

1. General Information

1.1. French Studies – general

French is one of the most popular and useful of European languages. At Aberdeen it is taken by MA students who wish to study it as a degree in its own right, and by scientists, engineers, lawyers, accountants and divinity students who wish to add language skills to their degree studies. In addition French language may be taken by any student as a Sustained Study course as part of the New Curriculum. Courses are available both to those who have studied French at school, and to those who are beginners in the language, and both types of student may progress to Honours in French if they wish.

Students taking an MA Honours in French will study the language, and also the culture (aspects of literature, linguistics, philosophy, film, history and contemporary civilization) of the countries where French is spoken. Students who take French as an adjunct to another degree can concentrate on the language alone.

1.2 French Studies at the University of Aberdeen

The Department of French at Aberdeen was awarded an “Excellent” (the highest rating possible) in the government’s most recent national survey of teaching quality. The department has also done exceptionally well in the latest national Research Assessment Exercise (RAE). Just as in 2001, French has again been ranked the no. 1 department in Scotland, and equal 4th in the UK along with Cambridge in terms of the proportion of publications, and the quality of the research environment and esteem indicators that have been classified as “world-leading” or “internationally excellent”. We were also given top marks of 100% in a recent National Student Satisfaction Survey. The atmosphere in the French Department at Aberdeen is friendly and we are proud of the amount of personal contact and individual help and support that we offer our students. We are equally proud of their enthusiasm and achievement.

French may be studied as a Single Honours MA degree, or in combination with many other subjects for Joint Honours, in which case French takes up half of the programme in the Honours years. Currently the Joint Honours combinations are Accountancy, Anthropology, Celtic Civilisation, Cultural History, Divinity, Economics, Education, English, Entrepreneurship, Film and Visual Culture, Finance, Gaelic Studies, Gender Studies, Geography, German, Hispanic Studies, History, History of Art, International Relations, Language & Linguistics, Legal Studies, Literature in a World Context, Management Studies, Mathematics, Philosophy, Politics, Religious Studies, Social Research, and Sociology. French may also be studied as a Designated degree, or as the major subject in a Major/Minor (67%/33%) Honours combination with Music Studies.

Named Honours degrees which include French are the BSc degrees in Chemistry with French, Computing Science with French, Mathematics with French, Physics with French, and Psychology with French; the LLB with options in French and the LLB with French Law; and the MA in Accountancy with French, and in Psychology with French. In these cases French language is studied for at least three years, in the same classes as those followed by MA students of French.

In addition, there are MA Honours degrees in European Studies and in European Management Studies, and a Designated degree in European Languages and Twentieth-Century Culture in which French may comprise a significant part. Alternatively, French may be studied simply for one, two or three years as part of another degree.

1.3 Aims of French Studies at Aberdeen

We aim to develop students' knowledge and understanding of both grammatical and communicative aspects of the French language, their comprehension of and sensitivity to spoken and written French in a wide range of registers, and their ability to produce accurate and carefully structured written and spoken French, appropriate to the demands of different linguistic situations.

As well as developing linguistic skills, the programmes aim to promote the understanding, appreciation and enjoyment of the culture of the French-speaking world, through a range of courses relating to its language, literature, history, institutions and cinema. The degree programmes aim to allow students to gain a wide-ranging knowledge and appreciation of these topics.

Our courses are designed to stimulate students' critical approach to issues raised, and to develop their capacity to express their responses in cogently argued oral and written discourse.

We aim to provide learning environments in which students' linguistic and related skills can be enhanced through self-directed learning, preparation of coursework, and completion of appropriate assessments, and in which they can acquire generic transferable skills, both intellectual and interpersonal, suited to careers and life after University.

1.4 Learning Outcomes

A Knowledge and Understanding

Degree programmes in French provide the opportunity for students to acquire knowledge and understanding of:

1. the grammar, lexis and syntax of French, and of grammatical terminology
2. the pronunciation and intonation of spoken French
3. a wide range of registers of written and spoken French
4. the communicative functions of language, with particular reference to French
5. the changing patterns of language use, with particular reference to French
6. individual works of French literature and cinema, of writers, film-makers and key events in the history of France
7. major traditions in French literature, culture and film
8. the relationships between cultural manifestations and the context in which they were produced
9. notions of literary genre, and of the terminology and techniques needed for discussion of language, linguistics, literature and film
10. major developments in post-war France, and of the main political and administrative structures of contemporary France

B Intellectual skills

Degree programmes in French provide the opportunity for students to acquire the following intellectual skills:

1. the ability to engage with the process of language learning in a constructive and self-motivated way
2. the ability to demonstrate awareness of major differences between French and English through the study of authentic material, the ability to apply critical reading skills to various forms of literary and non-literary French discourse
3. the ability to respond to the meaning and affective capacity of language, using appropriate terminology
4. the ability to relate books and films to their cultural context and to make comparative analyses of books and films
5. the ability to select and incorporate information from secondary sources, with appropriate acknowledgement
6. the ability to complete a sustained investigation into a selected literary or cinematic topic, author or linguistic or historical phenomenon, using basic research methodology

C Practical skills

Degree programmes in French provide the opportunity for students to acquire the following practical skills:

1. receptive linguistic skills, notably the comprehension of authentic spoken and written French, presented through audio or visual media and through personal interaction
2. productive linguistic skills, including oral communication in French in a variety of registers, using correct pronunciation and intonation, and the composition of accurate written French in response to a variety of linguistic stimuli, and according to a range of linguistic functions (informative, argumentative, persuasive, etc.)
3. the ability to translate effectively from French into English and from English into French, taking into account aims and techniques of translation, meaning and stylistic effects
4. the ability to carry out computerized language-learning tasks
5. the ability to use reference material, including dictionaries, in a manner appropriate to the linguistic task undertaken
6. the ability to select and organize primary and secondary material relevant to an oral or written task
7. the ability to articulate views and engage in reflective discussion
8. the ability to assemble a coherent and structured argument in speech and writing
9. the ability to produce written and oral reports
10. the ability to assemble a bibliography relevant to an assignment by using the library and other sources of information
11. familiarity with the technology involved in audio recording

D Transferable skills

Degree programmes in French provide the opportunity for students to acquire the following transferable skills:

1. the ability to communicate effectively, in speech and writing, paying attention to the communicative function of the language they are using
2. the ability to collect and evaluate data, and synthesize ideas drawn from a variety of sources
3. the ability to present the results of investigations carried out individually or in small teams
4. the ability to preside over and organize discussion, producing measured responses to other points of view
5. the ability to exploit CIT, in particular word-processing packages as an aid to clear layout of written assignments and the world-wide web as a source of information and materials
6. the ability to organize their time and acquire the habits of autonomous learning
7. the capacity to conduct themselves as adaptable adults with wide experience of other cultures and an enhanced appreciation of their own culture, and relate with intelligence and maturity to other people.

2. Contact details

2.1 The School of Language and Literature

The French Department is part of the School of Language and Literature.

Professor Patrick Crotty (Taylor Building, B13) is the Head of the School. His telephone number is 272562, e-mail hos-sll@abdn.ac.uk

Professor Michael Syrotinski is Head of Department. His telephone number is 272152, e-mail m.syro@abdn.ac.uk

Dr Glynn Hesketh is Programme Co-ordinator. His telephone number is 272153, e-mail g.hesketh@abdn.ac.uk

The Executive Assistant for the School is Miss Laura Bowie (Taylor Building, B12). Her telephone is 272550, e-mail l.bowie@abdn.ac.uk

2.2 The School of Language and Literature Office

The School Office, which serves the whole school of Language and Literature, is located in A13, on the ground floor of the Taylor Building. You may leave messages for your tutors there. Most importantly, you must deliver work for assessment to A13. You may also contact the office by telephone or e-mail:

Telephone: 01224 272625

e-mail: a.chmiel@abdn.ac.uk; emily.gardner@abdn.ac.uk;

The French notice boards are situated on the first floor of Block A of the Taylor Building. All information, including timetables, tutorial groups and examination notices, is posted on these notice boards: students should consult them regularly, as all announcements and changes to course arrangements are publicized here.

