

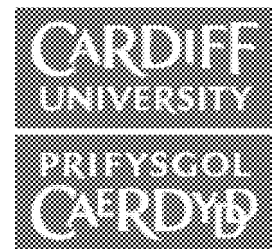
**CARDIFF SCHOOL OF
JOURNALISM, MEDIA AND
CULTURAL STUDIES**

Head of School Professor Justin Lewis

**Masters in
International Journalism**

Student Handbook

**The Essential Guide to Your Course:
2011 - 2012**



University Regulations and Disclaimer

University Regulations

All students are required, as a condition of enrolment, to abide by University Regulations and Degree Programme Regulations. Full Degree Programme Regulations are contained in this handbook and University Regulations are published separately on the University's website:

<http://www.cf.ac.uk/regis/sfs/regs/index.html>

Disclaimer

Every effort has been made to ensure the accuracy of the information contained within this handbook and the University will use all reasonable endeavours to deliver Programmes of Study in accordance with the descriptions set out herein. However, from time to time changes in human and/or physical resources or timetable constraints (for example) mean that changes have to be made*. The University therefore:

- a) reserves the right to make variations to the contents or methods of delivery of degree programmes, to discontinue programmes, and to merge or combine programmes, if such action is reasonably considered to be necessary by the University. If the University discontinues any programme, it will use its reasonable endeavours to provide a suitable alternative programme.
- b) gives notice that there may be occasions when certain combinations of option courses/modules cannot be timetabled and such combinations will not therefore be available.

(*This list is not exhaustive)

**PLEASE MAKE SURE YOU KEEP THIS HANDBOOK FOR CONSTANT
REFERENCE DURING THE YEAR**

CONTENTS

Foreword from the Head of School, Professor Justin Lewis	1
SECTION ONE : ESSENTIAL INFORMATION	
Cardiff University	2
Cardiff, The Capital City of Wales	2
General School Information	
Location	2
Bute Library and Resource Centre	2
Staff – JOMECE professors	3
Staff Availability	6
Staff Contact Details	6
School Boards and Committees	8
Semester dates	9
Enrolment week schedule	10
Other key dates	11
SECTION TWO : MASTERS IN INTERNATIONAL JOURNALISM PROGRAMME	
MA International Journalism Staff	12
MA International Journalism Programme Specification	13
MA International Journalism Module Timetable	15
SECTION THREE : ASSESSMENT AND SUBMISSION OF COURSEWORK	
Academic Progress	16
Progress, Passing and Failing	16
Coursework Procedures and Assessment	16
Coursework Schedules	16
Submission of Coursework	17
Submission of dissertation	17
Extenuating Circumstances	17
Extension to submission deadlines – Coursework	17
Extension to submission deadlines – Dissertation	17
Feedback on assessed Coursework	17
Anonymous marking	18
Second marking	18
Guidance – Coursework and Dissertation work	
Study Skills	18
Unfair Practice and the avoidance of Plagiarism	18
The JISC Turnitin Plagiarism Detection Service	18

SECTION FOUR – ACADEMIC PROGRESS REGULATIONS

Programme Scheme Regulations	19
Examining Board Conventions	22
Marking Guidelines	24

SECTION FIVE – GUIDANCE AND POLICY

JOMEC policy on social networking sites	26
Students Complaint procedure	26
Attendance and Contribution	26
Absence	26
Interruption of Study	27
Withdrawal from University	27
Special Provision for Assessment	27
Academic/Personal records	27
Change of Module	27
Verification and Appeals Procedure	27

SECTION SIX – COMMUNICATION AND INFORMATION

Communication

Email	28
Text-Messaging Service	28
Notice Boards	28
Pigeonholes	28
References and Student Certification	28

Information

Completion of your MA programme and Graduation	29
MA Examining Boards – July and December	29
Awards and Progress Committee	29
Academic Transcripts	29
Degree Certificates	29
Ceremony and Tickets	29
Celebrations	

SECTION SEVEN – HELPFUL PEOPLE AND OTHER SUPPORT SERVICES

English Language Programme (ELP)	30
Personal Tutor	30
Meeting Tutors	30
Module Leader	30
Dissertation Supervisor	30
Royal Literary Fund Fellow	31

Support Services

Student Services	31
Registry	31
International Development Division	31
University Graduate College	31
Careers Service	32
Residences Office	32
The Students Union	32
The Graduate Centre	32
Graphics Services	33
Unistaff Job Shop	33
Alumni	33

