

UNIVERSITY OF ULSTER

SCHOOL OF LANGUAGES, LITERATURES AND
CULTURES

FRENCH AT COLERAINE

STUDENT HANDBOOK

Academic Year 2009/2010

CONTENTS

	Page
French at Coleraine: General Information	4
BA Honours French	9
French as a major subject	10
French as a main subject	12
French in Applied Languages	13
French as a minor subject	16
French modules	18
Assessment, Progress and Degree Classification	26
Marking Criteria for Language Work	27
Guidelines for Writing Essays	29
Notification of Absence from the University	33
Dates of Attendance/Examinations 2009/2010	36

FRENCH STAFF

The following staff teach in the following areas of French studies:

<u>Staff Name</u>	<u>Room No</u>	<u>Tel No</u>	<u>Subject Area(s)</u>
Dr D Barr jd.barr@ulster.ac.uk	D036B	23085	French Language and Film Studies; Computer Assisted Language Learning
Professor J H Gillespie j.gillespie@ulster.ac.uk	C109	24578	20 th Century French Literature and Thought; Computer-Assisted Language Learning; European Studies
Dr J Leahey j.a.leahey@ulster.ac.uk	D042B	24236	French Language and Grammar; Computer Assisted Language Learning
Dr G Macklin gm.macklin@ulster.ac.uk	C111	24180	French Language; 19 th & 20 th Century French Literature
Mr J McCann aj.mccann@ulster.ac.uk	MA019 (Magee Campus)	75213	French Language and Translation
Dr J Murray jt.murray@ulster.ac.uk	C107A	24218	French Language, Literature and European Studies
Dr B Tribout b.tribout@ulster.ac.uk	C118A	24532	French Language, Literature and Film Studies
Mlle F Cissé f.cisse@ulster.ac.uk	D044	24587	French <i>lectrice</i>
Mr B Mauduit b.mauduit@ulster.ac.uk	MA022 (Magee Campus)	75343	French <i>lecteur</i>
Dr M-A Besle ma.besle@ulster.ac.uk	82D20 (Belfast Campus)	67398	French Tutor

FRENCH AT COLERAINE

French can be taken at Coleraine from 'A' Level or from *ab initio* level. It can also be studied in a wide variety of combinations:

1 BA Honours French

This is a single subject degree, which lasts four years and specialises in French. The second and fourth years each comprise six modules of French, covering a wide range of areas and including French language, literature, culture, politics and society, and film. The third year is spent in France, either as an English language assistant in a school or at one of the University's partner institutions. The first year of the course parallels that of Combined Arts (in other words, you take two modules each from the subjects listed above under 2 below): this means that students taking French as one of their subjects may opt to change to the French degree at the end of Year One.

2 BA Honours French & German (Applied Languages) BA Honours French & Spanish (Applied Languages)

French may be studied within the four-year BA Honours degree in Applied Languages. You study two languages (from French, German and Spanish) throughout the four years of the course. In addition, you take 2 modules on European Studies or Film Studies. In their second year, students have the opportunity of translating and interpreting modules in addition to the normal language modules. The third year of the course is split between the two countries whose language you are studying.

In France you can choose to study at a number of partner universities: Caen, Brest, Cergy-Pontoise, Corté (Corsica), Créteil (Paris), Montpellier, Pau, Tours, Valence. There is also the chance to study at Mons in Belgium and Geneva in Switzerland.

3 Combined Programmes within the Faculty of Arts

Undergraduate students in the Faculty of Arts who wish to study subjects in combination, enrol for named combinations. Students take six modules in the first year, each selected from three different subjects. At the end of their first year, students select the two subjects they would like to study in their second and final years. These subjects can be combined either as a major-minor programme (with eight modules taken in the major subject and four in the minor) or a main programme (with six modules – three in each year – taken in each subject). French may be combined with American Studies, English, European Studies, Film Studies, Geography, History, Irish, Journalism, Media Studies or Spanish.

In addition, French may be combined as major and minor with Business Studies and Computing, as a major with Education, and as major, main or minor with Environmental Studies, Geography and Psychology.

LANGUAGE COURSES IN FRANCE

If you start French from scratch you will follow a language course in France at the end of your first year. This course is located in Grenoble and you may choose to take it in either July or August.

Post 'A' or 'H' Level students who take French as a minor option on Combined Programmes normally follow a language course in France in the summer vacation prior to the beginning of their final year.

The University normally makes a contribution towards expenses.

INTERCALARY PERIOD IN FRANCE

1 BA Honours French BA Honours French for Combined Programmes

Students taking French as a single subject and major subject are required to spend an intercalary year in a French-speaking country. Students normally apply for a post as an English-speaking Language Assistant in a French-speaking country. Students taking French and German or French and Spanish as main subjects are required to spend six months in each country, studying at a French and German or French and Spanish university.

Students combining French with another Main subject are required to spend an intercalary year in a French-speaking country, normally as an English-speaking Language Assistant at a school.

Students studying French as a minor option are not required to spend an intercalary year in France. However, you are strongly recommended to take a year's Leave of Absence after the second year of your course and apply for a post as an English-speaking Language Assistant in a French-speaking country.

2 French and German (Applied Languages) French and Spanish (Applied Languages)

Students taking French within the BA Honours Applied Languages spend the third year of their course abroad. The first semester is usually spent at one of the University of Ulster's French partner

institutions (Caen, Brest, Cergy-Pontoise, Corté (Corsica), Créteil (Paris), Geneva, Pau, Montpellier, Tours, Valence or Mons); the second semester is spent in either Germany or Spain, as appropriate.

FRENCH STUDENTS ON THE CAMPUS

Since we have ERASMUS/SOCRATES exchanges with several French universities, there are a substantial number of French students on the Coleraine Campus. You will no doubt meet some of them in class and we would encourage you to get to know them.

RESOURCES

Library resources are excellent and there is a wide range of material available for the various strands of the course. Key texts are placed on short loan to ensure that all students can gain access to them. There are a number of French newspapers and magazines in the library (such as *Le Monde* and *L'Express*) and you should set aside an hour each week to read them. Library tours are arranged for new students during the induction period and it is important that you take this opportunity of learning how the library operates.

FACILITIES IN SOUTH BUILDING

A wide range of modern technologies enhance the teaching of French.

We are fortunate to possess both audio and video material which is made available to students for individual use in the private study areas of the Multimedia Resources Unit in B216. CDs and DVDs are recorded on a regular basis, and the latest current affairs programmes and documentaries are received and recorded via the Satellite dishes. Students may also watch live satellite television and use the multimedia computers to access their language learning software.