2.3 Enquiries

2.3.1 General enquiries

All general enquiries about French should be addressed to:

Department of French,
Taylor Building,
Old Aberdeen,
AB24 3UB

Telephone: 01224 272625

Fax: 01224 272624

website: <http://www.abdn.ac.uk/french/>

Members of staff are happy to answer queries. We set aside certain office hours each week to deal specifically with students' questions and problems. These Office Hours are posted on each tutor's door; students need not make an appointment to see the tutor at these times. If you need to see us outside our Office Hours, please make an appointment beforehand. The office staff in A13 will help you if you need to leave messages for a tutor.

2.3.2 Specific enquiries

Please note that *enquiries about a specific course*, including questions about timetabling, assessment, deadlines and course content, should always be addressed to the relevant Course Co-ordinator.

Changing or withdrawing from a course: Level 1 or 2 students should see their Adviser of Studies in the first instance, and then inform French staff in writing of any decision.

Honours students in French should see the Honours Adviser, Dr Glynn Hesketh.

Enquiries about residence abroad should be addressed to the Acting Year Abroad Co-ordinator, Professor Michael Syrotinski.

General enquiries about examination matters should be addressed to the Examinations Officer, Dr Margaret Jubb. If your enquiry is course-specific, address it in the first instance to the course co-ordinator.

2.4 Members of staff in the French Department:

Staff offices are situated on the first and second floors of block A of the Taylor Building.

Dr Glynn Hesketh	A53	tel. (27)2153	g.hesketh@abdn.ac.uk
Dr Margaret Jubb	A29a	tel. (27)2162	m.jubb@abdn.ac.uk
Dr Nadia Kiwan	on leave in 2011-12		
Dr Aine Larkin	A23	tel. (27)2155	to be confirmed
Dr Clémence O'Connor	A52	tel. (27)2635	clemence.oconnor@abdn.ac.uk
Dr Roger Ravet	A29	tel (27)2151	r.ravet@abdn.ac.uk
Professor Alison Saunders			a.m.saunders@abdn.ac.uk
Professor Michael Syrotinski	A52	tel. (27)2152	m.syro@abdn.ac.uk
Dr Bruno Tribout	A25	tel. (27)2492	to be confirmed

Information about the research interests of members of staff and recent publications is available on the French website: <http://www.abdn.ac.uk/french/staff/>

Lecteurs:

Mademoiselle Amandine Delameilleure	A56
Monsieur Jérémie Fernandez	A56

2.5 MyAberdeen (the University of Aberdeen's Virtual learning Environment)

For new students:

MyAberdeen is the University of Aberdeen's Virtual Learning Environment. This is where you will find learning materials and resources associated with the courses you are studying.

MyAberdeen also provides direct access to TurnitinUK, the originality checking service, through which you may be asked to submit completed assignments.

You can log in to MyAberdeen by going to www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network).

Further information on MyAberdeen including Quick Guides and video tutorials, along with information about TurnitinUK, can be found at: www.abdn.ac.uk/students/myaberdeen.php

Information about academic writing and how to avoid plagiarism can be found at www.abdn.ac.uk/sls/plagiarism.

For returning students:

MyAberdeen replaces WebCT as students' virtual learning environment. This is where you will find learning materials and resources associated with the courses you are studying.

MyAberdeen also provides direct access to TurnitinUK, the online originality checking service, through which you may be asked to submit completed assignments.

You can log in to MyAberdeen by going to www.abdn.ac.uk/myaberdeen and entering your University username and password (which you use to access the University network).

Further information on MyAberdeen including Quick Guides and video tutorials, along with information about TurnitinUK, can be found at: www.abdn.ac.uk/students/myaberdeen.php.

Information about academic writing and how to avoid plagiarism can be found at www.abdn.ac.uk/sls/plagiarism.

3. Helping Students

3.1 Student support

At both institutional and School level, we are concerned not only to create a stimulating learning environment, but also to offer appropriate support and help when students need it. If you are experiencing problems with a particular course or courses, you should in the first instance consult your course co-ordinator (or Honours Adviser at Levels 3 and 4). Subsequently, if necessary, you should see the Head of School, Professor Patrick Crotty (B13).

FR1023/1523	Dr Clémence O'Connor	A52
FR1024	Dr Margaret Jubb	A29a
FR1025/1524	Dr Margaret Jubb	A29a
FR1021/1521	Professor Michael Syrotinski	A52
FR1022/1522	Professor Michal Syrotinski	A52
FR2002/2012 & 2502/2512	Dr Roger Ravet	A29
FR2009/2509	Dr Roger Ravet	A29
FR2011/2511	Dr Roger Ravet	A29
FR2510	Dr Glynn Hesketh	A53
LN2502	not running in 2011/12	
Residence Abroad Project (FR3055)	Dr Bruno Tribout	A25
FR3045, 3048, 3548 & 3527	Dr C. O'Connor & Dr B.Tribout	A52/A25
FR3003, 3041, 3042, 3049,	Dr Roger Ravet	A29
FR3058, 3059	Dr Roger Ravet	A29
FR4004, 4059, 4060	Dr Roger Ravet	A29
Senior Honours Seminar:	Dr Clémence O'Connor	A52
Dissertation Course (FR4052)	Dr Glynn Hesketh	A53
Honours Adviser	Dr Glynn Hesketh	A53

If you think you may miss a deadline for assessed work, you should see your course co-ordinator *in advance of the deadline*. *In exceptional circumstances only*, students may be granted an extension.

If you are unable to attend classes, you *must* inform the tutor/tutors concerned. Student attendance and performance are monitored by course tutors who report to the course co-ordinator. Students who are giving cause for concern will be contacted by their course co-ordinator.

Absence from Classes on Medical Grounds

Candidates who wish to establish that their academic performance has been adversely affected by their health are required to secure medical certificates relating to the relevant periods of ill health (see General Regulation 17.3).

The University's policy on requiring certification for absence on medical grounds or other good cause can be accessed at:

www.abdn.ac.uk/registry/quality/appendix7x5.pdf

You are strongly advised to make yourself fully aware of your responsibilities if you are absent due to illness or other good cause. In particular, you are asked to note that self-certification of absence for periods of absence up to and including eleven weekdays is permissible. However, where absence has prevented attendance at an examination or where it may have affected your performance in an element of assessment or where you have been unable to attend a specified teaching session, you are strongly advised to provide medical certification (see section 3 of the Policy on Certification of Absence for Medical Reasons or Other Good Cause).

Students who feel they have a grievance should normally discuss the problem with their tutor or course co-ordinator in the first instance. If after this discussion the student feels that he or she still has a grievance and the problem has not been satisfactorily resolved, the student should then discuss the matter with the Head of School. Students might feel that they wish to be accompanied by a class representative. Further help on grievance procedures may be obtained from the Students' Association (tel. 272965). Students may also find it useful to consult the Registry website at <http://www.abdn.ac.uk/registry>

Within the Department of French, we attach great importance to constructive feedback. Where requested, course tutors will be happy to see students on an individual basis in order to discuss their coursework. Students who are retaking examinations which they have failed are advised to consult their course tutor for guidance.

The School Coordinator for students with disabilities is:

Dr Gundula Sharman Taylor B4 tel. (27)2486 e-mail: g.m.sharman@abdn.ac.uk

She organises support for disabled and dyslexic students and liaises fully with the relevant course coordinators. She is the first point of contact for all disabled students in the School of Language and Literature. All necessary measures, for example extra time in examinations and assistance with the word-processing of essays, are taken. Arrangements can be made, if necessary, for classes to be located on the ground floor.

It is important that you let someone in the French Department know if you are experiencing problems which are affecting, or are likely to affect your work. There are a number of people outside the Department whom you may also contact for advice:

- The *University* is keen to help you successfully complete your studies. If at any time you feel you need assistance, there is a range of support services available to help you. These include support to assist with unexpected and/or exceptional financial difficulty, support for disabled students and academic learning support through the Student Learning Service. Further details about all these services are available at <http://www.abdn.ac.uk/studenthelpguide/>.
- There is a 'New Students' website' available at www.abdn.ac.uk/newstudents which provides information and advice to new undergraduate and postgraduate students. Information specific to the School of Language and Literature is available at: www.abdn.ac.uk/newstudents/ugrad/langlit.php
- Your *Adviser of Studies* should generally be your first source of help. He/she may direct you elsewhere for more specialist advice.
- The *Student Counselling Service* (tel. 272139; e-mail counselling@abdn.ac.uk), which operates currently from 5, Dunbar Street, Old Aberdeen, is a confidential source of help and support for students with personal difficulties.