SECTION EIGHT – HEALTH AND SAFETY

Healthcare	34
Student Support and Development Division	34
International Student Advice	34
Students Union – Advice and Representation Centre (ARC)	34
Counselling Service	35
Nightline	35
Personal Safety and Security	35
Students at Risk	35
Health and Safety	35
Health and Safety at Work Act 1974	36
University Health and Safety Policy	36
Organisation and Arrangements	36
Policies, Procedures and Codes of Practice	36
EMERGENCY PROCEDURES	
Emergency Telephone Contacts	37
Fire procedures	37
Bomb Alert	38
Accidents	38
General Safety and useful telephone numbers	38
Electrical and Equipment Hazards	39
Display Screen Equipment Regulations	39
Working Practices	39
Working away from the University (fieldwork)	39
Out of Hours and Lone Working	40
Students with Health Issues	40
Smoking Policy	40

APPENDICES

Appendix One	:	Core Modules
Appendix Two	:	Optional Modules
Appendix Three	:	Unfair Practice and Academic Integrity
Appendix Four	:	Citing References
Appendix Five	:	Study Skills
Appendix Six	:	Extenuating Circumstances

**PLEASE MAKE SURE YOU KEEP THIS HANDBOOK FOR CONSTANT
REFERENCE DURING THE YEAR**

Foreword from the Head of School, Professor Justin Lewis

Welcome to the Cardiff School of Journalism, Media and Cultural Studies at Cardiff University.

Croeso I'r Ysgol Newddiaduraeth, Cyfryngau ac Astudiaethau Diwylliannol ym Mhrifysgol Caerdydd.



The Cardiff School of Journalism, Media and Cultural Studies (JOMECE) is one of the UK's premier centres for teaching and research in journalism, public relations, media and cultural studies. The Centre for Journalism Studies within the School, founded in 1970 by Sir Tom Hopkinson as a centre for the teaching of journalism, offered the first postgraduate training in journalism in the UK. In the past three years the School has grown considerably, now housing 60 teaching, research and support staff, and more than 800 students.

Our teaching programmes, which we are constantly developing and adapting to ensure that they are relevant to both rapidly changing industries and the most recent academic thinking, also aim to bring together the best of research and practice. This is only possible because of our unique blend of staff. This talented group includes some of the world's leading researchers and thinkers on media and cultural topics. They work alongside other teachers and researchers who have had outstanding careers in journalism, the media industries and public relations. All of our staff have international experience and global networks.

The School now offers a BA in Journalism, Media and Cultural Studies, a Diploma in Journalism (print, magazine or broadcast), and five taught Masters programmes (in Journalism, Journalism, Media and Communications, International Journalism, International Public Relations and Global Communications Management and Political Communication). We have a lively PhD programme with over 50 students currently enrolled to complete doctorates. Our excellence in teaching is reinforced by the most modern technology and equipment and first class technical and administrative support.

The School has been classed as a 'World Leading' research centre by the 2009 Research Assessment Exercise. In total 75% of the research submitted by the School was classified as either 'World Leading' or 'Internationally Excellent'. The results place the School in the top three of 47 UK institutions in the fields of communication, cultural and media studies, based on the volume of staff working at a world-leading level.

The School has also been successful in attracting research grants from bodies such as the British Academy, the Leverhulme Trust, the ESRC, the AHRC, the BBC and the Broadcasting Standards Commission as well as collaborating with bodies such as Oxfam and Article 19. The School's research is based around four main research groups: Journalism Studies, Race, Representation and Cultural Identity, Risk, Science and Health Reporting and Mediatized Conflict. Staff at JOMECE have written widely-used textbooks and research method guides as well as producing influential case studies and theoretical accounts about journalism, media and cultural studies. JOMECE has published a series of research reports commissioned by bodies such as the Broadcasting Standards Commission, BBC, Independent Television Commission, Electoral Commission and the Economic and Social Research Council. Five international journals are edited or co-edited from the School. These are: *Journalism Studies*; *Feminist Media Studies*; *Social Semiotics*; *Intensities: the Journal of Cult Media* and *Journal for Crime, Conflict and Media Culture [jc2m]*.

We aim to attract the best staff and students from all over the world as well as from the UK and to use the rich diversity, which results as a context for our teaching and research. The School strives to be a place where both students and staff will advance intellectually and in career and professional terms. Our students find numerous and varied career opportunities throughout the UK and world-wide in journalism, public relations and the media industries as well as within the academy, in administration and in research.