The School hosts the Centre for Excellence in Multimedia Language Learning which uses the leading edge multimedia laboratories D047A and D047B in South Building.

ADMINISTRATION OF THE SUBJECT

French is run by the French Subject Committee. Applied Languages, French, French and Computing, and the Combined programmes, all have their own Course Committees. These contain student representatives, normally one for each year of the course. These representatives are elected annually by their fellow students, usually in late October. They keep the various Course Committees informed about student response to the course and bring to their attention any difficulties or problems which may arise.

The French Subject Committee consists of all the members of staff who teach French, including the Head of School, Professor JH Gillespie, as well as the Dean of the Faculty of Arts, Professor P Ó Dochartaigh. The Head of French and Chair of the Subject Committee is Dr G Macklin. He is responsible, in the first instance, for the organisation and management of the subject.

YEAR TUTORS

Year tutors look after the students in each year. They are:

Year 1	Mr J Leakey
Year 2	Dr B Tribout
Year 3 (Intercalary)	Dr B Tribout
Year 4	Professor JH Gillespie & Dr D Barr

ADVISER OF STUDIES

On the day you register at the University, you are assigned to an adviser of studies and an appointment is made for you to see your adviser before teaching commences. The role of the adviser of studies is to advise and help students with any academic or personal difficulties they may have. For example, if you initially find it difficult to understand the timetable, you should contact your adviser for assistance. Similarly, if you wish to change one of the subjects you have opted to study, your adviser of studies will help you complete a module amendment form. Please note, however, that you should normally do this only during the first week of the semester, or, in exceptional cases, during the second week. Advisers of studies usually indicate in notices put up on their office doors the hours at which they are available to see students, but they can often be located at other times as well.

In short, do not hesitate to contact your adviser whenever you want help or guidance on academic or other matters.

COUNSELLING SERVICE

If you have a personal problem the first person you should approach is your adviser of studies. However, if the problem is too serious or too personal to discuss with your adviser, the University has an excellent Counselling Service which is completely confidential and which has a number of trained professional counsellors on its staff.

COMMUNICATION

You may contact staff by email (including WebCT), by telephone, or by letter. You may also go and discuss matters with them personally. Members of staff indicate on their office doors the times at which they are available to be consulted.

In addition, there is a notice board for French on the first floor of Block C, University House. Information for students taking French will also be posted on this board and it is important to check it regularly.

Staff may need to communicate with students by letter and it is therefore essential that you notify the staff in the Faculty Office in Room C100 if you change your term-time address.

ATTENDANCE REQUIREMENTS

The Faculty regulations governing attendance at classes stipulate that: "Students who are absent without good cause from more than 25 per cent of their classes for a period of four weeks may be required ... to discontinue their studies".

If you are prevented by illness from attending classes or submitting assessment work you must notify your adviser of studies at once and, on your return, give a completed medical report form to your adviser. Staff monitor student attendance closely and experience has shown that academic success is directly related to good attendance.

COURSEWORK DEADLINES

Coursework must be submitted by the date specified by the appropriate lecturer. Work handed in after the deadline will not be accepted unless a satisfactory explanation (accompanied, in the case of illness, by a medical certificate) is provided. Dates of submission will be included in module handouts. Marked coursework will be given back to you, but it must be

returned to the lecturer concerned prior to the meeting of the Board of Examiners at the beginning of June.

PLAGIARISM

There are two kinds of plagiarism. The first is the copying of passages from books, articles or some other source, and attempting to pass them off as your own words. A piece of work containing plagiarised passages will normally receive a mark of **zero**, and plagiarism may lead to formal disciplinary action against you. Remember that it is not enough to quote a source in a general way at the end of your essay. You must formally and explicitly acknowledge **ALL** sources **at the time that they are used**. This is usually done in the form of footnotes.

The second type of plagiarism is related to the presence of French students on campus. While it is important and desirable to get to know these students, you must not get them, or anyone else, to help you write translations, essays or other work. **All your work must be written by you in your own words.**

TIMETABLE CLASHES

One of the attractive features of taking French within a combined degree is that you can combine it with any one of fifteen different subjects. This means, however, that timetable clashes are more likely to occur than on courses where student choice is more restricted. If you have a clash, please inform both the lecturers concerned in the first week of the semester and one of the classes will be rescheduled if possible.

CAREER GUIDANCE

The University has an excellent Careers Office which helps students in many ways: individual interviews and advice are given, presentations by firms are arranged and students may also visit companies and organisations such as the Civil Service. Most of these activities are aimed at final-year students but it is advisable to think seriously of your career aims and to visit the office earlier, certainly in your second year.

CAREER PROSPECTS

Career prospects for French graduates are excellent. In fact, one survey of first career destinations for university graduates concluded employment

prospects for French and other language graduates were among the best of any subject. Among our graduates are the following:

- Maura is a management consultant with a leading consultancy firm
- Deborah is a New Product Introduction Manager
- Stuart is an Export Manager with a local food company
- Alison is a Human Resources Manager
- Adrienne is an interpreter with the European Commission in Brussels
- Nicola runs her own interpreting and translation company
- Sinead is Head of Marketing for a major Irish industrial firm
- Terry is a European Export Manager with an English Engineering company
- Several postgraduates are undertaking postgraduate study (full-time and part-time) at the University of Ulster.

STUDENT CHARTER

Students are encouraged to consult the University's student charter which can be accessed at www.ulster.ac.uk/quality/qmau/t&lsupportcharter.pdf.

BA HONOURS FRENCH

	Semester 1	Semester 2
YEAR 1	French Language & Culture 1 (FRE106; CRN: 18415) Or Beginners' French 1 (FRE111; CRN: 13170) (20) Subject B Subject C	French Language & Culture 2 (FRE107; CRN: 18416) Or Transitional French 2 (FRE112; CRN: 13172) (20) Subject B Subject C
YEAR 2	French Language 3 (FRE301; CRN: 13189) and French Culture, Politics & Society 3 (FRE313; CRN: 13195) Or Transitional French 3 (FRE311; CRN: 13193) French Cinema Since the 1960s (FRE328; CRN: 13208) + additional module – to be advised	French Language 4 (FRE302; CRN: 13190) and French Culture, Politics & Society 4 (FRE314; CRN: 13196) Or Transitional French 4 (FRE312; CRN: 13194) French Literature 1: The Self and The Other (FRE318; CRN: 13200)
YEAR 3	Intercalary year in a French-speaking country FRE319 (CRN: 13201)	
YEAR 4	French Language 5 (FRE501; CRN: 13210) and French Culture, Politics & Society 5 (FRE503; CRN: 13212) Making of Contemporary France (FRE508; CRN: 13216) Special Subject (FRE505; CRN 13215)	French Language 6 (FRE502; CRN: 13211) and French Culture, Politics & Society 6 (FRE504; CRN: 13213) Contemporary French Culture (FRE509; CRN: 13217) The French New Wave (FRE506; CRN: 18414) Special Subject (FRE505; 13214)