- The *Student Advice Officer*, Ms Catriona Freeman (tel. 273935), can help particularly with practical matters such as financial problems, housing problems, entitlement to welfare benefits, problems connected with immigration, etc. Students can also seek advice from her on such matters as academic appeals procedures.
- The *Old Aberdeen Medical Practice* (tel. 486702) offers a full NHS General Practice for students not already registered with a local practice.
- The *Students' Association* (The Hub, tel. 272965; e-mail: ausa@abdn.ac.uk) can provide advice on practical matters such as loans, benefits and accommodation.

3.2 Student Class Representatives

We value students' opinions in regard to enhancing the quality of teaching and its delivery; therefore in conjunction with the Students' Association we support the operation of a Class Representative System.

The students within each course or year elect representatives by the end of the fourth week of teaching within each half-session. In the French Department we operate a system of course representatives at Levels 1 and 2 and of year representatives at Levels 3 and 4. Any student registered within a course/year that wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

What will it involve?

It will involve speaking to your fellow students about the course or year that you represent. This can include any comments that they may have. You will attend a Staff Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You then feedback to the students after this meeting with any actions that are being taken.

Training

Training for class representatives will be run by the Students' Association. Training will take place in the fourth or fifth week of teaching each half-session. For more information about the Class representative system visit www.ausa.org.uk or e-mail the VP Education & Employability vped@abdn.ac.uk. Class representatives are also eligible to undertake the STAR (Students Taking Active Roles) Award. Further information about the co-curricular award is available at: www.abdn.ac.uk/careers.

3.3 Change of address

It is vital that students inform the University Registry of any change of term or out-of-term address. Students should input changes of address directly into the central computer record via the student portal.

3.4 Contacting students

Staff in the French Department normally communicate with groups of students via the notice boards, and with individual students via e-mail. In term time, it is only in exceptional circumstances that we use other methods. (During vacations, we normally use Royal Mail.) This implies that you should check the notice boards regularly, and your university e-mail *daily*.

A university e-mail address will be given to you when you first register as a student, and it will stay the same for as long as you remain one and when you leave University if you wish to keep it. In order to activate your e-mail, you need to complete E-Registration at:

www.abdn.ac.uk/ereg

Staff will write to you using your University e-mail address *only*. If you have a personal e-mail address with an external service, it is possible to set up automatic forwarding of e-mail from your University address to your personal one. However, if you choose to do this, it is *your* responsibility to ensure that the forwarding address is correct and that your personal mailbox has space to receive such messages. HotMail, Yahoo, etc. all have limits on the amount of e-mail that can be stored and will reject messages when the mailbox is full. This will mean that you may miss vital information, and the School cannot accept responsibility for that. We *strongly* recommend therefore that you use your university e-mail address for all university business, and keep any private address for private use.

3.5 Monitoring students' progress

The University operates a system for monitoring students' progress to identify students who may be experiencing difficulties in a particular course and who may be at risk of losing their class certificate. If the Course Co-ordinator has concerns about your attendance and/or performance, the Registry will be informed. The Registry will then write to you (by e-mail in term-time) to ask you to contact their office in the first instance. Depending on your reason for absence, the Registry will either deal directly with your case or will refer you to your Adviser of Studies or a relevant Support Service. This system is operated to provide support for students who may be experiencing difficulties with their studies. Students are required to attend such meetings with their Adviser of Studies in accordance with General Regulation 8.

Set criteria are used to determine when a student should be reported in the monitoring system.

Please see individual course guides which give specific criteria for attendance and completion of work. The **minimum criteria** which are to be met before a student is reported as 'at risk' are as detailed below:

- either (i) if you are absent for a continuous period of two weeks or 25% of the course (whichever is less) without good cause being reported;
- or (ii) if you are absent from two small group teaching sessions (e.g. tutorial, laboratory class) without good cause;
- or (iii) if you fail to submit a piece of summative or a substantial piece of formative in-course assessment by the stated deadline

If you fail to respond within the prescribed timescale (as set out in the e-mail or letter), you will be deemed to have withdrawn from the course concerned and will accordingly be ineligible to take the end-of-course assessment or to enter for the resit. The Registry will write to you (by e-mail in term-time) to inform you of this decision. If you wish consideration to be given to reinstating you in the course you will require to meet with the Convener of the Students' Progress Committee.

Class Certificates

Students who attend and complete the work required for a course are considered to have been awarded a 'Class Certificate'. Being in possession of a valid Class Certificate for a course entitles a student to sit degree examinations for that course. **Class certificates are valid for two years and permit a total of three attempts at the required assessment within that two year period, i.e. the first attempt plus up to two resits.**

Students who have been reported as 'at risk' through the system for monitoring students' progress due to their failure to satisfy the minimum criteria (as outlined above) may be refused a class certificate. If you are refused a class certificate, you will receive a letter from the Registry (e-mail in term-time) notifying you of this decision. Students who are refused a class certificate are withdrawn from the course and cannot take the prescribed degree assessment in the current session, nor are eligible to be re-assessed next session, unless and until they qualify for the award of a class certificate by taking the course again in the next session.

If you wish to appeal against the decision to refuse a class certificate you should do so in writing to the Head of School within fourteen days of the date of the letter/e-mail notifying you of the decision. If your appeal is unsuccessful, you have the right to lodge an appeal with the relevant Director of Undergraduate Programmes within fourteen days of the date you are informed of the Head of School's decision.

3.6 Academic appeals

The University's appeals and complaints procedures provide students with a framework through which to formalise their concerns about aspects of their academic experience or to complain when they feel that standards of non-academic service have fallen short of that which they expected.

The process has been designed to make the appeals and complaints process as accessible and simple as possible and to provide a robust, fair mechanism through which to ensure that all appeals and complaints are considered in the appropriate way at the appropriate level.

A major feature of the process is the emphasis it places on early or informal resolution. All students should note that there is an expectation that they will take responsibility for seeking resolution of their academic or non-academic concerns by raising and discussing them at the earliest possible stage with the relevant individuals in an academic School or administrative Service.

Further details of the processes for making an appeal or complaint, including where to find further help and support in the process, is given at:

www.abdn.ac.uk/registry/appeals

Appeals committees will limit their consideration to matters of procedure, competency and/or prejudice. Those involved in considering academic appeals will not review matters of academic judgement, which are solely for the person or committee that has made the academic judgement to determine. For an appeal to be upheld, a student must have suffered material disadvantage.

Your attention is drawn to the following paragraph of the University's Policy on Academic Appeals:

"Details of illness and/or other personal circumstance which either has prevented students from taking an assessment or from meeting a deadline for the submission of assessed work,

or which students believe may have affected their performance in an assessment that contributes towards the result of a course or programme, will be accepted as grounds for appeal only if the Head of the relevant School has received written notification of them no later than one week after the date on which a student submitted, or was due to submit, an assessment or on which a student appeared, or was due to appear, for the assessment concerned. Where good reasons have prevented a student from notifying the Head of School within this period, the student should write to the Head of the School as soon as is practicable and give details both of the illness and/or other personal circumstances and of the reasons why the Head of the School was not notified of the circumstances within the prescribed period. Details reported after notification of the result will be accepted as grounds for appeal only in limited circumstances.”

The effect of this paragraph is that appeals which are based on illness (which must be certified by a medical practitioner) and/or other personal circumstance will not normally be considered unless notified to the Head of the relevant School within one week after the date on which a student submitted or appeared for the assessment concerned. This is to ensure that the examiners, including the External Examiner(s), have all information available to them at the time of confirming a course result or recommending an Honours degree classification or other award.

The Vice-President (Advice & Support) in the Students' Association is available to help students considering submitting an appeal (tel: 01224 272965).

3.7 Student complaints

The University aims to provide a welcoming and supportive environment for its undergraduate students. However, occasionally students will encounter problems and difficulties. Complaints should be addressed in the first instance to the person who is in charge of the University activity concerned, e.g. the Head of the relevant School about academic matters; the Head of the relevant administrative section about the service that you receive; a Warden about residential matters. Your Adviser of Studies or the Students' Association will assist you if you are unsure how to pursue a complaint.

The University's Policy on Student Complaints is available at:

www.abdn.ac.uk/registry/appeals

The Vice-President (Advice & Support) in the Students' Association is available to help students wishing to make a complaint (tel: +44(0)1224 272965).