The School is located in the Bute Building, a listed building in the heart of Cardiff's neo-classical Edwardian civic centre, which houses all the School's resources and facilities as well as the Bute Library, creating a compact, stimulating and dynamic environment for all of the School's many activities.

I hope that you will find your time with us here at Cardiff University stimulating, enjoyable and rewarding. You will find that the staff you meet have both international reputations and are approachable and generous with their time. Make the most of them, the School and Cardiff!

Justin Lewis

SECTION ONE : ESSENTIAL INFORMATION

Cardiff University

Cardiff University is located in and around Cardiff's magnificent civic centre. The academic buildings, Students' Union, student residences and the city centre are within a short walk of each other, saving you time and money on travel. You will have the advantages of living in an accessible and compact location within a thriving local community.

Teaching at Cardiff is research-led, ensuring that you experience leading-edge innovation and thinking. Cardiff is ranked seventh of more than 100 universities and colleges in the most recent independent assessment of research work in British universities, the School itself being ranked in the top three. We are also a member of the Russell Group of UK research-led Universities.

Students at Cardiff are more likely to succeed in their studies than students at most other UK universities, according to Government performance indicators. You will be taught in a stimulating and supportive environment and assigned a personal tutor who is a member of academic staff and able to advise on a wide range of issues.

Cardiff, The Capital City of Wales

Cardiff is well established as 'Europe's Youngest Capital' but its history dates back more than 2000 years to the Romans. It was once one of the busiest ports in the world, exporting the coal which fuelled the industrial revolution.

The city of Cardiff offers an excellent location in which to study. Students at Cardiff benefit from the combination of a small, friendly, inexpensive city with the cultural and recreational amenities of an ambitious and progressive capital city.

With a population of 327,500, Cardiff does not suffer from overcrowding. Students in Cardiff lead a busy life, both with their academic studies and the social and cultural activities that take place.

Cardiff is an extremely accessible city, benefiting from excellent road, rail and air communications. Using the hourly high-speed train service, London is reached within two hours. Cardiff has convenient connections to Heathrow and Gatwick airports and the city also benefits from its own international airport. The city is served directly by the M4 motorway providing fast links to the rest of the UK.

We believe that the cosmopolitan and multi-ethnic environment of Cardiff affords the fullest opportunity to expand your horizons in preparation for the world of journalism, media and cultural studies.

General School Information

Location

The Cardiff School of Journalism, Media and Cultural Studies is situated in the Bute Building. Your tutors, Library, pigeonholes and notice boards are located here, as well as the Birt Acres Cinema/Lecture Theatre. The School's Administrative and Technical Staff are also located in the Bute Building.

You may need to attend some events in other buildings in the university. The learning resources of the whole university, including libraries and computing services, are open to you.

Bute Library and Resource Centre

The Bute Library houses most of the books and academic journals needed for courses in the School. It also houses a good selection of newspapers and magazines. The Library is not just a book repository, however. It is home to study areas, computing and internet facilities accessible to students throughout its long opening hours. It boasts a friendly and helpful staff under the specialist direction of Bute Librarian Andrew Blackmore. An exhibition of South African photojournalism, originally created to celebrate 25 years of journalism studies at Cardiff, is on permanent display along the Library corridors. Further library resources, including a large Humanities and Social Sciences collection, are available in other nearby buildings.

The School has also embarked on a positive policy of specialist research acquisitions, centred on the Osman Collection. The Osman Collection is named after Colin Osman, long-time Editor of Creative Camera. His collection of historic magazines, books, sound-recordings and photojournalism was acquired by the Tom Hopkinson Centre for Media Research to form the basis of its research archive. The collection includes complete runs of Picture Post, Lilliput, Weekly Illustrated, Cavalcade, and The Sunday Times Colour Magazine from its launch to the present day. It also houses documents from Mass Observation and early women's magazines to rare books and documents on the history of British photojournalism. The archive is an important component of JOMECC's research focus on popular visual journalism and democracy, and supports a variety of projects by both staff and PhD students.

Staff

At the Cardiff School of Journalism, Media and Cultural Studies you will benefit from contact with a wide range of staff: researchers with international reputations for their published work, professionals of the highest calibre from print and electronic media, and internationally respected academics. Each programme also makes regular use of experts working in all branches of the media, and visiting scholars from all over the world, to come and share their specialist skills.