BA HONOURS FRENCH IN COMBINED PROGRAMMES
Major Option

Course Structure for Post 'A' / 'H' Level Students

	Semester 1	Semester 2
YEAR 1	French Language & Culture 1 (FRE106; CRN: 18415) Subject B Subject C	French Language & Culture 2 (FRE107; CRN: 18416) Subject B Subject C
YEAR 2	French Language 3 (FRE301; CRN: 13189) French Culture, Politics & Society 3 (FRE313; CRN: 13195) French Cinema Since the 1960s (FRE328; CRN: 13208) Subject B or C	French Language 4 (FRE302; CRN: 13190) French Culture, Politics & Society 4 (FRE314; CRN: 13196) French Literature 1: The Self and The Other (FRE318; CRN: 13200) Subject B or C
YEAR 3	Intercalary year in a French-speaking country (FRE319: CRN 13201)	
YEAR 4	French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) French Specialist Subject (FRE505; CRN: 13215) Making of Contemporary France (FRE508; CRN: 13216) Subject B or C	French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13213) French Specialist Subject (FRE505; CRN: 13214) Contemporary French Culture (FRE509; CRN: 13217) The French New Wave (FRE506; CRN 18414 Subject B or C

BA HONOURS FRENCH IN COMBINED PROGRAMMES

Major Option

Course Structure for *ab initio* students

	Semester 1	Semester 2
YEAR 1	Beginners' French 1 (FRE111; CRN: 13170) Subject B Subject C	Transitional French 2 (FRE112; CRN: 13172) Subject B Subject C
Intensive French Language Course in Grenoble (July or August)		
YEAR 2	Transitional French 3 (FRE311; CRN: 13193) French Cinema Since the 1960s (FRE328; CRN: 13208) Subject B or C	Transitional French 4 (FRE312; CRN: 13194) French Literature 1: The Self and The Other FRE318; CRN: 13200) Subject B or C
YEAR 3	Intercalary year in a French-speaking country FRE319; CRN 13201)	
YEAR 4	French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) French Specialist Subject (FRE505; CRN: 13215) Making of Contemporary France (FRE508; CRN: 13216) and Subject B or C	French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13211) French Specialist Subject (FRE505; CRN: 13214) Contemporary French Culture (FRE509; CRN: 13217) The French New Wave (FRE506; CRN 18414) and Subject B or C

BA HONOURS FRENCH IN COMBINED PROGRAMMES

Main Option

Course Structure for Post 'A' / 'H' Level Students

	Semester 1	Semester 2
YEAR 1	French Language & Culture 1 (FRE106; CRN: 18415) Subject B Subject C	French Language & Culture 2 (FRE107; CRN: 18416) Subject B Subject C
YEAR 2	Either French Language 3 (FRE301; CRN: 13189) French Culture, Politics & Society 3 (FRE313; CRN: 13195) French Cinema Since the 1960s (FRE328; CRN: 13208) And One module from Subject B or C Or French Language 3 (FRE301; CRN: 13189) French Culture, Politics & Society 3 (FRE313; CRN: 13195) And Two modules from Subject or C	Either French Language 4 (FRE302; CRN: 13190) French Culture, Politics & Society 4 FRE314; CRN: 13196) French Literature 1: The Self and The Other (FRE318; CRN: 13200) And One module from Subject B or C Or French Language 4 (FRE302; CRN: 13190) French Culture, Politics & Society 4 (FRE314; CRN: 13196) And Two modules from Subject B or C
YEAR 3	Intercalary year in a French-speaking country or six months in each country if two languages are studied	
YEAR 4	Either French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) French Specialist Subject (FRE505; CRN: 13215) Making of Contemporary France (FRE508; CRN: 13216) And One module from Subject B or C Or French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) And Two modules from Subject B or C	Either French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13213) French Specialist Subject (FRE505; CRN: 13214) Contemporary French Culture (FRE509; CRN: 13217) The French New Wave (FRE506; CRN 18414) And One module from Subject B or C Or French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13213) And Two modules from Subject B or C

FRENCH IN APPLIED LANGUAGES

	Semester 1	Semester 2
YEAR ONE	Choose one option from both Language A and B	Choose one option from both Language A and B
MODULE 1 French	FRE106 (CRN: 18415) (20) Or FRE111 (CRN: 13170) (20)	FRE107 (CRN: 18416) (20) Or FRE112 (CRN: 13172) (20)
MODULE 2 German or Spanish	GER101 (CRN: 13234) (10) & GER103 (CRN: 13241) (10) Or GER101 (CRN: 13233) (20) Or SPA103 (CRN: 16516) (20) Or SPA101 (CRN: 16507) (20)	GER102 (CRN: 13239) (10) & GER104 (CRN: 13242) (10) Or GER102 (CRN: 13237) (20) Or SPA104 (CRN: 16518) (20) Or SPA102 (CRN: 16512) (20)
MODULE 3	EUS 102 (CRN: 13082) (20)	EUS103 (CRN: 13083) (20)

YEAR 2	Semester 1	Semester 2
MODULE 1 French	FRE301 (CRN: 13189) (10) & FRE313 (CRN: 13195) (10) Or FRE311 (CRN: 13193) (20)	FRE302 (CRN: 13190) (10) & FRE314 (CRN: 13196) (10) Or FRE312 (CRN: 13194) (20)
MODULE 2 German or Spanish	GER301 (CRN: 13252) (10) & GER310 (CRN: 13258) (10) Or GER301 (CRN: 13253) (20) Or SPA301 (CRN: 16528) (10) & SPA310 (CRN: 16535) (10) Or SPA301 (CRN: 16529) (20)	GER303 (CRN: 13256) (10) & GER311 (CRN: 13259) (10) Or GER303 (CRN: 13255) (20) Or SPA302 (CRN: 16531) (10) & SPA11 (CRN: 16536) (10) Or SPA302 (CRN: 16530) (20)
MODULE 3	LAN310 (CRN: 13907) Translation Theory (20) Or French Cinema Since 1960s (FRE328; CRN: 13208) (20)	Practical Translation & Interpreting Choose two from: a. French Interpreting (FRE315; CRN: 13197) b. French Translation (FRE316; CRN: 13198) c. Interpreting Language A d. Translating Language B (10 each) Or French Literature 1: The Self and The Other (FRE318; CRN: 13200) (20)

YEAR ABROAD	Country of Language A or B	Country of Language A or B
--------------------	-------------------------------	----------------------------