4. Facilities

4.1 Library

The main collection of French books is shelved in the new University Library under the reference numbers 44 (French language) and 84 (French literature). Guided reading lists are supplied for individual courses, and the University Library also publishes an information leaflet on Learning Resources in Support of European Languages, aimed at Level 3 and above.

4.2 Language Centre, computer and television facilities

The University Language Centre provides excellent language-learning facilities and resources. Students can work on materials that are an integral part of their course or choose from a wide selection of audio, video and DVD recordings to supplement their language study and discover more about the countries where French is spoken. Satellite television from France is available all day for live viewing, French news bulletins are

recorded on a daily basis, and there is an expanding collection of feature films in French. The Language Centre also houses computers for private study and has a range of software: students should enquire in the Tape Library for information.

4.3 Modern Languages Reading Room

The Modern Languages Reading Room is situated on the top floor of Taylor A Block, in A59. It is a social space devoted to students in Modern Languages and is the focus of a number of student-led language-learning activities. It can be booked for Language Society meetings, study groups or other functions via the Student Co-ordinator (name to be announced) or Miss Laura Bowie (272550), and is available for private study at other times. In the room there are newspapers and periodicals, together with a television and satellite receiver which can be used by groups or individuals to view foreign language television programmes or videos. A VCR is available from the Audio-Visual Service.

5. Extra- and Co-Curricular Activities

5.1 French Society

The student-run French Society provides further opportunities for informally extending knowledge of French language and culture. Besides meetings, film shows, wine tastings and parties, there is usually an annual theatrical production in French. The society enables you to meet French native speakers and to mix with students and staff in French.

5.2 Aberdeen Graduate Attributes

Graduate Attributes are a wide-ranging set of qualities which students will develop during their time at Aberdeen in preparation for employment, further study and citizenship.

There are four main areas of the Graduate Attributes:

- Academic excellence
- Critical thinking and communication
- Learning and personal development
- Active citizenship

Students have many opportunities to develop and achieve these attributes. These include learning experiences on credit-bearing courses and co-curricular activities such as work placements, study abroad and volunteering. In accordance with the University's commitment to Equality and Diversity, students can request support with any aspect of the Graduate Attributes framework.

The ACHIEVE website offers resources that enable students to assess and reflect upon their present skills and development needs. The website also contains resources to help students to improve their skills and links to a range of university services such as the Careers Service and the Student Learning Service. Students can access ACHIEVE from their MyAberdeen site in the 'My Organisations' section. More information about Aberdeen Graduate Attributes and ACHIEVE can be found at www.abdn.ac.uk/graduateattributes.

5.3 The Co-Curriculum

The co-curriculum enhances a student's employability and provides opportunities to develop and achieve Aberdeen Graduate Attributes. Co-curricular activities complement a student's degree programme and include: work placements, study abroad, enterprise and entrepreneurship activities, the BP Student Tutoring Scheme, career mentoring and the

STAR (Students Taking Active Roles) Award initiative. Below are examples of credit-bearing co-curricular activities. It is anticipated that these types of activity will be included on an enhanced transcript for students graduating in, or after, 2012/13

ERASMUS is an exchange programme funded by the European Commission which enables students to study or work in another European country as part of their degree programme. Eligible students will receive a grant to help with extra costs while abroad and a number of our partner institutions teach through English. For more information, visit www.abdn.ac.uk/erasmus/. The University also has opportunities for students to study in a non-European country as part of their degree through the **International Exchange Programme**. International partners include universities and colleges in North America, Hong Kong and Japan (www.abdn.ac.uk/undergraduate/international-exchange.php). The University aims to ensure full academic recognition for study periods abroad, therefore the credits gained from study abroad will count towards the Aberdeen degree programme for students participating in both ERASMUS and the International Exchange Programme.

Work placements can also form an integral part of a degree programme and attract academic credit. Placements are available locally, nationally and internationally, lasting from a few weeks to a full year and are generally paid. Visit the Careers Service website for further placement information and to find available work placements.

Further information about the co-curriculum is available at: www.abdn.ac.uk/careers

6. Courses and requirements

6.1 General

6.1.1 Registration

General information is distributed at French-specific registration meetings which take place at advertised times on the Thursday and Friday of Freshers' week. Students who miss these meetings should proceed as soon as possible to the School Office (A13) to collect registration forms and course documentation. **The last date at which students may enter a course is three weeks after the beginning of the course.** Registration meetings for Junior Honours students as a group and for Senior Honours students as a group are supplemented by meetings between the Honours Adviser and all students, on an individual basis.

6.1.2 Revision week

The twelve teaching weeks of each half session are followed by a revision week, prior to a fortnight of exams. On the notice board for your year you will find a list of names of members of staff and times at which they may be consulted for purposes of revision. This may include individual queries or revision tutorials if you ask for them. Courses that are examined by continuous assessment – for which you will therefore have no exams at the end of the course – will include work for you to do in the revision week and the exam fortnight.

6.2 Assessment and Feedback on Assessment

The School regards it as essential that assessed work should be submitted by the due date. In cases where medical or other wholly exceptional reasons make this impossible, it is incumbent on students to provide documentary evidence, such as medical certificates. **In the absence of such evidence, language work at all levels, and work for content courses at levels 1 and 2 which is submitted late will receive a mark of zero. Work for**

content courses at levels 3 and 4 will lose 2 marks if submitted up to one week late and will receive a mark of zero if submitted more than one week late. Course coordinators reserve the right to give a zero mark to work not submitted on time in certain cases where the nature of the course makes work submitted late meaningless. (This would be the case, for example, where the criteria for assessment include presentation skills, or where students are required to resubmit work after correction of a first draft.) Where this sanction is to be applied, students will be notified in the course material. Details of assessments and deadlines for submission of written work for each course are specified in the individual course guides.

Descriptors for the Common Assessment Scale (CAS) of marks are provided in all course guides for Levels 1 and 2 and in the language course guides for Levels 3 and 4. You are not normally allowed to revise and re-submit work that has been marked. External examiners are involved in the assessment of coursework and in degree examinations.

Feedback on assessment:

The University recognises that the provision of timely and appropriate feedback on assessment plays a key part in students' learning and teaching. The guiding principles for the provision of feedback within the University are detailed in the Institutional Framework for the Provision of Feedback on Assessment available at:

www.abdn.ac.uk/registry/quality/appendix7x8.pdf

Enhancing Feedback:

The University recognises both the importance of providing timely and appropriate feedback on assessments to students, and of enabling students to voice views on their learning experience through channels such as Student Course Evaluation Forms and Class Representatives. FAQs, guidance and resources about feedback can be found on the University's 'Enhancing Feedback' website at:

www.abdn.ac.uk/ct/feedback

6.3 Essays and Assignments other than Language Work at Levels 3 and 4

For essays and assignments other than language work at Levels 3 and 4, we mark according to the following criteria. These criteria are given here rather than being repeated in each individual French course guide.

Essays and Assignments other than Language Work at Level 3

Mark	Class	
18-20	First	Excellently constructed argument; very good use of examples to illustrate and justify an argument that is articulately expressed; evidence of extensive reading.
15-17	II.1	Relevant, coherent and balanced argument; good use of examples to illustrate points and justify the argument; a clearly expressed answer; evidence of suitable reading.
12-14	II.2	A competently argued answer; uses relevant material to substantiate points made; satisfactory analysis; evidence of some reading.
9-11	Third	Limited relevance; barely adequate knowledge of the subject;

		limited ability to present a coherent argument; little reading.
6-8	Fail	Some attempt at an answer, but seriously lacking in content and/or ability to organize thoughts; contains errors and shows a defective understanding of concepts; badly organized and presented.
1-5		No serious attempt to offer an answer

In addition, where oral presentations form part of the assessment, the following criteria will also apply.

Mark	Class	
18-20	First	Articulate, convincing and fluent delivery to an audience; excellent use of appropriate support materials.
15-17	II.1	Articulate delivery to an audience; good use of appropriate support materials.
12-14	II.2	Reasonably articulate; satisfactory use of appropriate support materials.
9-11	Third	Limited ability to communicate effectively; limited use of appropriate support materials.
6-8	Fail	Failure to communicate effectively; little or no use of appropriate support materials.
1-5		No serious attempt at a presentation.

