods for any content module, you must contact the Student Services Office. If the numbers on the content module are fairly large, it is usual to have one lecture – where all the students are present – and two or more tutorial or seminar groups per week, with each student being in one group. If numbers are smaller, the two periods may not be divided in such a way and sometimes, depending on the tutor, may be held as one double period per week rather than two single periods. Some content modules may have additional periods timetabled during the year for other activities, such as film screenings.

Contact hours / Independent study

Contact hours are the periods in which you will be attending class. It is likely that you will be attending about ten periods per week but this does not mean that you will only be working a ten-hour week. You should expect to spend around eight hours a week on independent study for each module, in addition to attendance in class, giving you typically a 40-hour week.

Finding Your Language Level

In each language module taken, students are allocated to one of seven stages on the basis of their proficiency.

- Stage 1** You will normally enter this stage if you have not previously studied the language. Where an accelerated course is available, MLL students must take this option.
- Stage 2** You will normally enter this stage if you have studied the language up to GCSE or an equivalent standard.
- Stage 3** You will normally enter this stage if you have studied the language to A Level and achieved grade C or less, or an equivalent standard (including grade A or B at AS Level), or successfully completed stage 2. Where an accelerated course is available, MLL students must take this option.
- Stage 4** You will normally enter this stage if you have studied the language to A Level and achieved grade A or B, or an equivalent standard, or successfully completed stage 3.

Students in Year 1 on a degree programme in Modern Languages and Linguistics (except for BA English Linguistics) will normally be following Stage 4 language classes in their main language(s). They are expected to follow Stage 5 in Year 2, and Stage 6 or 7 in final year depending on whether they spent their Residence Abroad in that country.

Students will be required to have completed **at least** Stage 6 in any language named in their degree on graduation. Ways of achieving this are shown in the example tables below:

Student with two languages at A Level

| | French | German |
|--------|--|---------------|
| Year 1 | Stage 4 | Stage 4 |
| Year 2 | Stage 5 | Stage 5 |
| Year 3 | Residence Abroad (equivalent to Stage 6) | — |
| Year 4 | Stage 7 | Stage 6 |

Student with one language at A Level, starting another language ab initio

| | French | Spanish |
|--------|---------------|--|
| Year 1 | Stage 4 | Stages 1 & 2 (Accelerated) |
| Year 2 | Stage 5 | Stages 3 & 4 (Accelerated) |
| Year 3 | --- | Residence Abroad (equivalent to Stage 5) |
| Year 4 | Stage 6 | Stage 6 |

More information regarding the seven Language Stages can be found via the [Credit Bearing Language Modules](#) website page.

Accelerated ab initio modules are available in German, Italian, Portuguese, Spanish and French.

If you believe you have been placed in the wrong language stage, you must consult Adrian Sewell or Laurence Richard.

Academic Integrity

Please refer to the [Academic Integrity Regulations](#) in conjunction with the [School of Humanities Handbook](#) section on Academic Integrity Page 18.

For Modern Languages and Linguistics students, there are particular issues concerning help that you might receive with language work. We are fortunate in having a number of native speakers of all the languages we teach in the University, and we want all students to take advantage of this helpful and stimulating learning environment. It is perfectly acceptable to think of native speakers of other languages as a resource to help with your **learning**, e.g. for practising or for asking questions about the language. However, if you receive undue help with **assessed work** (whether from native speakers or anyone else), this is considered to be a very serious offence, which is likely to give rise to disciplinary procedures.

Laura-May Leaf (L.Leaf@soton.ac.uk) is the Academic Integrity Officer.

Submission of Assessed Work

Procedures and regulations relating to Assessment can be found on the [University regulations](#) website page.

Deadlines are set for assessed work; dates are usually indicated on the module Blackboard site. If you are in any doubt, check with the module tutor. It is obviously important to plan your assessed work schedule, and not to wait until the last minute before starting to write. The procedures for handing in assessed work are as follows:

Content modules

All essays must be word processed on A4 only, using the default double sided print setting. Line spacing between text should be 1.5 or double spaced with a 12-point font size (Times New Roman or Arial). Please leave a margin of at least 2cm on each side for your tutor's remarks. Please ensure that your pages are numbered and contain your student number (but not your name as marking is anonymous). The front page of your work should clearly show your student number, the title of the piece of work and code number of the module and the module tutor's name.