FINAL YEAR	Semester 1	Semester 2
MODULE 1	FRE501 (CRN : 13210) (10 points) FRE503 (CRN : 13212) (10 points)	FRE502 (CRN : 13211) (10 points) SPA502 (CRN: 16545) (10 points) Or GER502 (CRN: 13270) (10 points)
MODULE 2	Either SPA501 (CRN: 16542) (10 points) SPA510 (CRN: 16552) (10 points) Or GER501 (CRN: 13269) (20 points) GER503 (CRN: 13271) (10 points)	Specialist Language (French) (LAN510; CRN: 13912) (20 points)
MODULE 3	LAN502 (CRN : 13909) (20 points) Dissertations	OPTION (all 20 points) Specialist Language (Spanish or German) LAN511 (CRN: 13913) or LAN512 (CRN: 13914) Or Contemporary French Culture (FRE509; CRN: 13217) Or Political Forces in Contemporary Europe (EUS505; CRN: 13094)

BA HONOURS FRENCH IN COMBINED PROGRAMMES

Minor Option

Course Structure for Post 'A' / 'H' Level Students

	Semester 1	Semester 2
YEAR 1	French Language & Culture 1 (FRE106; CRN: 18415) Subject B Subject C	French Language & Culture 2 (FRE107; CRN: 18416) Subject B Subject C
YEAR 2	French Language 3 (FRE301; CRN: 13189) French Culture, Politics & Society 3 (FRE313; CRN: 13195) Subject B or C Subject B or C	French Language 4 (FRE302; CRN: 13190) French Culture, Politics & Society 4 (FRE314; CRN: 13196) Subject B or C Subject B or C
YEAR 3	French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) Subject B or C Subject B or C	French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13213) Subject B or C Subject B or C

BA HONOURS FRENCH IN COMBINED PROGRAMMES

Minor Option

Course Structure for *ab initio* students

	Semester 1	Semester 2
YEAR 1	Beginners' French 1 (FRE111; CRN: 13170) Subject B Subject C	Transitional French 2 (FRE112; CRN: 13172) Subject B Subject C
Intensive French Language Course in Grenoble (July or August)		
YEAR 2	Transitional French 3 (FRE311; CRN: 13193) Subject B or C Subject B or C	Transitional French 4 (FRE312; CRN: 13194) Subject B or C Subject B or C
YEAR 3	French Language 5 (FRE501; CRN: 13210) French Culture, Politics & Society 5 (FRE503; CRN: 13212) Subject B or C Subject B or C	French Language 6 (FRE502; CRN: 13211) French Culture, Politics & Society 6 (FRE504; CRN: 13213) Subject B or C Subject B or C

FRENCH MODULES

Year 1 Semester 1 Modules

FRE106 CRN: 18415 FRENCH LANGUAGE AND CULTURE 1

This module consolidates and builds on language knowledge and skills gained at A-Level. The focus is on developing oral/aural, reading and writing skills to a competent level. It concentrates on developing grammatical accuracy and greater conversational fluency and aims to further develop students' comprehension and translation skills. The module will familiarise students with a range of new civilisation topics and will provide an introduction to the study of contemporary francophone literature and film.

Students are asked to buy the Collins Robert *English/French, French/English Dictionary*. They will also be asked by the lecturers taking the course to acquire other books. Further details will be given during the semester.

<i>Module Co-ordinator:</i>	Dr Jonathan Leakey
<i>Coursework:</i> 100%	
<i>Credits:</i> 20	<i>Level:</i> 4
<i>Entrance Requirements:</i>	'A' or 'H' Level in French

FRE111 CRN: 13170 BEGINNERS' FRENCH 1

This module is intended for those students who have either no French at all and those with some previous experience. The main emphasis in Semester 1 will be on progress in spoken French and on competence in 'survival situations', though some basic grammar will also be covered. Several short class tests per semester will be held, and these will constitute the principal mode of assessment.

<i>Module Co-ordinator:</i>	Dr Bruno Tribout
<i>Coursework:</i> 100%	
<i>Credits:</i> 20	<i>Level:</i> 4
<i>Entrance Requirements:</i>	None

Year 1 Semester 2 Modules

FRE107 CRN: 18416 FRENCH LANGUAGE AND CULTURE 2

This module consolidates and builds on language knowledge and skills gained at A-Level. The focus is on developing oral/aural, reading and writing skills to a competent level. It concentrates on developing grammatical accuracy and greater conversational fluency and aims to further develop students' comprehension and translation skills. The module will familiarise students with a range of new civilisation topics and will provide an introduction to the study of francophone literature and film of the past thirty years.

<i>Module Co-ordinator:</i>	Dr Jonathan Leakey
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 10	<i>Level:</i> 4
<i>Entrance Requirements:</i>	'A' or 'H' Level in French

FRE112 CRN: 13172 TRANSITIONAL FRENCH 2

This module is the continuation of FRE111. While emphasis on speaking and understanding French remains important, the student is introduced to more aspects of writing skills (for example letters and compositions), and a series of simple translations into English are also undertaken.

<i>Module Co-ordinator:</i>	Dr Bruno Tribout
<i>Coursework:</i> 100%	
<i>Credits:</i> 20	<i>Level:</i> 4
<i>Entrance Requirements:</i>	Normally successful completion of FRE111

AB INITIO SUMMER COURSE IN FRANCE

Ab initio students normally finish the year with an intensive language course of one month's duration in France. This course is scheduled either for July or August and takes place at the University of Grenoble.

Year 2 Semester 1 Modules

FRE301 CRN: 13189 FRENCH LANGUAGE 3

This module has three weekly hours: writing, grammar and oral work. The writing will include both free composition and translation into English. The grammar will attempt a systematic revision of all the major problem areas of the French language.

Module Co-ordinator: Mr John McCann
Coursework: 100%
Credits: 10 *Level:* 5
Entrance Requirements: FRE106

FRE313 CRN: 13195 FRENCH CULTURE, POLITICS AND SOCIETY 3

The theme of this module is the French media, both written and visual. There will be a weekly lecture and seminar, and this will be supplemented by a comprehension hour connected with the topics under review.

Module Co-ordinator: Dr Bruno Tribout
Coursework: 100%
Credits: 10 *Level:* 5
Entrance Requirements: FRE107

FRE311 CRN: 13193 TRANSITIONAL FRENCH 3

This module, which has six weekly hours, is one of the two in second year which helps to integrate those who took beginners' modules in Year One with the rest of the students taking French. The FRE311 students attend the Culture and Society lecture and seminar from FRE303 and the grammar class from FRE301. In addition, they have three further classes: an oral class, a comprehension class, and a practical language class (translation into English, writing skills, etc).