Essays and Assignments other than Language Work at Level 4

Mark	Class	
18-20	First	Excellently constructed argument; very good use of examples to illustrate and justify an argument that is articulately expressed; evidence of extensive reading; and, where appropriate evidence of an excellent ability to synthesize material from an extensive range of sources; evidence of a very high level of independent research and critical reading skills; evidence of a sophisticated ability to relate text to context.
15-17	II.1	Relevant, coherent and balanced argument; good use of examples to illustrate points and justify the argument; a clearly expressed answer; evidence of suitable reading; and, where appropriate evidence of a good ability to synthesize material from a wide range of sources; evidence of a high level of independent research and critical reading skills; evidence of a moderately sophisticated ability to relate text to context.
12-14	II.2	A competently argued answer; uses relevant material to substantiate points made; satisfactory analysis; evidence of some reading; and, where appropriate evidence of a satisfactory ability to synthesize material from a range of sources; evidence of a satisfactory level of independent research and critical reading skills evidence of a satisfactory ability to relate text to context.
9-11	Third	Limited relevance; barely adequate knowledge of the subject; limited ability to present a coherent argument; little reading; and, where appropriate evidence of a limited ability to synthesize material from different sources; evidence of a rudimentary level of independent research and critical reading skills; evidence of a scant ability to relate text to context.
6-8	Fail	Some attempt at an answer, but seriously lacking in content and/or ability to organize thoughts; contains errors and shows a defective understanding of concepts; badly organized and presented; and, where appropriate little or no evidence of ability to synthesize material from different sources; little or no evidence of independent research and critical reading skills; little or no evidence of ability to relate text to context.
1-5		No serious attempt to offer an answer

In addition, where oral presentations form part of the assessment, the following criteria will also apply.

Mark	Class	
18-20	First	Articulate, convincing and fluent delivery to an audience; excellent use of appropriate support materials.
15-17	II.1	Articulate delivery to an audience; good use of appropriate support materials.
12-14	II.2	Reasonably articulate; satisfactory use of appropriate support materials.
9-11	Third	Limited ability to communicate effectively; limited use of appropriate support materials.
6-8	Fail	Failure to communicate effectively; little or no use of appropriate support materials.
1-5		No serious attempt at a presentation.

6.4 Class requirements

The pre-requisites for individual courses are set out in the University's *Catalogue of Courses*, which may be consulted on the web: <http://www.abdn.ac.uk/registry/courses/>

At the start of session, all Level 1 students will be required to take a diagnostic test in French in order to determine which of the three language courses (Advanced, Intermediate or Beginners') is most appropriate for them.

6.5 Attendance requirement and completion of written work

For each course that you are taking, you must attend at least 75% of the language classes, tutorials and/or seminars for that course and you must complete all the assessed work for the course, or a minimum of 75% of the written work in the case of courses with five or more pieces of written work. If your participation falls below this minimum level, you will jeopardize your chances of passing the course.

6.6 Use of dictionaries in examinations

Students are reminded that they may take a clean copy of **one** monolingual (French-French) or bilingual (e.g. English-French) dictionary into all written language examinations in French **except for FR 1023 and FR 1523** where this is not permitted. A dictionary may also be used during the preparation time for the Final Honours oral exam, but it may not be taken into the interview itself. Otherwise, dictionaries are **not** normally permitted in aural or oral examinations or in non-language examinations (literature, background, culture). The use of grammar books is **not permitted**. Invigilators reserve the right to inspect any reference works and to confiscate them where necessary.

Students whose first language is not English or French may take, in addition to a bilingual French-English dictionary (**except FR 1023 and FR 1523 who are not permitted a French-English dictionary**) one other bilingual dictionary of their choice into written language examinations in French.

6.7 Plagiarism

The University regards all cheating as a disciplinary offence. Cheating includes plagiarism.

Plagiarism – regulations for Level 1 & 2 students
--

You are required to familiarise yourself with the contents of the School's handout *Guidance on Avoiding Plagiarism*, which is available from the School Office (A13).

Plagiarism is defined by the University as follows:

"plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own."

The mere inclusion of the source in a bibliography is not, in the view of the University, adequate acknowledgement. All quotations must be acknowledged by placing the words copied in quotation marks and by giving the source of the quotation in a footnote or endnote; similarly all paraphrases of other people's words or ideas must be indicated by giving the source in a footnote or endnote; the source must also be listed in the bibliography.

Plagiarism is a form of intellectual theft, whether the person stolen from is a critic or a fellow student. It is also a form of cheating, and therefore an offence under the University's Code of Practice on Student Discipline.

If a tutor finds evidence of plagiarism in a student's work, it will be referred to the Head of School, Professor Patrick Crotty, who will interview the student about the matter. If he decides that plagiarism has occurred, the matter will be reported to the Academic Registrar, who will issue a formal warning. The student will be awarded a NIL mark for that piece of work. Any subsequent allegation of plagiarism will be dealt with more severely under the University Code of Practice on Student Discipline. Even where the offence is not judged to be substantial enough for referral to the Head of School, a tutor is liable to penalise the work by up to four marks for not conforming to the School's guidelines on presentation and referencing.

One common cause of unintentional plagiarism is when a student takes notes from a critical book and later incorporates these into an essay, forgetting that the ideas or their expression is not their own. If you take notes from your secondary reading, be sure to write down the bibliographical details of your source at the head of your page of notes and then paraphrase the writer's ideas *in your own words*, **putting any apt quotations you think you may later want to use within quotation marks**. This way you can easily distinguish at a later date between your own ideas and those of the critic, and between the critic's words and your paraphrase of them. You should include all such secondary sources in the bibliography at the end of your essay.

Plagiarism – regulations for Level 3 & 4 students

You are required to familiarise yourself with the contents of the School's handout *Guidance on Avoiding Plagiarism*, which is available from the School Office (A13).

Plagiarism is defined by the University as follows: "the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own"

The mere inclusion of the source in a bibliography is not, in the view of the University, adequate acknowledgement. All quotations must be acknowledged by placing the words copied in quotation marks and by giving the source of the quotation in a footnote or endnote; similarly all paraphrases of other people's words or ideas must be indicated by giving the source in a footnote or endnote; the source must also be listed in the bibliography.

Plagiarism is a form of intellectual theft, whether the person stolen from is a critic or a fellow student. It is also a form of cheating, and therefore an offence under the University's Code of Practice on Student Discipline.

If a tutor finds evidence of plagiarism in a student's work, it will be referred to the Head of School, Professor Patrick Crotty, who will interview the student about the matter. If he decides that there are good reasons for believing that plagiarism may have occurred, the matter will be referred to the Academic Registrar for investigation under the University's Code of Practice on Student Discipline. If the allegation of plagiarism is upheld, the student is liable to be awarded a NIL mark for that element of assessment. When a student is judged to have cheated in any component of assessment for more than one course at levels 3 and 4, no degree shall be awarded, unless the Investigating Officer or the Disciplinary Committee chooses to impose a lesser penalty.

6.8 TurnitinUK

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK. **The software makes no decision as to whether plagiarism has occurred**; it is simply a tool which highlights sections of text that have been found in other sources thereby helping academic staff decide whether plagiarism has occurred.

As of Academic Year 2011/12, TurnitinUK will be accessed directly through MyAberdeen, the University's new virtual learning environment. Advice about avoiding plagiarism, the University's Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found in the following area of the Student Learning Service website www.abdn.ac.uk/sls/plagiarism/.

7. French after Second Year

7.1 Level 3 courses

Courses offered in French at Level 3 are designed for four groups of students: those following an Honours programme in French (**see Section 10, The Honours Programme below**); those who want to continue their French studies as part of another Honours programme, e.g. European Studies, European Management Studies, or Law; those who wish to complete a Designated Degree, which requires 360 credit points overall and 190 credit points in French (including 90 at Level 3); and visiting Socrates students.

7.2 Designated Degree in French

Students in Level 3 who hold 100 or more credit points from Level 1 and Level 2 French courses, and who wish to obtain a Designated Degree in French should enrol in FR 3003 (a year-long language course carrying 30 credit points) plus four options (each carrying 15 credit points) in order to gain the requisite 90 credits at Level 3 in French.