We have over fifty academic, research and professional staff, backed by a friendly and efficient team of administrators and technical staff. Staff routinely teach across a number of programmes; you will encounter professional, academic and research staff no matter what scheme of study you pursue.

JOMECE Professors



Professor Justin Lewis

Position: Head of School

Location: Room 0.63B Bute Building



Professor Justin Lewis is Head of School. He has written widely about media and culture in both scholarly and popular outlets. His particular interests are media, news and democracy, cultural policy and the commercialisation of culture. Recent research includes projects commissioned by the BBC (on the Iraq War and 24 Hour News), the BBC Trust (on the coverage of politics post-devolution), Channel 4 (on the representation of Muslims in the UK media), the Economic and Social Research Council and the Office of Science and Technology (on the media coverage of science). He is on the editorial board of a number of academic journals and a series editor for Peter Lang, and his most recent book is *Climate Change and the Media* (published by Peter Lang). He was a member of the Government's most recent Research Assessment Exercise (RAE) Panel on Communication, Media and Cultural Studies, and has advised a range of bodies on media and cultural issues, including OfCom, the Department of Trade and Industry and BBC Wales.



Professor Simon Cottle

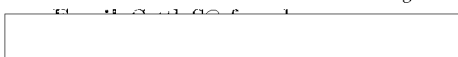
Position:

Professor of Media and Communication

Deputy Head of School

Director, Mediatized Conflict Research Group

Location: Room 1.28 Bute Building



Professor Simon Cottle is Deputy Head of School and Director of the Mediatized Conflict Research Group in the Cardiff School of Journalism, Media and Cultural Studies (JOMECE). He also holds Honorary Professorships at the University of Melbourne, Australia, where he was Inaugural Chair and Director of the Media and Communications Program (2002-2006), and at the University of Tasmania, Australia, and he is a Faculty Fellow of the Centre for Cultural Sociology at Yale University, USA. He joined JOMECE in 2006. Before completing his PhD in Mass Communications at the Centre for Mass Communication Research at Leicester University, Simon taught in Sudan and Italy and worked as an Education Advisor for the Probation Service. Simon has researched and written widely about the sociology of journalism, news production, research methodology and different mediated conflicts including: inner city riots and demonstrations; 'race' and minority ethnicity; 'risk society' and climate change; terrorism and war; and the Arab uprisings. His recent books are *Mediatized Conflict: Developments in Media and Conflict Studies* (Open University Press, 2006), *Global Crisis Reporting: Journalism in the Global Age* (Open University Press, 2009) and, with co-editor Libby Lester, *Transnational Protests and the Media* (Peter Lang 2011). He is currently writing, with colleagues, *Disasters and the Media* to be published later in 2011. He is the series editor of *Global Crises and Media*, a major new series of 16 books commissioned by Peter Lang Publisher, New York.



Professor Jenny Kitzinger

Position: Director of Research
Director, Risk, Science, Health and Media Research
Group



Professor Jenny Kitzinger is Professor of Media Studies at the Cardiff School of Journalism, Media and Cultural Studies, Cardiff University. Professor Kitzinger's research examines power struggles in media production processes and is particularly concerned with questions of media influence and audience reception. She has also written extensively about focus group research methods. She is particularly interested in risk, health and science reporting. Her substantive research has explored issues such as the role of the media in relation to AIDS, child abuse, human genetics and coma/brain injury.



Professor Bob Franklin

Position:
Professor of Journalism Studies
Director, Journalism Studies Group

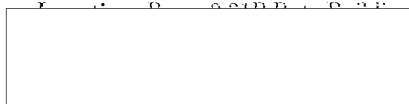


Professor Bob Franklin is Director of the Journalism Studies Research Group. He is founding editor of two leading journals within the field *Journalism Studies* and *Journalism Practice* and also co-edits a series of books published by Sage, titled *Journalism Studies: Key Texts*. Bob researches and writes about journalism studies, political communications and the "packaging of politics", the sociology of news media, local and regional news media, "Newszak" and recent developments in tabloid journalism, television policy and the role of media in the (social) policy process. Recent book length studies include *The Future of Journalism* (2011), *Journalism Education, Training and Employment* (2011), *Journalism, Sources and Credibility; New perspectives* (2011) *The Future of Newspapers* (2009) *Key Concepts in Public Relations* (2009), *Pulling Newspapers Apart* (2008) *Local Journalism and Local Media* (2006) and *Packaging Politics: Political communication in Britain's media democracy* (2004). Bob is a Trustee of the George Viner Trust (for Journalism trainees from ethnic minorities) and was Visiting Professor at the School of Journalism and Mass Communications, Louisiana State University, in spring 2008. For further information about Bob Franklin, his teaching and publications, why not visit his homepage at <http://www.cardiff.ac.uk/iomec/contactsandpeople/profiles/franklin-bob.html>