Module Co-ordinator: Dr Bruno Tribout
Coursework: 100%
Credits: 20 *Level:* 5
Entrance Requirements: Normally successful completion of FRE112

FRE328 CRN: 13208 THE FRENCH CINEMA SINCE THE 1960s

This module will familiarise students with the distinctive characteristics and preoccupations of French film-making in its earlier period, enabling the learner to assess a range of films critically and to relate them to the society and life in which they were produced.

<i>Module Co-ordinator:</i>	Dr David Barr
<i>Coursework:</i> 100%	
<i>Credits:</i> 20	<i>Level:</i> 5
<i>Entrance Requirements:</i>	No special requirements

Year 2 Semester 2 Modules

FRE302 CRN: 13190 FRENCH LANGUAGE 4

This module continues the language work undertaken in FRE301. One of the weekly hours will again concentrate on writing (composition and translation into French). The systematic grammar survey will continue, as will the oral work with the *lectrice*.

<i>Module Co-ordinator:</i>	Dr David Barr
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 10	<i>Level:</i> 5
<i>Entrance Requirements:</i>	FRE301

FRE314 CRN: 13196 FRENCH CULTURE, POLITICS AND SOCIETY 4

The themes of this module are the French political system and French political parties, the French regions and the policy of decentralising them. Part of the reason for focusing on the regions at this stage is to help students start preparing for the year most of them will spend in France in Year Three.

<i>Module Co-ordinator:</i>	Dr Jonathan Leakey
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 10	<i>Level:</i> 5
<i>Entrance Requirements:</i>	FRE303

FRE312 CRN: 13194 TRANSITIONAL FRENCH 4

This module follows a similar pattern to FRE311, once again having six weekly hours, two of which are shared with FRE304 (area studies lecture and seminar and one with FRE302 (grammar survey). Students will again have three further hours: oral practice, written practice, and comprehension.

<i>Module Co-ordinator:</i>	Dr Bruno Tribout
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 20	<i>Level:</i> 5
<i>Entrance Requirements:</i>	Normally successful completion of FRE311

FRE315 CRN: 13197 FRENCH INTERPRETING

In this module students are introduced to the principal techniques of interpreting and given practical exercise in bilateral interpreting.

Module Co-ordinator: tba
Coursework: 50% *Examination:* 50%
Credits: 10 *Level:* 5
Entrance Requirements: Successful completion of FRE107

FRE316 CRN: 13198 FRENCH TRANSLATION

This module focuses on the translation into and out of French of a variety of styles and registers.

Module Co-ordinator: Dr Davod Barr
Coursework: 50% *Examination:* 50%
Credits: 10 *Level:* 5
Entrance Requirements: Successful completion of FRE107

FRE318 CRN: 13200 FRENCH LITERATURE 1: THE SELF AND THE OTHER

This module aims to introduce students to some of the landmarks in French literature from the early modern period to the Twenty-First Century, with a particular focus on the way in which French literature and thought have contributed to the making of the modern Self and how French literature has been influenced by other cultures. The theme of the Self and the Other will be studied with special reference to authors whose works have been particularly influential in the shaping of literature and ideology in France and the French-speaking world.

Module Co-ordinator: Dr Bruno Tribout
Coursework: 100%
Credits: 20 *Level:* 5
Entrance Requirements: No special requirements

Final Year Semester 1 Modules

FRE501 CRN: 13210 FRENCH LANGUAGE 5

Advanced translation, précis and report-writing. Language laboratory work based largely on comprehension and discussion of TV material. Role play classes at advanced level (eg negotiating techniques). The area studies element will include detailed work on contemporary issues.

<i>Module Coordinator:</i>	Mr John McCann
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 10	<i>Level:</i> 6
<i>Entrance Requirements:</i>	Successful completion of FRE302 and FRE313

FRE503 CRN: 13196 FRENCH CULTURE, POLITICS AND SOCIETY 5

This module, for students in Combined Arts continues the study of French language, civilisation and selected authors begun in FRE101. All classes are conducted in French.

<i>Module Co-ordinator:</i>	Dr Gerry Macklin
<i>Coursework:</i> 50%	<i>Examination:</i> 50%
<i>Credits:</i> 10	<i>Level:</i> 6
<i>Entrance Requirements:</i>	Successful completion of FRE302 and FRE313

FRE505 CRN: 13215 SPECIAL SUBJECT (OPTIONAL)

This module is generally available only to Combined Arts students who may, in exceptional circumstances, have been exempted from the intercalary year, and to students in BA (Hons) French or to students of Single Subject French. It comprises: either a dissertation of 8,000-10,000 words written in French on a subject relating to French culture, society or literature and agreed by the relevant Course Committee; or a project of similar level and difficulty agreed with a member of staff in French – for example, a long translation accompanied by a critical analysis of the techniques involved, the difficulties encountered and the strategies adopted to overcome these.

<i>Module Co-ordinator:</i>	Dr David Barr
<i>Coursework:</i> 100%	
<i>Credits:</i> 20	<i>Level:</i> 6
<i>Entrance Requirements:</i>	No special requirements

FRE508 CRN: 13216 THE MAKING OF CONTEMPORARY FRANCE

This module covers four major events in post-war France: the Liberation, the end of the Fourth Republic, the events of 1968 and the coming to power of François Mitterrand.

Module Co-ordinator:

Dr Jenny Murray

Coursework: 50%

Examination: 50%

Credits: 20

Level 6

Entrance Requirements:

No special requirements

Final Year Semester 2 Modules

FRE502 CRN: 13210 FRENCH LANGUAGE 6

Further language work of the type undertaken in FRE501. The area studies element will include work on several contemporary issues.

<i>Module Coordinator:</i>	Dr Bruno Tribout
<i>Coursework: 50%</i>	<i>Examination: 50%</i>
<i>Credits: 10</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	Successful completion of FRE501

FRE504 CRN: 13213 FRENCH CULTURE, POLITICS AND SOCIETY 6

This module presents further study of French language, civilisation and selected authors begun in FRE503. All classes are conducted in French.

<i>Module Co-ordinator:</i>	Professor John Gillespie
<i>Coursework: 50%</i>	<i>Examination: 50%</i>
<i>Credits: 10</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	Successful completion of FRE503

FRE505 CRN: 13214 SPECIAL SUBJECT (OPTIONAL)

The content of this module is the same as that of FRE505, except that the work is carried out in Semester 2.