Students in Level 3 who do **not** hold 100 credit points from Level 1 and Level 2 French courses, and who wish to obtain a Designated Degree in French should also normally enrol in the language course FR 3003 (30 credit points) plus four options (each carrying 15 credit points). But in addition they should also enrol either in additional Level 3 options or in Level 1 or Level 2 French courses for which they are eligible, in order to bring their total number of credit points in French courses up to the required 190.

7.3 Assessment procedures for language course FR 3003

The Level 3 language course, FR 3003, is a year-long 30-credit course. It is available to Level 3 students who are not Single, Joint or Major/Minor Honours students of French and who have passed either FR 2512 or FR 2502. It is assessed entirely by continuous assessment; there is a resit examination in August for anyone who fails to pass by continuous assessment.

7.4 European Studies and European Management Studies

European Studies students who are abroad in their third year take either a year-long 30-credit French language course by correspondence, FR 3045, or one or other of the 15-credit half-session courses, FR 3048, or FR 3548. These are also assessed entirely by continuous assessment; there is a resit examination.

Students who wish to study French language in Aberdeen as part of their final-year Honours programme in European Management Studies take FR 3003 (30 credit points). European Studies students who are studying only one language also take FR3003 (30 credit points) as part of their final-year Honours programme. However, if they are studying two languages, they take FR 3049 (15 credit points) instead. This latter course is available only to them. It is assessed entirely by continuous assessment; there is a resit examination.

7.5 Erasmus Courses for visiting French students

Visiting French Erasmus students may study either a year-long 20-credit French language course, FR3058, or a 10-credit version, FR3059, available only in the first half session. These courses are available only to French Erasmus students. They are assessed entirely by continuous assessment; there is a resit examination for anyone who fails to pass by continuous assessment.

7.6 Assessment procedures for non-Honours students in Level 3 courses other than language

These courses are all assessed by continuous assessment. Two essays are submitted. Each essay counts for 50% of the overall CAS mark for the option. Each essay will be marked on a scale from 0-20, and students must obtain a minimum of 18 points over the two pieces of work in order to obtain a pass. For details of the marking criteria, **see § 6.3 above**. There will be a resit degree examination in August/September for students who fail to obtain a pass by continuous assessment.

7.7 Level 4 language course for students who are not Honours students of French

A year-long 30-credit level 4 language course, FR 4004, is available to fourth-year students, e.g. lawyers, who are not Single or Joint Honours students of French and who have passed a level 3 French language course. It is assessed entirely by continuous assessment. Students for whom this course counts as an Honours paper, and who achieve a CAS mark of 6-8 may be awarded compensatory Level 1 credit. Students achieving a CAS mark of less than 6 will be required to submit themselves for re-assessment and should contact the course co-ordinator, Dr Roger Ravet, for further details. For all other students who fail to obtain a pass by continuous assessment, there will be a resit degree examination in August.

8. Entry to Honours in French

All students must have a total of **240 credit points** before entering the Honours programme.

8.1 Single or Joint or Major/Minor (i.e. French with Music) Honours in French (*ab initio* students)

In order to enter the Honours French course (Single or Joint or Major/Minor), students who entered the University as 'beginners' in French must pass the following courses at Levels 1 and 2. **Where course codes have changed, the current course codes, effective from 2011-12, are shown in bold type. The previous equivalent course codes are given in brackets in Roman type.**

Level 1	Compulsory courses	Recommended courses
	FR 1023 (FR 1018) French Language 1A FR1523 (FR 1518) French Language 1B Either FR1021 (FR 1016) or FR1521 (FR 1516) Introduction to Literature and Culture of Modern France 1 or 2	We recommend that you also take whichever of FR1021 (FR 1016) or FR1521 (FR 1516) you do not take as a compulsory course.
Level 2	FR2012 (FR 2001) Advanced Introductory French Language 1 FR2512 (FR 2501) Advanced Introductory French Language 2 plus the culture courses: FR2011 and FR2511	

In addition, students must pass **FR2512** (FR 2501) and FR 2511 either on the basis of an exemption from the examination as a result of good continuous assessment or with an examination mark of at least 12 at the first attempt.

8.2 Single or Joint or Major/Minor (i.e. French with Music) Honours in French (post-Higher/A-level students)

In order to enter the Honours French course (Single or Joint or Major/Minor), students who entered the University with Higher or A-level French must pass the following courses at Levels 1 and 2. **Where course codes have changed, the current course codes, effective from 2011-12, are shown in bold type. The previous equivalent course codes are given in brackets in Roman type.**

Level 1	Compulsory courses	Recommended courses
	Either FR1025 (FR 1020) French Language 3A or FR1024 (FR1019) French Language 2A FR1524 (FR 1520) French Language 2B/3B Either FR1022 (FR 1017) or FR1522 (FR 1517) Literature and Culture of Modern France 1 or 2	We recommend that you also take whichever of FR1022 (FR 1017) or FR1522 (FR 1517) you do not take as a compulsory course.
Level 2	FR 2002 Advanced French Language 1 FR 2502 Advanced French Language 2 plus EITHER: FR 2009 and FR 2509 OR: FR 2009 and FR 2510 OR: FR 2509 and FR 2510 OR: Either LW 2001 or LW2501 or LN2502 may be taken in place of any ONE of FR2009, FR2509, FR2510, but the combination of one or other of these LW or LN courses with FR2510 is not acceptable for entry to Honours unless additionally either FR2009 or FR2509 is also taken.	We recommend that you also take a third non-language course (preferably either FR 2009, 2509, or 2510) in addition to the two which you take as a compulsory part of your programme.

In addition they must pass FR 2502 and **one** of FR 2510, FR 2509 and LW2501 or LN2502 either on the basis of an exemption from the examination as a result of good coursework or with an examination mark of at least 12 at the first attempt.

Students who do not fulfil the above sets of criteria may in exceptional circumstances be admitted to do Honours notwithstanding.

8.3 Intending Honours students

In the first half session of their second year, intending Honours students are invited to a meeting to discuss arrangements for residence abroad (**see § 9.1 below**). Subsequently, they are provided with all necessary documentation on the Honours programme, enabling them to make choices of options. This information is distributed to Mode B students at the end of their second year and to Mode A students whilst they are abroad.

9 Residence Abroad

9.1 Mode A and B degrees

Single Honours degrees in French Studies, Major/Minor degrees in French with another subject, and all Joint Honours degrees involving French, with the exception of Accountancy-French; French-Geography; French-German; and French-Hispanic Studies are available **either** as Mode A degrees including a full academic year spent in a French-speaking country, **or** as Mode B degrees including half an academic year spent in a French-speaking country. Mode A degrees are thus 5 years long from entry to graduation, whereas Mode B degrees are 4 years long. For both Mode A and Mode B degrees the programme for years 1 and 2 is identical and no final decision as to whether to take Mode A or Mode B need be made before December of year 2. Candidates are strongly recommended, however, to apply initially for the longer and more popular Mode A degree. For all Mode A degree programmes periods of residence abroad should normally be completed before entry to the Junior Honours year. Mode B students must normally spend their period of residence abroad studying at a University in the second half session of Junior Honours.

9.2 Joint Honours in French-German and French-Hispanic Studies

For these 5-year programmes, half an academic session or equivalent is spent in a French-speaking country, and a further half-session or equivalent in a country in which the other language is spoken.

9.3 Joint Honours in Accountancy-French; French-Geography

Students must spend one full academic year in a French-speaking country. These are all 5-year degree programmes.

9.4 Arrangements for residence abroad

Arrangements for these periods of residence abroad are normally made by staff in the French Department, but individual students may make their own arrangements if they so wish. During their residence abroad students most commonly work as language assistants in French-speaking schools or attend courses in a French, Belgian or Swiss university. Aberdeen University has exchange scholarships with the universities of Geneva, Lausanne and Rennes, in addition to which students of French may take part in Erasmus exchange arrangements with a number of French and Belgian universities including Amiens, Brussels, Le Havre, Liège, Mulhouse, Grenoble and La Réunion. Opportunities also exist for work in

business or industry. Please note that Mode B students must normally spend their period of residence abroad studying at a University.

9.5 Residence Abroad Project (FR3055)

During their period of residence abroad, students complete FR3055, which involves writing an ethnographic report of c. 4,000 words in French. The course follows a distance-learning model. Students will be able to consult the course co-ordinator, Dr Bruno Tribout, by e-mail in order to discuss any concerns or queries they may have.