Professor Richard Tait

Position: Director, Centre for Journalism
Studies



Professor Richard Tait joined as Director of the Centre for Journalism Studies in 2003. He retired as Editor-in-Chief of ITN in 2002, having pursued a career in broadcasting which saw him become Editor of Channel 4 Programmes, Editor of Channel 4 news, Editor of BBC Newsnight as well as Editor of General Election and Budget programmes. He was a successful academic at Oxford University (New College and St Edmund Hall) before pursuing his media career. He is Vice Chairman of the International Press Institute, a Fellow of the Royal Television Society, Board Member of the International News Safety Institute and has been a BBC Governor since 2004.



Professor Ian Hargreaves

Position: Professor of Digital Economy



Ian Hargreaves, Professor of Digital Economy, has connections with JOMEC which go back to 1999, when he became Director of the Centre for Journalism Studies. Prior to that he was Editor of the New Statesman; Editor of the Independent; Deputy Editor of the Financial Times and Director of BBC News and Current Affairs. He spent 15 years with the FT as a reporter and editor. More recently, he has worked in business (as Director of Corporate Affairs for BAA plc) and in Government, as Director of Strategic Communications in the Foreign and Commonwealth Office. Ian took up his current chair, based partly in JOMEC and partly in the Business School, in October 2010. In May 2011, the Government published his *Digital Opportunity - a review of intellectual property and growth*. In March 2010, the Welsh Assembly Government published his review of creative industries in Wales: *The Heart of Digital Wales*. He is also the author of *Journalism: a Very Short Introduction* (Oxford University Press.)



Professor Duncan Bloy

Positions:

Director of International Development/Lecturer
(Teaching and Scholarship)



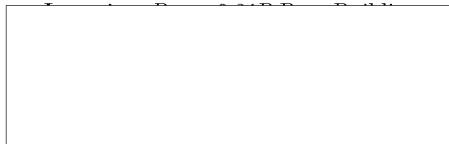
Professor Duncan Bloy joined JOMEC in 2003 and has responsibility for all the media law teaching within the School. He is a former Head of the University of Glamorgan Law School and during that period was an expert legal commentator for BBC radio in Wales. He is now a regular contributor to media law matters on BBC and ITV programmes in Wales. He has authored or co-authored 14 books the latest of which is the second edition of *Law and the Media* (2011) (With Sara Hadwin) (Sweet & Maxwell.) He has been member of the CNAALegal Studies Board, HEFCE's Quality Assurance Panel for Law and is currently an assessor for the British Accreditation Council. In addition to his media law work he has responsibility for overseeing the School's international work and will be co-Director of the MBA in Media Management commencing in September 2013.



Professor Terry Threadgold

Positions:

Professor of Communication and Cultural Studies
Pro Vice-Chancellor for Staff



Professor Terry Threadgold, is Pro Vice Chancellor (PVC) staff. Terry works as Link PVC to the six Humanities Schools at Cardiff University (HISAR, ENCAP, WELSH, RELIG, MUSIC, and EUROS), acting as a link between their heads and the University Board and Vice Chancellor, and supporting them to maintain their strategic directions. She was formerly Head of School at JOMEC and former Head of the Department of English, Director of the Arts Graduate School and Acting Dean at Monash University, Victoria, Australia. Her research and teaching have covered a range of areas: poststructuralist feminist discourse analysis, performance studies, feminist legal studies and on race, identity and nation in contexts of globalisation. She has also worked and published in the areas of postgraduate pedagogy and literacy and has a continuing interest in her current position in the training of journalists, journalism studies and media studies. Her current research interests include: media, representation and asylum; asylum, gender and citizenship and journalism and conflict.