<i>Module Co-ordinator:</i>	Dr David Barr
<i>Coursework: 100%</i>	
<i>Credits: 20</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	No special requirements

FRE506 CRN: 18414 THE FRENCH NEW WAVE

This module familiarises students with the distinctive characteristics of the French New Wave, its innovative visual style, its social implications and political commitments as well as the influence the movement had on cinema worldwide, thus enabling the learner to assess a range of films critically and to relate them to the society and time in which they were produced.

<i>Module Co-ordinator:</i>	Dr David Barr
<i>Coursework: 50%</i>	<i>Examination: 50%</i>
<i>Credits: 20</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	

FRE509 CRN: 13217 CONTEMPORARY FRENCH CULTURE

This module seeks to familiarise students with the major systems of value and thought of contemporary France since 1945 and to assess their literary expression and their influence in the contemporary world.

<i>Module Co-ordinator:</i>	Professor John Gillespie
<i>Coursework: 50%</i>	<i>Examination: 50%</i>
<i>Credits: 20</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	No special requirements

LAN510 CRN: 13912 SPECIALIST FRENCH LANGUAGE

This module is designed to give students maximum choice in developing their language specialisation in the areas which appeal to them most.

<i>Module Coordinator:</i>	Dr Gerry Macklin
<i>Coursework: 50%</i>	<i>Examination: 50%</i>
<i>Credits: 20</i>	<i>Level: 6</i>
<i>Entrance Requirements:</i>	Successful completion of relevant Second-Year language modules

ASSESSMENT, PROGRESS AND DEGREE CLASSIFICATION

The regulations concerning these matters are very complex, and if you feel unsure about them you should consult the official document which was distributed at registration or contact Professor Gillespie (Room C109). The following gives an outline of the major principles but does not replace the Faculty regulations:

- 1 Most French modules are assessed by 50 per cent coursework and 50 per cent examination, although Semester 1 modules in Years 1 and 2, as well as some others, have 100 per cent coursework. The examinations take place at the end of each semester. To pass a module you must achieve an overall mark of 40% with a minimum of 35% in both the coursework and examination.
- 2
 - a) You must pass both French modules in your first year if you wish to continue with French in your second year. Similarly, it is necessary to pass both French modules in Year 2 in order to take the final-year German modules.
 - b) If you fail a module, you will have to resit the examination or repeat the coursework or both, and in this case you cannot get a mark of more than 40 per cent in the component you are repeating.
 - c) If you miss coursework or an examination through no fault of your own, you will be allowed to submit outstanding coursework or sit the examination at a later date and this will not count as a resit.
- 3 The final degree result is currently calculated on the basis of your six final-year marks.

To obtain specific degree classes you should have these marks:

Class I	70 per cent or above
Class Ii	60-69 per cent
Class Iii	50-59 per cent
Class III	40-49 per cent

MARKING CRITERIA FOR LANGUAGE WORK

This document is to be considered as a general guide to the process of marking language work.

- 1 Proficiency in language (including one's native language) can be assessed positively or negatively:
 - a) Positively, the language user should be able to express clearly, precisely and effectively a wide range of ideas and feelings on a wide range of subjects, with a good feeling for register and style, and should be able to use creatively all the resources of the language.
 - b) Negatively, the language user (i) should not make it difficult for the reader or listener to comprehend him or her, (ii) should not offend the reader or listener by inappropriate tone or register and (iii) should not distract the reader or listener by errors of pronunciation, vocabulary or grammar.

- 2 These positive and negative qualities can be noted on the levels of:
 - (i) formation of sounds
 - (ii) intonation
 - (iii) rapidity of response and fluency of utterance
 - (iv) spelling and punctuation
 - (v) vocabulary
 - (vi) grammatical structures
 - (vii) textual cohesion
 - (viii) overall textual construction and rhetoric

- 3 Each of the language exercises used tends to focus primarily on some of these manifested qualities. For instance:

Phonetic tests:	chiefly avoidance of errors in sound formation;
Reading tests:	avoidance of errors in sound formation and intonation;
Conversation:	avoidance of errors in sound formation and intonation; acquisition of rapid and fluent responses;
Oral presentations:	avoidance of faults in pronunciation, acquisition of fluent utterance, mastery of good and appropriate expression of ideas and feelings on the set topic;

Essays and Dissertations: avoidance of errors in spelling, vocabulary and grammatical structures, use of suitable expression on level of vocabulary and structure, appropriate textual cohesion and overall construction;

Summaries and Comprehensions: avoidance of errors in spelling and vocabulary, use of suitable expression on level of vocabulary and structure, textual cohesion; secondarily textual construction and rhetoric;

Translations: primarily avoidance of errors of vocabulary, grammar, tone or register; effective solution of problems of meaning and idiom; successful combination of good style and accuracy.

4 Some of these exercises also require non-linguistic skills, eg:

Essays and Dissertations: gathering, assessment and analysis of relevant information; presentation and organisation;

Summaries: precise comprehension of original.

5 Given the extreme variety of criteria thus involved in language work, the grade awarded must involve careful balance between various factors.

6 Moreover, the levels of accuracy, appropriacy and expressive ability that can be reasonably expected should rise from year to year of the course, with stress increasingly falling on the achievement of the positive rather than the avoidance of the negative.

7 Bearing in mind these factors, the significance of classes may be indicated thus:

A **First Class student** should show no serious negative features on levels relevant to the set exercise and at the level expected for the year of the course, and should show a good range of positive qualities.

A **II(i) student** should show few negative qualities in relevant areas and should show positive qualities in some areas.

A **II(ii) student** may show negative qualities in some areas, providing these are not too extreme, but should be relatively free from negative qualities in the majority of relevant areas of language use, and have a reasonable level of positive competence overall.

A **Third Class student** should have an adequate level of positive competence overall but may show negative qualities in some relevant areas.

A student **should not pass** in language work if his or her use of the target language is so inaccurate or unidiomatic that a native speaker would have serious difficulty in comprehending it.

GUIDELINES FOR WRITING ESSAYS

1 Presentation

- a) All essays should contain a title page. On this page students should write their name in the top left hand corner and their course in the top right hand corner. The title of the essay should be written in the centre of the page. In the bottom left hand corner of the page students should write the module number; in the bottom right hand corner they should write the date on which the essay was submitted.
- b) Please leave a generous margin of 1½ inches on the left hand side of each page so that the lecturer can write comments in it.

2 Bibliography

You should append a bibliography to every essay you write.

This is a list of the books or articles you consulted in writing the essay.
Essays will not be marked unless a bibliography has been provided.

Presentation of an essay is important. You must always acknowledge your sources. This includes any material you have used for the preparation of the essay, from books, material sourced online, articles, films, television programmes, letters, interviews and so on. Acknowledge those you directly quote and those you paraphrase. If you have read it, if ideas or quotations have gone into the essay acknowledge it.