9.6 Contact with students abroad

We need to be able to contact students abroad at all times in connection with the Honours courses to which they will be returning. It is essential that students advise the School Office (A13) of their address abroad as soon as possible and that they also inform us of any subsequent change of address.

10 The Honours Programme

10.1 The Honours Adviser

The same Honours Adviser, Dr Glynn Hesketh, deals with Junior and Senior Honours students, ensuring continuity and enabling students to plan their Honours programme over two years and see it as a continuum. He is a source both of academic and pastoral advice. He meets all students on an individual basis to discuss their choice of courses at the beginning of the session. He is also available throughout the year to discuss changes of curriculum and to offer other advice and support.

10.2 Structure of the Honours degree programmes

Single Honours students are required to accumulate 240 credit points in French over the two years of the programme. Joint Honours students are required to accumulate 120 credit points in French over the two years and Major/Minor Honours students are required to accumulate 150 credit points in French over the two years. The Honours programme basically consists of compulsory language courses and a number of non-language option courses, together with a dissertation in Junior Honours and a Seminar in Senior Honours.

10.3 Compulsory Language Courses for students entering Honours

10.3.1 Single Honours

Mode A students are required to take a 30-credit language course in Junior Honours (FR 3041) and another 30-credit language course (FR 4059) in Senior Honours. These courses run through both half sessions. The language teaching comprises translation, practical language work, combining written and spoken French, and an oral practice class.

Mode B students take the above courses and in addition also take a 15-credit language course (FR 3527) by correspondence whilst they are completing their residence abroad in the second half session of Junior Honours.

10.3.2 Joint and Major/Minor Honours

Mode A students are required to take a 15-credit language course (FR 3042) in Junior Honours and another 15-credit language course (FR 4060) in Senior Honours. These courses run through both half sessions. The language teaching comprises translation, practical language work, combining written and spoken French, and an oral practice class.

Mode B students take the above courses and in addition also take a 15-credit language course (FR 3527) by correspondence whilst they are completing their residence abroad in the second half session of Junior Honours.

10.3.3 Senior Honours Seminar

For students entering Senior Honours in 2010-11 and thereafter

For all students, Single Honours, Joint Honours and Major/Minor, the Senior Honours Seminar will be a half-session course, carrying 15 credits, which can be taken either in first or second half session (FR4058 or FR4558). It is a broad-ranging course intended to develop the ability to think laterally and draw links and associations between different aspects of French society and culture. As the title suggests, the course is based on oral presentation of seminar papers. Assessment of this course is by means of the Finals Oral Examination.

10.3.4 Assessment of Honours Language Work

Language work for Junior and Senior Honours will be assessed by Final examination at the end of Senior Honours. There will be four final examination papers for Single Honours students: Composition in French; Translation into French; Translation from French; Oral examination. There will be three final examination papers for Joint and Major/Minor Honours students: Composition in French; Translation from and into French; Oral examination. All language final examinations will be marked on the CAS scale from 0-20. For marking criteria, see the Level 4 language course guide.

10.4 The Honours Dissertation

All Single Honours students must submit a dissertation (FR 4052) of 8,000 words (15 credits). Mode B Joint Honours students in French and a Social Science must write their dissertation for French. All other Joint and Major/Minor Honours students must do a dissertation in one or other of their two subjects, but they may not do two dissertations. If they choose to do a dissertation for their other subject rather than for French, then they do an additional option course for French to make up their credit total. The subject of the dissertation is decided in consultation with the dissertation course coordinator, Dr Glynn Hesketh. It is researched and written under supervision by an appropriate member of staff during the second half session of the Junior Honours year. **Details on the deadline for submission, on format and presentation and on the duties/obligations of the supervisor are given in the dissertation course guide.** The dissertation will count as one Finals paper in the final degree classification, and will be marked on the CAS scale from 0-20. For assessment criteria, **see § 6.3 above.**

10.5 Option courses for students entering Honours

All option courses (other than FR3558: French language for specialised purposes) are available in both Level 3 and Level 4 versions (distinguished by a FR 3*** or FR 4*** course code). In all options Level 3 and Level 4 students meet together as a single group for most of the course, and the bulk of the core material studied is the same. However in all options

the Level 4 version of the course contains some elements which are not shared with the Level 3 version of the course, and the assessment exercises for the Level 4 version are different from those for the Level 3 version, reflecting the greater degree of intellectual sophistication expected in a Level 4 student. The assessment criteria are also different at the two levels; **see § 6.3 above**. Junior Honours students may not enrol in Level 4 versions of the course, and Senior Honours students may not enrol in Level 3 version of the course. No student may take both the Level 3 and the Level 4 version of a single course.

Fifteen option courses are available within the French Department (all but one in both Level 3 and Level 4 versions), all of which carry 15 credit points. All are twelve weeks long and are assessed by continuous assessment in the form of two pieces of written work, each of which counts for 50% of the overall CAS mark for the option.

Options are taught variously in the first and second half session, and (other than FR3564) are available only in alternate years, so it is important that you plan your Honours programme of options over the two years, taking account of what is available when, and also bearing in mind how many options you take at Level 3 and at Level 4. You should also bear in mind that if you are taking a Mode B Honours degree programme then you will be away from Aberdeen during the second half session of your Junior Honours year and thus will not be able to take options which are available during that half session.

Single Honours (Mode A) students who enter Junior Honours from 2009-10 onwards take TEN options over their two Honours years, of which at least THREE must be done at Level 3 in Junior Honours, and at least FOUR at Level 4 in Senior Honours. The remaining three may be done either at Level 3 in Junior Honours, or at Level 4 in Senior Honours. Single Honours (Mode A) students may if they wish, and with the approval of staff in both areas, take a maximum of 30 credits worth of Level 3 or Level 4 courses from another discipline in lieu of two of these remaining three options. (NB Senior Honours students may not take Level 3 versions of French option courses.)

Single Honours (Mode B) students who enter Junior Honours from 2009-10 onwards take NINE options over their two Honours years, of which at least TWO must be done at Level 3 in Junior Honours, and at least FOUR at Level 4 in Senior Honours. The remaining three may be done either at Level 3 in Junior Honours or at Level 4 in Senior Honours. Single Honours (Mode B) students may if they wish, and with the approval of staff in both areas, take a maximum of 30 credits worth of Level 3 or Level 4 courses from another discipline in lieu of two of these remaining three options. (NB Senior Honours students may not take Level 3 versions of French option courses.)

Single Honours (Mode B) students who enter Junior Honours from 2009-10 onwards take NINE options over their two Honours years.

Joint Honours (Mode A) students take FOUR options over their two Honours years, of which at least ONE must be done at Level 3 in Junior Honours, and at least ONE at Level 4 in Senior Honours. The remaining two may be done either at Level 3 in Junior Honours or at Level 4 in Senior Honours. (NB Senior Honours students may not take Level 3 versions of French option courses.)

Joint Honours (Mode B) students take THREE options over their two Honours years, of which at least ONE must be done at Level 3 in Junior Honours, and at least ONE at Level 4 in Senior Honours. The remaining one may be done either at Level 3 in Junior Honours or at Level 4 in Senior Honours. (NB Senior Honours students may not take Level 3 versions of French option courses.)

Major/Minor (Mode A) students take SIX options over their two Honours years, of which at least TWO must be done at Level 3 in Junior Honours, and at least TWO at Level 4 in Senior Honours. The remaining two may be done either at Level 3 in Junior Honours or at Level 4 in Senior Honours.

(NB Senior Honours students may not take Level 3 versions of French option courses.)

Major/Minor (Mode B) students take FIVE options over their two Honours years, of which at least ONE must be done at Level 3 in Junior Honours and at least TWO at Level 4 in Senior Honours. The remaining two may be done either at Level 3 in Junior Honours or at Level 4 in Senior Honours.

(NB Senior Honours students may not take Level 3 versions of French option courses.)

Over the next two years the options available will be as follows.