Content module submission checklist

- Word-processed on A4 using the default double sided print setting.
- 1½ or double spaced and typed in 12-point font size (Times New Roman or Arial)
- Your student number on every page
- Complete a Modern Languages and Linguistics cover sheet (for content modules) and upload both the cover sheet and assignment to [e-assignment](#).

Over length work

In response to student demand for greater clarity, a consistent approach towards over length work has been adopted across the School. Please refer to the School of Humanities handbook.

Your individual module co-ordinators will provide further details via their Blackboard sites. This approach to over length work does not apply if a piece of work has no word limit, however, you should attend to any length guidance given by your module co-ordinators.

Language modules

Your language tutor will give details on any special requirement for submission. Assessed work for language modules will typically be submitted to the **Student Office** before **16:00** on the day of the deadline, this must have a cover sheet attached (for language modules). However, depending on the language of study, or on the nature of the task, you may have some assignments that will be submitted as a hard-copy to the student office; your language tutor will inform you of their preference in good time.

Late and non-submitted course work (Content and Language)

Students are required to complete a dual purpose Special Considerations/ Deadline Extension request Form (available from the School of Humanities Student Office). If you apply for an extension, you must submit the form by 4pm on the day of the deadline. If you are applying for special considerations, you should submit the form as soon as possible and normally not more than 5 working days after the deadline. You should state the reasons for the late submission and attach any relevant medical or self-certification certificates before attaching it to your work and handing it in to the Student Office).

Late submission penalties are imposed for assignments received after the deadline, unless a specific and valid reason is provided. The Student Affairs Committee meets several times each semester to decide what penalties (if any) should be imposed, having discussed any problem cases with students' Personal Academic Tutors.

The following is a summary of the School of Humanities regulations relating to late and non-submitted work, the full version of which can be found in the Examinations Regulations for Undergraduate Students (see above).

- **All deadlines are set for 16.00 on the day of the deadline.**
- Work received up to and including the corresponding day of the following week will be treated as **late work**. After that it will be treated as **non-submitted work** unless there are extenuating circumstances.
- All **late work** will receive a penalty of 10% of the final mark per day up to 5 days. If over five days late the mark will be 0.

Assessment and Progression

The School of Humanities uses a mixture of assessed coursework and 'closed' examination papers (i.e. papers written under supervision and within a given time-limit). Exams are normally two hours long for First and Second years, and three hours for Final-year students.

Regulations relating to progression can be found on the [University regulations for progression](#) website page.

Weighting of Modules in the Calculation of Degree Results

Degree calculation for four-year degree programmes:

- Year 1** Pass or Fail: modules are zero weighted.
- Year 2** Modules are single weighted: 8 modules of 15 credits each (120 credits) totalling 8/28 of the final calculation. Please note that Year Abroad assessment part 1 (LANG 2010) appears on the transcript as a PASS/FAIL with a literal mark (A-E) but is not one of the 8 modules accredited.
- Year 3** Year Abroad Assessment part 2 (The Year Abroad Research Project -LANG 2010 and LANG 3005- are double weighted (30 credits), totalling 4/28 of the final calculation.
- Year 4** Modules are double weighted: 8 modules of 15 credits each (120 credits) totalling 16/28 of the final calculation.

Degree calculation for three-year degree programmes:

- Year 1** Pass or Fail: modules are zero weighted
- Year 2** Modules are single weighted: 8 Modules of 15 credits each (120 credits) Totalling 8/28 of the final calculation.
- Year 3** Modules are double weighted: 8 modules of 15 credits each (120 credits) Totalling 16/28 of the final calculation. You are required to write an MLL dissertation (LANG 3003) in your final year.