Staff Availability

All teaching staff set aside 'office hours' for meeting students. A timetable should be posted on each staff member's door each week and students may book an appointment by filling in an available slot on the timetable. Staff may be contacted by email and their email addresses can be found below and also on the School website

JOMEK Staff Contact Details

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School Boards and Committees

Board of Studies

The Cardiff School of Journalism, Media and Cultural Studies Masters Board of Studies usually meets twice per semester and reports to the School Board either directly or via one or more of its appropriate sub committees.

Its core function shall include the following:

1. to consider and advise the School Board and other School committees on policies and regulations relative to each scheme of study under their aegis on matters such as:
 - entry requirements;
 - methods of assessment;
 - academic progress of students (reserved business);
 - content and curriculum;
 - scheme development;
 - agreed schedules of assessment for the schemes of study under their aegis.
2. take steps to monitor and implement School and University policy and directives on Teaching and Learning and to ensure quality of Teaching and Learning practice within the School.
3. take steps to monitor and implement School and University policy and directives on all matters concerning equal opportunities, diversity and dignity at work.

The composition of the Boards of Studies shall not be prescribed save that they shall include:

- at least one representative of each core and optional module under the aegis of the Masters Board of Studies;
- at least one student representative from each of the Masters programmes, usually a member of the Student/Staff Panel, elected by and from the student members of the four Masters programmes.

Student Staff Panel

Each degree scheme has representation at a Student-Staff panel. The panel provides a forum for discussion of all matters of concern to students within that scheme, including the scheme content and structure, teaching, library and computing facilities.

Soon after the start of the academic year you will be asked to elect representatives from your particular scheme, who will sit on the Student-Staff Panel. Elected student representatives sit on a number of important School and University Committees, including Board of Studies, Equal Opportunity and Diversity, and Teaching and Learning. It is vital that students offer themselves to serve on these committees, and attend regularly, if the interests of all students are to be adequately represented. It also provides valuable experience of committee work.

You should ensure that you know who your representatives are (their contact details will be displayed on the MA Notice boards) and that you make known to them any issues of general concern relating to your scheme.

The panel normally meets once per semester and provides a two-way channel for passing feedback, both positive and negative, from students to staff and from staff to students. Matters arising from the Panel are, as necessary, raised by the Chair of the Panel at the relevant Board of Studies meeting (of which s/he is a member ex officio), and are thereby fed into the formal decision-making processes of the School.

Equal Opportunity and Diversity

The Equal Opportunity and Diversity committee usually meets twice per session and reports to the School Board and the Management Team.

The School is committed to the University's policy on Equal Opportunities and conducts its student recruitment, selection and assessment procedures on an equal opportunities basis. It is committed to ensuring that all applicants, students and employees are treated equally, regardless of their age, colour, race, ethnic or national origins, sex, sexual orientation, marital status, family responsibilities, physical or sensory disabilities, or their political or religious beliefs.

Teaching and Learning

The Teaching and Learning Committee normally meets twice per session and reports to the School Board and the Management Team. The Committee shall, inter alia, develop and review policies for, and promote improvement, innovation and good practice in learning, teaching and assessment.

Semester dates 2011/2012

Autumn Semester Monday 26 September 2011 to Sunday 29 January 2012

Christmas Recess Saturday 17 December 2011 to Sunday 8 January 2012

Spring Semester Monday 30 January 2012 to Friday 15 June 2012

Easter Recess Saturday 31 March 2012 to Sunday 22 April 2012

AUTUMN SEMESTER	
Week 1	3 Oct, 2011
Week 2	10 Oct, 2011
Week 3	17 Oct, 2011
Week 4	24 Oct, 2011
Week 5	31 Oct, 2011
Week 6	7 Nov, 2011
Week 7	14 Nov, 2011
Week 8	21 Nov, 2011
Week 9	28 Nov, 2011
Week 10	5 Dec, 2011
Week 11	12 Dec, 2011
Christmas Recess	17 Dec, 2011 to 8 Jan, 2012
Reading weeks	9 Jan, 2012 to 29 Jan, 2012
SPRING SEMESTER	
Week 1	30 Jan, 2012
Week 2	6 Feb, 2012
Week 3	13 Feb, 2012
Week 4	20 Feb, 2012
Week 5	27 Feb, 2012
Week 6	5 Mar, 2012
Week 7	12 Mar, 2012
Week 8	19 Mar, 2012
Week 9	26 Mar, 2012
Easter Recess	31 Mar, 2012 to 22 April, 2012
Week 10	23 Apr, 2012
Week 11	30 th Apr, 2012
Week 12	7 May, 2012