2011-2012

1st half session	FR3033	The Middle Ages in France A (Dr Jubb)	FR4033	The Middle Ages in France B
	FR3036	French Emblem Literature A (Prof Saunders)	FR4036	French Emblem Literature B
	FR3039	Inventing the Self: Literary Autobiography A (Prof Syrotinski)	FR4039	Inventing the Self: Literary Autobiography B
	FR30xx	Literature and Photography A (Dr Aine Larkin)	FR40xx	Literature and Photography B
2nd half session	FR35xx	Thought and Laughter in Early Modern France A (Dr Bruno Tribout)	FR45xx	Thought and Laughter in Early Modern France B
	FR3537	Francophone African and Caribbean Literature and Film A (Prof Syrotinski)	FR4537	Francophone African and Caribbean Literature and Film B
	FR3554	Novels of Their Century A (Dr Jubb)	FR4554	Novels of Their Century B
	FR3564	French for specialised purposes (Junior Honours only) (Dr Ravet)		

2012-2013

1st half session	FR 3034	History and Structure of the French Language A (Dr Hesketh)	FR 4034	History and Structure of the French Language B
	FR 3040	Contemporary French Thought A (Prof Syrotinski)	FR 4040	Contemporary French Thought B
	FR 30xx	New Wave Paris A (Dr Bruno Tribout)	FR40xx	New Wave Paris B
	FR3057	The Politics of Difference in Contemporary France A (Dr Kiwan)	FR4057	The Politics of Difference in Contemporary France B
2nd half session	FR 3535	French Theatre A (Dr Hesketh)	FR 4535	French Theatre B
	FR	French Cinema A (Dr Jubb)	FR	French

	3536		4536	Cinema B
	FR 3562	The Renaissance in France A (Prof Saunders)	FR 4562	The Renaissance in France B
	FR3561	The 21 st Century French Novel A (Prof Syrotinski)	FR4561	The 21 st Century French Novel B
	FR3564	French for specialised purposes (Junior Honours only) (Dr Ravet)		

Note: All option courses are available only provided they have a sufficient number of takers to make them viable. If any course has too few takers, then it will not run in that half session. Staff changes may also affect the availability of particular option courses.

10.6 Requirements for the award of an Honours Degree

Please refer first to the University General Regulations for First Degrees, which are available at <http://www.abdn.ac.uk/registry/calendar/generalregulations.shtml>.

Your attention is drawn in particular to Regulations 9 and 20.

Please read the following information very carefully. All students who are admitted to an Honours programme from 2004/05 are required to achieve 480 credit points, including at least 180 at levels 3 and 4, of which at least 90 must be at level 4. This is in order to ensure that Honours degrees are awarded in compliance with the Scottish Credit and Qualifications Framework (SCQF). This is a common national Framework for all awards in Scotland. Further information is available at www.scqf.org.uk.

Accordingly, students failing to meet this credit requirement at the first attempt will require to make up this credit shortfall before graduating. Normally, only the first attempt at an assessment is permitted to contribute towards degree classification and hence students failing to meet this credit requirement at the first attempt are required to resit for credit accumulation purposes only. General Regulation 21, as outlined below, sets out the procedures available to enable students to make up this credit shortfall.

In the case of a candidate who has failed to complete satisfactorily an element of Honours degree assessment at the time prescribed by Regulation 9.3, then the appropriate procedure from (a) to (e) below shall apply:

- a) If, but only if, the failure is on account of illness or other good cause, the candidate shall be required to submit themselves for assessment at the next available opportunity, and shall be permitted to count the result of that assessment towards Honours classification.
- b) If the failure is the result of absence or non-submission for any other cause, the candidate shall be awarded zero for the assessment concerned and shall be required to submit themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification.
- c) For courses at level 4 and above only, if the candidate has completed the assessment but been awarded a mark on the Common Assessment Scale between 6 and 8 inclusive, they shall be awarded the same amount of unnamed specific credit, not exceeding 30 credit points in total, at level 1.
- d) If the candidate has completed the assessment, but the course is at level 3, or the course is at level 4 or above and the mark awarded on the Common Assessment Scale is less than 6, the candidate shall be required to submit

themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification. Alternatively, for courses at level 4 and above only, such candidates may elect to attend and submit themselves for assessment in another course or courses of equivalent credit value, which may be at any level.

- e) If any of options (a), (b) or (d) above would normally apply, but medical advice indicates that it would be unreasonable to require a candidate to appear for assessment on a subsequent occasion, and if the candidate's past record provides sufficient evidence that they would have obtained Honours, the examiners may recommend the award of an Aegrotat degree, but only after obtaining the consent of the candidate. The award of an Aegrotat degree will debar candidates from counting towards Honours degree assessment any result achieved thereafter.

Notes (i) For courses at level 4 and above, the timing and format of the assessment required under any of sub-sections (a), (b) or (d) above shall be determined by the Academic Standards Committee (Undergraduate) on the recommendation of the Head of the relevant School.

(ii) The options to achieve or be awarded credit under (b), (c) and (d) above shall not be available to candidates who have accumulated less than 90 credit points at level 4 or who have failed to complete satisfactorily the assessment for a course which, on the recommendation of the Head of the relevant School, has been prescribed by the Academic Standards Committee (Undergraduate) as compulsory for the award of a degree with Honours. Such candidates will be able to qualify for a non-Honours degree only.

Further guidance is also available in the **Guidance Note for Students who either Fail, or who Fail to Attend or Complete, an Element of Prescribed Degree Assessment** which can be accessed at:

<http://www.abdn.ac.uk/registry/quality/appendix7x6.pdf>

10.7 Honours Degree Classification (Grade Spectrum)

All Honours Degrees are classified using the University's Grade Spectrum which is available at <http://www.abdn.ac.uk/registry/quality/appendix7x4.pdf>. The Grade Spectrum, an extract of which is outlined below, is used to determine degree classification on the basis of the CAS mark awarded for each element of Honours Degree Assessment.

- First: Marks at 18 or better in elements constituting half the total elements
and
Marks at 15 or better in elements constituting three quarters of the total elements
and
Normally marks at 12 or better in all elements
- 2i: Marks at 15 or better in elements constituting half the total elements
and
Marks at 12 or better in elements constituting three quarters of the total elements
and
Normally marks at 9 or better in all elements
- 2ii: Marks at 12 or better in elements constituting half the total elements

and

Marks at 9 or better in elements constituting three quarters of the total elements

Third: Marks at 9 or better in elements constituting three quarters of the total elements.

The Grade Spectrum defines the threshold standards against which the different classes of honours degree are awarded. The Examiners, however, have discretion (in the circumstances defined in Note 4 of the Grade Spectrum) to depart from this and may choose to award a higher degree than that indicated by the Grade Spectrum.

10.8 Elements of Assessment

All elements of assessment are equally weighted. Each Honours option course counts as one element of assessment. The dissertation counts as one element of assessment. Each of the language examination papers, of which there are four for Single Honours candidates and three for all other candidates (**see § 10.3.4 above**) counts as one element of assessment.

10.9 Transcripts at Graduation

It is anticipated that students who commenced their studies in, or after, 2009/10, will receive a more detailed transcript of their studies on graduation. The increased details will include a record of **all** examination results attained. For students graduating in 2012/13 transcripts will show details of all CAS marks awarded, including marks which are fails. Where a resit has been required as a result of medical circumstances or other good cause (MC/GC) this will not be shown, but all other circumstances (i.e. No Paper 'NP') will be included.

11 Postgraduate Study in French

We offer facilities for postgraduate research in a wide range of different areas of study, including cross-disciplinary possibilities. Degrees available by research are the MLitt, MPhil and PhD. The Department of French provides a dynamic and friendly research environment that has been rated as providing excellent training and supervision. We have a broad range of research interests and depth of experience in postgraduate supervision, and we are particularly committed to interdisciplinary research. Our main areas of research strength include:

- French Literature and Intellectual History from 19th to 21st centuries
- Comparative Literature
- Contemporary French Politics and Society
- Francophone African Literature, Cinema and Philosophy
- Postcolonial Studies
- Translation Studies
- Literature and Photography, with particular reference to Marcel Proust
- The Literary Representation of Music and Dance
- Contemporary Women Writers in French
- Early Modern French Literature, History and Thought
- 16th-and 17th-century Emblem Studies
- Medieval Studies

Information about the research interests of members of staff and recent publications is available on the French website: <http://www.abdn.ac.uk/french/staff/> You are very welcome to make an informal approach to any individual member of staff whose research interests correspond to your own.

12 Disclaimer

The contents of this booklet are for information only. Details are believed correct at the time of compilation, but may be superseded by institutional restructuring, course development, changes in regulations, staff changes, or financial or other constraints.