Researching and taking notes:

As you research take notes of where you got the reference: page numbers, authorship, date and place of publication, and any other relevant information. You need two forms of referencing:

1. Bibliography (also called works cited) and
2. References in the text of your essay.

There are several methods of referencing; **decide on one method and stick to it.**

The method here follows the Modern Language Association (MLA) style. There is also the Harvard style (much favoured by Business publications) and the Chicago style, among others. There are reference books in the library which explain each of these. **Remember, when writing in French, bibliographies and references are in French style (see below).**

Bibliographies:

For Bibliographies, list all works in alphabetical order - according to the author's surname. In the case of one or more author write in the order it is written in the text. If it is an anonymous work, list according to the main word of the title.

For Books:

1. Author(s)'s name, surname first
2. Title of book, in italics
3. Name of editor, translator, or compiler (if applicable)
4. Edition used (if applicable)
5. Number of Volumes (if applicable)
6. Place of publication: Name of publisher, and Date.

For articles:

1. Author(s)'s name, surname first
2. Title of article, in quotation marks
3. Name of journal (in italics)
4. Volume number of journal
5. Year in brackets
6. Issue number of journal
7. Page numbers

Examples:

Books:

Gellhorn, Martha. *The Face of War*. London: Granta Books, (1959) 1998.
Humm, Peter et al., eds. *Popular Fictions*. London: Methuen, 1987.
Peck, John and Martin Coyle. *The Student's Guide to Writing: Grammar, Punctuation and Spelling*. Hampshire: Palgrave, 1999.

Articles in journals:

Kolodny, Annette. "The Feminist as Literary Critic." *Critical Inquiry* 2 (1975): 822-32.

For articles in newspapers:

Carroll, Jim. "They're still Flocking to be Handbagged." *The Irish Times* 10 October 2002: The Ticket 5.

For interviews:

Boland, Eavan. Personal interview. 14 June 1991.

For films:

Temple, M & Witt, M, *The French Cinema Book*, London: BFI, 2004.
Hayward, S & Vincendeau, G, *French Film: Texts and Contexts*, London: Routledge, 2000.

For websites:

Include the full address and the date on which you read or downloaded the information, as websites may change or be removed. If possible also include author and title of article and webpage.

References:

When you make reference to or quote directly from another you must show in your essay exactly where you have done so. This is done by either parenthetical reference or footnotes. Parenthetical reference means you put the author, date and page within brackets after the quotation. Footnote is where you put a number after the quotation referring the reader to a note with details either at the bottom of the page or the end of the document.

For example:

For him it became 'an exact image of our rapidly changing society, particularly in relation to Its youth' which exhibited an 'indifference to any standards or earlier terms of reference' (Melly, 7).

If you make reference to the author's name in the essay there is no need to place it in parenthesis. For example:

For Melly it became 'an exact image of our rapidly changing society, particularly in relation to its youth' which exhibited an 'indifference to any standards or earlier terms of reference' (7).

When using several texts by the same author you should mention the text in your reference. For example:

It can be argued that Dicken's Hard Times is ultimately "more a symptom of the confusion of industrial society than an understanding of it" (Williams, Culture and Society 107).

You may use footnotes instead of parenthetical references, for how to use these, see below.

NB ALWAYS ACKNOWLEDGE YOUR SOURCES. NEVER PLAGIARISE, IT IS A SIGN OF POOR SCHOLARSHIP AND MAY RESULT IN A FAILED MARK FOR YOUR ASSIGNMENT.

3 Essay style

- a) Essays should contain an introduction, the main body of the essay and a conclusion. In the introduction you should 'set the scene' for the essay and pose the questions you intend to discuss. In the introduction you should also 'define' any terms in the question which are open to different interpretations. The introduction should not normally be shorter than half a page of A4 paper and not longer than a page.

- b) Main body in which you develop your argument, summarise others' ideas, build on and elaborate an issue, provide examples and so on
- c) The conclusion of the essay should summarise your findings. New ideas should not normally be introduced in the conclusion. However, if you find a particularly nice quotation, it is worth saving it for the conclusion. Bear in mind that a clear, well written, logical conclusion is bound to make a favourable impression on a reader who is about to award you a mark for the essay! It is, therefore, worth taking a little time over the conclusion.
- d) Please try to organise the material in the essay clearly and coherently. Each paragraph should follow on logically from the previous one. Make sure that your paragraphs are not too long or too short. As a general rule, a paragraph should not be longer than a page of A4 paper, while too many short paragraphs do not allow the essay to 'flow'.

4 Footnotes

As mentioned above, you must acknowledge in a footnote any phrase or sentence reproduced from another source. You should also use footnotes to give the source of statistical information you include in the essay. When setting out footnotes, bear in mind that you must give the source in full on the first occasion you quote it but may use an abbreviated title on subsequent occasions. When writing footnotes you should follow the format below:

- 1 Claude Dubois, *La Vie française* (Paris, 2001), p153
- 2 François Gontard, 'Les Français et l'Allemagne', *Études françaises*, Vol 10, No 3 (2000), p 64
- 3 Dubois, *La Vie française*, p 200
- 4 Gontard, 'Les Français', p 65
- 5 Ibid
- 6 Ibid, p 142

In Footnote 1 you must give the full title, as well as the place and date of publication, because it is the first occasion on which you have quoted from this source. Follow the layout in Footnote 2 the first time you quote from an article in a journal. Footnote 3 is an example of referencing the author you have already quoted in full in an earlier footnote. Footnote 4 is an example of an abbreviated version of an article which has already been cited. Footnote 5 illustrates the use of *Ibid*. It means that the source of Footnote 5 is exactly the same as Footnote 4, ie Gontard, p 65. Footnote 6 indicates the same source but a different page – 142 rather than 265.

Capitals:

Remember that in titles of books, English puts the first word and all other words except for 'that' (as a relative pronoun), 'but', 'and', 'or' and 'not' in capital letters: *Pride and Prejudice*, *All's Well that Ends Well*. French only puts the first word of the title in capitals.

PLAGIARISM

...IS STEALING SOMEONE ELSE'S IDEAS OR WORDS

There are two kinds of plagiarism. The first is the copying of passages from books, articles or some other source, and attempting to pass them off as your own words. A piece of work containing plagiarised passages will normally receive a mark of **zero**, and plagiarism may lead to formal disciplinary action against you. Remember that it is not enough to quote a source in a general way at the end of your essay. You must formally and explicitly acknowledge **ALL** sources **at the time that they are used**. This is usually done in the form of footnotes. If you use someone else's ideas or words, reference it, give them credit. You can add to it, elaborate on what they have said and debate with them. If you are in any doubt talk to your lecturers, that's what we are here for!