MLL Prizes

The following prizes are offered to MLL finalists:

Modern Languages and Linguistics
Donald White German Written
Donald White German Oral
Brian Foster French Written
C.A.Hackett French Oral
Portuguese Gulbenkian
Duncan Moir Spanish
Linguistics Prize
Spanish Language Prize
Solheim Translation prize

Residence Abroad

Residence Abroad Preparation

How you spend your year abroad is one of the most important decisions you will make during your degree course. As this decision will have to be taken early in your second year, it is wise to give a lot thought and do some research into how you may like to spend your year abroad in your first year of study. During your second year, there will be an intensive programme of preparations for the Year Abroad, including a special module to help you prepare for your investigative project and other work for the year.

In the November of your second year, a meeting is held where the Regulations for Residence Abroad are distributed, along with a *statement of intention* form. It is on this form that students declare their intended activity during their year abroad, which will be **either**:

- as an Exchange Student at an Erasmus partner university
- or** as a visiting student at a university (for example in Latin America or Brazil)
- or** as an English Language Assistant at a foreign educational institution
- or** on an approved work placement abroad

The *statement of intention* form must be returned towards the end of November (you will be advised of the exact date). Students are given confirmation of Erasmus placements usually in January, and the British Council will confirm Language Assistantship placements around April/May.

General information and advice is available from the Student Office who can be contacted by emailing humsoutgoing@soton.ac.uk. It is also useful to speak to other students who are currently on, or have just completed, their Residence Abroad.

BA students, LANG 2010 and Year Abroad Assessment LANG 3005

Year 3 - Students on the Year Abroad

During your Year Abroad, you will complete LANG 3005, Year Abroad Research Project or YARP (written in the target language). The research plan which you submitted for LANG 2010 in your second year feeds directly into the YARP, which is a 30 credit module and the culmination of the Year Abroad Research process.

Year 2

All second year BA students are required to take LANG 2010, which is a module stretching across both semesters. This module is designed to prepare you for the YARP (Year Abroad Research Project to be written in the target language) which you will begin planning and preparing for towards the end of Year 2 and complete during the course of the year abroad. The YARP provides you with an opportunity to consolidate and apply some of the analytical and conceptual tools acquired in Years 1 and 2. The focus of your project should rest within one of the following areas (culture, migration, identity, an area of linguistics), your approach should follow one of three methodological strands (linguistic, textual, ethnographic) and you should endeavour to make full use of local resources and facilities once abroad. LANG 2010 will introduce you to the process of designing your project and will provide you with guidance as you prepare for the year abroad and complete the various forms and documents.

Year 2 Assessment for BA students (except for BA English Linguistics): A research plan of 1,500 words in English to be submitted in Semester 2 Year 2 (deadline to be confirmed). This is a competence-based assessment which the student has to complete successfully. The module has a zero credit weighting and will appear on the transcript of marks for Year 2 as PASS or FAIL with a literal grade A-E (the pass mark being C and above). The literal grade is an indication of the level at which you are currently working and is also an indication of what is achievable in the YARP (Year Abroad Research Project). The research plan may be resubmitted, if the initial version has not been successfully completed. No student will be permitted to embark on their Year Abroad, until the research plan has been successfully completed. During the year abroad, you will complete LANG 3005 YARP (written in the target language). The research plan for LANG 2010 will feed directly into the YARP (a 30-credit module) and work completed during this stage will have a significant bearing on the quality of the YARP. The YARP is the culmination of the Year Abroad Research process which began with the submission of the research proposal in LANG 2010.

Lille students are not required to write a YARP but should take LANG 2010 and write a YARP research plan as preparation for the MLL dissertation LANG 3003, which they are required to write in their final year.

Students granted exemption from the year abroad are required to take LANG 2010 and complete the YARP during the summer before their third and final year.