Enrolment Week Schedule

IT IS IMPORTANT THAT YOU ATTEND THESE SESSIONS

- ❖ School Roll Call and queries : Tuesday 27 September, 1.00 pm – Birt Acres
- ❖ Introductory Lecture: Tuesday 27 September, 2.00 pm - Birt Acres
- ❖ Library Introduction: Wednesday 28 September, 2.00 pm - Birt Acres
- ❖ English Language Testing[†]: Thursday 29 September, 9:00 am - Room 0.35
- ❖ Overview of PDP/ECDL/BLACKBOARD : Thursday 29 September, 3.00 pm - Birt Acres
- ❖ Programme Specific Welcome Talk: Friday 30 September 10:00 am - Room 1.40
- ❖ IT Testing (Family Name A–J*) Friday 30th September, 1:00 pm - Room 0.35
- ❖ IT Testing (Family Name K–T*) Friday 30th September, 2:00 pm - Room 0.35
- ❖ IT Testing (Family Name U–Z*) Friday, 30th September , 3:00 pm - Room 0.35



***JOMECE Welcome Party:
Friday, 30th September 2011
5pm to 7pm
Aberdare Hall, Corbett Road, Cardiff***

[†] All International and EU students, whose first language is not English, are required to be assessed.

* Changes to these groups will be advised to you during the session on Thursday afternoon at 3.00 pm

Other Key Dates

❖ **Coursework Schedules**

Submission deadlines for all assessed coursework will be recorded in the module outline, circulated by the Module Tutor at the beginning of the semester. A table recording all submission dates will also be displayed on the MA student noticeboard.

❖ **Programme/Module Changes**

Senate Regulations prescribe time limits in which students may be permitted to change their academic record. Students may change (with School approval) their programme/modules:

- ❖ during the first three teaching weeks of the Autumn semester;
- ❖ during the first two teaching weeks of the Spring Semester.

❖ **Student Staff Panel**

The panel normally meets once per semester. The MA Administrative Assistant will confirm the dates of both meetings at the start of the Autumn semester.

❖ **Gregynog**

Gregynog is the University of Wales study centre near Newtown in Powys. Every year all the MA in International Journalism students and several of the teaching staff go there for a series of lectures designed to help students choose the research area for their dissertation. The 2011/2012 trip is planned for Tuesday, 1st November to Thursday, 3 November 2011.

❖ **Introduction to Optional Modules Session**

During the Autumn Semester an Introduction to Optional Modules session will be scheduled for each Module Tutor to give a short talk about their optional module(s) for the Spring semester. Students are required to select two ten-credit optional modules.

❖ **Optional Module Deadline**

Students will have until Wednesday 30th November 2011 to return their Optional Module Choices Proforma to the JOMECA Admin Office.

❖ **Module Evaluation**

Towards the end of each semester we ask students to evaluate the teaching they have received. The evaluation will take the form of a confidential questionnaire. This exercise is usually carried out during week 10 of the autumn and spring semesters.

❖ **Dissertation Submission Deadline**

Students are required to submit a dissertation by noon on Friday, 31st August, 2012.

❖ **Graduation**

The graduation ceremony for 2011-2012 students will be held in July 2013. Further information can be found at the following link: <http://www.cardiff.ac.uk/graduation/>

SECTION TWO –MASTERS IN INTERNATIONAL JOURNALISM PROGRAMME

MA International Journalism Staff



Sara Hadwin MA (Oxon)

Course Director, MA International Journalism

Location: Room 1.21, Bute Building

Sara Hadwin is Course Director of the MA International Journalism and has taught at JOMECE since 2003. Her journalism career spanned roles from reporter to publisher. She launched a newspaper and edited an evening newspaper, weekly newspapers, websites and lifestyle and arts magazines.

She teaches print journalism across the school, including the newspaper pathway of the MAIJ core module International News Production. Of the optional modules, she leads In the Editor's Chair, on editorial management, and co-ordinates International Relations for Journalists.

Her research interests include media law and freedom of information. She is co-author, with JOMECE's Prof Duncan Bloy of *The Law and the Media*, Sweet and Maxwell.