The second type of plagiarism is related to the presence of French students on campus. While it is important and desirable to get to know these students, you must not get them, or anyone else, to help you write translations, essays or other work. **All your work must be written by you in your own words.**

PLAGIARISM CARRIES SEVERE PENALTIES, RANGING FROM FAILURE IN A MODULE TO DISCIPLINARY ACTION

UNIVERSITY OF ULSTER
ABSENCE FROM UNIVERSITY

Using the Notification of Absence Form (NA1)

WHO SHOULD USE THIS FORM AND WHEN?

This form should be used by all students, whatever their level or mode of attendance.

University regulations state that: -

A student who has not been in attendance for more than three days through illness or other cause must notify immediately either the Course/Subject Director or the research supervisor. Where the absence is for a period of more than five working days, and is caused by illness which may affect the student's studies, the student shall arrange for a medical certificate to be presented.

The NA1 form is designed to enable students to note dates of absence as they happen and the effect of this absence on their academic work. Research shows that attendance is a key component in academic success and we hope that this form will make it easier for you to monitor your absence. We also hope that it will help academic staff to be aware of any problems you might be having as they occur and to offer you advice and help or refer you to another service in the University as appropriate.

If your health or other circumstances have interfered with your ability to submit assessed work or attend an examination, the NA1 form may authenticate a difficulty which arose before the assessment date but which nevertheless affected your performance. You should also think carefully about whether it is wise to seek assistance from a counsellor or other advisor at an early stage rather than waiting until your problems are severe. Do not feel that you have to go into great detail about your difficulties on this form. If your circumstances are complex then a letter from a doctor or counsellor is advised

The University recognises that it is increasingly difficult to obtain medical evidence for illnesses which do not require treatment at the time and Examination Boards are unlikely to take retrospective evidence seriously. It is, therefore, of great importance that you let the University know about ill health or other difficulty at the time that it occurs.

If you have been able to obtain a medical certificate or a letter, you should attach it to the form when you submit it to your Course/Subject Director.

Distance Learners and On-line Students

Although attendance is not required for these courses, you should use this form to let your Course/Subject Director know when you have been unable to study because of illness or other circumstances.

Part-time Students

If you are not required to attend on a daily basis, you should use this form to let your Course/Subject Director know when you have been unable to follow your usual pattern of attendance and study.

HOW DO I ACCESS AND SUBMIT THIS FORM?

This form can be downloaded from

<http://www.ulster.ac.uk/academicservices/student/>

When you log in using your PIN, you will be able to access a form which will automatically contain your personal details. Make sure that these details are accurate and up to date and make any additions necessary. On completion, you should print off the screen and post or deliver a copy to your Course/Subject Director. The fact that you have completed the form will be recorded on the Student Records System. Supporting evidence should be submitted with the form wherever possible.

If you do not have on-line access at home then you should print off a copy of the form and keep it at home so that you can post it to your Course/Subject Director if necessary.

PLEASE KEEP COPIES OF THE FORM, YOUR EVIDENCE AND PROOF OF POSTING.

Application for the consideration of extenuating circumstances

Notification of Absence does not replace the EC1 form which should be completed if you are unable to submit work or sit for an examination.

EC1 forms and related guidance notes are available at:

<http://www.ulster.ac.uk/academicservices/student/>

UNIVERSITY OF ULSTER
NOTIFICATION OF ABSENCE

If you are absent from the University or unable to study for more than 3 days for medical or personal reasons then you should complete this form and submit it to your Course/Subject Director by the 5th working day following the commencement of the absence. For absences of longer than one week a medical certificate or other evidence is required and should be attached. For periods of less than 5 days it is recommended that supporting documentation be attached unless there are clear reasons why this is not available. If no documentation is available you should give your own explanation.

If you are unable to hand in coursework or attend for examination you should, in addition, complete an EC1 form.

Name.....Date.....

 Course Code.....Course
 Title.....
 Registration
 Number.....
 Term-time
 Address.....

Name of Course/Subject
 Director.....
 I was absent from University from.....
 To.....

Because of (please tick)

Illness Personal
 circumstances

This affected (please tick all that apply)

Attendance at lectures and seminars Ability to prepare coursework

 Ability to study privately

I did/did not consult a doctor/counsellor/member of academic staff.
 A letter/certificate is attached **Yes/No**

If no certificate is attached please give reasons and a brief description of the nature of your illness or other difficulty.

.....
.....
.....
.....
.....
.....
.....

If the matter is personally sensitive, you might wish to consult a doctor or a counsellor to make a statement on your behalf.

Please ensure that evidence is submitted to your Course/Subject Director within one week of the period of absence.

Signature of StudentDate
Submitted.....

UNIVERSITY OF ULSTER

DATES OF ATTENDANCE/EXAMINATIONS/VACATIONS: 2009/10

Semester 1 (Autumn)	Monday 21 September 2009	Teaching begins
	Friday 11 December 2009	Teaching ends
	Monday 14 December 2009	Christmas Vacation begins
	Friday 25 December 2009 to Friday 1 January 2010	University Closed (Christmas)
	Friday 1 January 2010	Christmas Vacation ends
	Tuesday 5 January to Saturday 16 January 2010	Examination Period
	Friday 22 January 2010	Autumn Semester ends
	Friday 5 February 2010	Last date for meetings of Course/Subject Committees (Semester One Progress review)
Semester 2 (Spring)	Monday 25 January 2010	Teaching begins
	Wednesday 17 March 2010	University Closed (St Patrick's Day)
	Monday 29 March 2010	Easter Vacation begins
	Monday 5 April to Friday 9 2010	University Closed
	Friday 9 April 2010	Easter Vacation ends
	Monday 3 May 2010	University Closed (May Day)
	Tuesday 4 May to Friday 7 May 2010	Revision week (non-teaching)
	Monday 10 May to Saturday 22 May 2010 (with possible extension to 25 May if required for first sit examinations)	Examination period
Friday 28 May 2010	Spring semester ends	
Thursday 10 June 2010	Last date for meetings of Boards of	
Monday 28 June – Tuesday 6 July 2010	Summer Graduation Ceremonies	
Resit Period	Wednesday 11 August to Thursday 19 August 2010	Supplementary Examinations
	Monday 23 August to Friday 27 August 2010	Meetings of Boards of Examiners
Semester 3 (Summer)	Monday 19 July 2010	Teaching begins
	Monday 30 August to Friday 3 September 2010	Examination Period
	Friday 10 September 2010	Summer Semester ends
	Monday 13 September to Friday 17 September 2010	Meetings of Boards of Examiners

AS:sd : June 2009