Students on three-year programmes are not required to write a YARP but they should take the relevant elements of LANG 2010 in order to gain a grounding in the research methods which they will need for the MLL dissertation, LANG 3003, which they are required to write in their final year

Year 2 Students preparing for their Residence Abroad

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| Early November 2019 | RA Briefing – Initial meeting with second year students preparing for year abroad. |
| Mid November 2019 | Deadline for Second Years to submit Residence Abroad intention sheets / British Council application forms to Student Services. |

For all MLL students

University regulations include the requirement for students to undertake a substantial piece of independent study, normally by means of a dissertation, extended report, essay or project at final year level. The YARP is core for all 4-year MLL programmes and has to be passed in order that you can progress to the final year.

Information on LANG 2010 and LANG 3005 requirements for exempt / Lille / English students is on the residence abroad website:

<http://www.southampton.ac.uk/ml/undergraduate/study/exchanges.page>

Ethical guidelines for research

The School/Faculty regards the process of thinking through ethical implications as an important educational activity. For this reason, all MLL students will receive ethics training as part of LANG2010 and complete an Ethics Checklist which must be reviewed by their YARP supervisor and then added to the appendix of the YARP.

Compulsory risk assessments relating to the year abroad

You are required to complete two risk assessments for the year abroad. The first assessment should be completed during Semester 2 of Year 2 following instructions given during LANG 2010. The second risk assessment, which highlights any issues relating to the YARP, must be completed during the year abroad but prior to commencing research. MLL staff conduct risk assessments of the year abroad locations, which are under constant review and the forms are made available through Blackboard. Further details of risk assessments can be found on the LANG 2010 and Year Abroad Blackboard sites.

Information and Communication

Blackboard

Blackboard (can also be accessed via SUSSED) is an online learning environment designed to give you easy access to information and resources and providing a discussion forum for your modules.

Different tutors may use Blackboard in different ways but for all modules Blackboard will provide the following:

- Module outlines, details of assessment and submission dates

In addition, for most modules Blackboard will provide the following:

- Weekly handouts or lecture notes
- Additional or supplementary resources

***IMPORTANT NOTE. All the relevant documents that have been mentioned in this document are accessible through any of your Blackboard courses via a link**

Library Services

Library and Learning Commons (Avenue Campus)

Email: alengs@southampton.ac.uk Tel: 25410

The Library & Learning Commons (on the upper-second-level of the Avenue campus) holds the Humanities Course Collection (excluding Music), Language Learning Resources and a significant Film Collection.

Within the Library & Learning Commons you will also find:

- Help and Information desk staffed by a locally based team of Library staff to support with general enquiries and other Library issues
- A variety of seating with individual and group study spaces: quiet and group study areas
- Bookable Group Study Rooms (with Skype)
- A wide range of language learning software
- Reference materials
- International newspapers and magazines, both in hard copy and online
- Space for advisory consultations with staff
- Interactive digital facilities, including video-conferencing

Hartley Library (Highfield Campus)

The Hartley Library is a short walk away on the University Highfield campus. It holds the majority of text-books and journals for the Humanities subjects including Modern Languages and Linguistics. It's based on 5 levels with excellent study space (individual and group). More information about both libraries and the library services are available on the [Library website](#).

Language Advisors and the Language Advisory Service.

The [Language Advisory Service](#) is available to support all students (whether registered on a University of Southampton language course or not) and staff with their language learning. Our advisors offer individualized language learning advice to learners of all levels and can help you develop a wide range of useful independent language learning strategies and skills to address your learning needs, style and interests.

The service is available Monday-Thursday in university term time and sessions take place in the Library & Learning Commons advisory on Upper Level 2. Sign up in advance for a session on the notice board outside the Language and Learning Commons.

Modern Languages and Linguistics Academic Staff

| Name | Room | Subject | Email - @soton.ac.uk |
|-------------------------|-------------|----------------|---------------------------------|
| Dr Alasdair Archibald | 3059 | Linguistics | aa3 |
| Dr Heidi Armbruster | 3083 | German | ha |
| Dr William Baker | 3063 | Linguistics | wmlb |
| Dr Jaine Beswick | 3021 | SPLAS/ Ling | jb14 |
| Dr Tony Campbell | 3041 | SPLAS | agc1 |
| Dr Aude Campmas | 3073 | French | ac1r10 |
| Marta Crosby | 3039 | SPLAS | mc5 |
| Fatima Candé | 3045 | SPLAS | fc1m15 |
| Prof Marion Demossier | 3023 | French | md1e11 |
| Prof Laura Dominguez | 3057 | SPLAS/Ling | ldo |
| Dr Katy Heady | 2195 | German | kvh3g11 |
| Dr Sophie Elliot-Holmes | 3037 | Linguistics | sehe1e16 |
| Cristina Garcia Hermoso | 3051 | SPLAS | cgh1y07 |
| Dr Glyn Hicks | 3067 | French/Ling | gh1w07 |

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|-----------------------------|-------------|-------------------------|---------------------------------|
| Prof Jenny Jenkins | 3001 | English/ Linguistics | jj1a06 |
| Name | Room | Subject | Email - @soton.ac.uk |
| Julia Kelly | 3046 | French/ Portuguese | jak2g08 |
| Dr Michael Kranert | 3067 | Ling | mk10g18 |
| Dr Eleanor Jones | 3037 | SPLAS | ekj1g16 |
| Dr Richard Kiely | 3065 | English/Ling | rnk1d13 |
| Dr Jane Lavery | 3003 | SPLAS | je12 |
| Laura-May Leaf | 3049 | French | ll6c12 |
| Prof Laura Lewis | 3073 | SPLAS | ll15g12 |
| Dr Rugang Lu | 2100 | Chinese | rl602 |
| Dr Ian McCall | 3071 | French | idm |
| Prof Clare Mar-Molinero | 3019 | SPLAS/Ling | cmm |
| Dr Sonia Moran Panero | 3085 | Ling | smp2n08 |
| Carmen Martin de Leon | 3075 | SPLAS | cmd1f11 |
| Prof James Minney | 3005 | French | jdm3 |
| Irina Nelson | 3033 | SPLAS | in |
| Dr Vivienne Orchard | 3053 | French | vo1 |
| Dr Darren Paffey | 3067 | Spanish/Ling | djp100 |
| Dr Adriana Patiño-Santos | 3027 | SPLAS/Ling | ap6e12 |
| Virginie Pignot-Shahov | 3071 | French | vps1g12 |
| Alessia Plutino | 3047 | Italian | ap2 |
| Dr Alison Porter | 3061 | | Ap1c14 |
| Laurence Richard | 3025 | French | lr4 |
| Dr Patricia Romero De Mills | 3049 | SPLAS | lpr103 |
| Dr Sarah Rule | 3077 | French/Ling | sjr1 |
| Adrian Sewell | 3043 | French/ German | ajs6 |
| Prof Roumyana Slabakova | 3029 | Linguistics | rs2a12 |
| Dr Scott Soo | 3069 | French | ssoo |
| Prof Vicky Wright | 3031 | English/Ling | vmw |
| Dr Ying Zheng | 3027 | Eng/Ling | yz1n12 |
| Dr Karin Zotzmann | 3047 | German/Ling | kz1c10 |

Language Tutors and Teaching Assistants

| Name | Subject | Room | Email - @soton.ac.uk |
|-------------------------------|----------------|-------------|---------------------------------|
| Dr Ouadie Sabia | Arabic | 2097 | os |
| Lucie Vowles | French | 2101 | lv2 |
| Bianca Belgiorno | Italian | 2101 | bba1y07 |
| Martina Schneider Forroova | German | n/a | msf1e14 |
| Chieko Fry | Japanese | 2101 | cf5w07 |

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|-----------------|---------|-----|-------------------------|
| Tanya Nousinova | Russian | n/a | T.Nousinova@soton.ac.uk |
|-----------------|---------|-----|-------------------------|

E Learning

| Name | Subject | Room | Email - @soton.ac.uk |
|----------------------|----------------|-------------|---------------------------------|
| Mr Andrew Davey | E-Learning | 2173 | ad2e06 |
| Ms Charlotte Everitt | E-Learning | 2173 | cee |
| Kate Borthwick | E-Learning | 2173 | kb2 |