Carol Davies

MA Executive Officer

Location: Room 0.03, Bute Building



Huw Thomas

MA Administrative Assistant

Location : Room 0.03, Bute Building

Email: thomasH6@cardiff.ac.uk

Telephone: +44 (0)29 20874786

MA International Journalism - Programme Specification

Course Director: Sara Hadwin,

Course Description

Journalists today confront rapid change as technologies make the media more accessible across frontiers and new concentrations of global media power shape them to commercial or political ends. The scale, scope and speed of today's media capabilities set them apart from those of any previous period. This course aims to enable students to understand these changes and their consequences for international journalism.

The course is designed for aspiring journalists and for mid-career practitioners. It offers a mix of practice and advanced academic study. Students come from all over the world for this one-year course, which offers an exceptional opportunity to gain a perspective on the evolution of journalism.

Principal aims of the course

- Deepen student understanding of issues in international journalism
- Raise students' professional skills and knowledge
- Equip students with media-orientated research and study skills
- Assist students to master rigorous analytical work, so they are able to produce well-researched essays, journalistic assignments and dissertations to deadline
- Enhance understanding of the effect of interactive technologies on the practice of journalism
- Explore the role and function of the journalist in different cultures

Course Structure

The MA International Journalism is taught across two semesters (Autumn and Spring) from the end of September to the middle of May. You will study taught modules to a total of 120 credits during Stage I [Coursework element] of the programme. Some modules are single modules and some are double modules, worth 10 or 20 credits, respectively. Stage II [Dissertation element] of the programme will be an individual dissertation (worth 60 credits).

Full-time students (Stage I) study core modules worth a total of 60 credits during the Autumn semester and a further 40 credits of core modules and 20 credits of optional modules during the Spring semester. Stage II of the programme begins immediately after the end of the spring semester and dissertations must be submitted by 31 August 2012.

Core Modules

Information Gathering and Analysis I and II: These modules introduce students to the basic tools of academic research and to journalistic techniques of information gathering, retrieval and analysis. The modules examine basic business and economic concepts; effective use of figures; how to read and understand public documents (e.g. government papers, company reports); techniques of interviewing for writing and research; the techniques employed by investigative journalists and the ethical and legal issues they sometimes raise; and dealing with press conferences. IGA is designed both to be of professional and practical help to working journalists and to provide an understanding of the academic research methods required for the dissertation.

International News Production I and II: These modules, taken over the full academic programme, develop understanding and application of best principles and practices in news production and documentary making. During the second week of the Autumn semester students choose to follow a broadcast news, newspaper, magazine or documentary pathway. Through a mix of workshops, discussion and real world reporting, the pathways analyse news values and audience focus and develop newsgathering and production skills.

Foreign News Reporting: This Autumn semester module aims to equip students to report well on, or for, societies other than their own and to report confidently on major international institutions and issues. The module will examine the cultural and professional challenges involved in effectively communicating news between societies; how recent technological advances have affected foreign correspondence and categorisations such as 'local' and 'foreign' news; who predominates in setting the international news agenda and how; the major national, multilateral and regional actors in world affairs; significant contemporary international issues; and incipient trends for the future in international affairs.

Optional Modules – Spring Semester

The choice of **optional 10 credit modules** includes:

- ❖ Media Law
- ❖ New Media and Politics
- ❖ Reporting Business, Finance and Economics
- ❖ Insurgency into the 21st Century
- ❖ Citizen Media
- ❖ Global Crisis Reporting
- ❖ Reporting South Asia
- ❖ In the Editor's Chair
- ❖ Reporting Health and Science
- ❖ Development Communication
- ❖ International Relations for Journalists
- ❖ Great Journalists

The above modules are followed by the Dissertation.

Assessment

Students are required to produce written work, journalistic assignments and a dissertation throughout the academic year.

Staff

Those teaching this course bring to bear a wide range of practical and scholarly knowledge. This course is taught by people with experience in journalistic investigative work, as well as by scholars familiar with contemporary methodological approaches.

Module Timetable

Title of Scheme of Study:	MA International Journalism
Mode of Study:	Full Time

In the Autumn Semester, candidates shall be required to pursue: All Modules in Group 1, Marked Autumn	In the Spring Semester, candidates shall be required to pursue: All Modules in Group 1, Marked Spring Plus 20 Credits from Group 2	Post Spring Semester, candidates shall be required to pursue: The Module in Group 3
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Group 1: Core Modules – Please see Appendix One for Core modules

Module Code:	Title:	Level:	Credit:	Semester:	Module Tutor:
MCT414	Information Gathering and Analysis I	M	20	Autumn	Howard Barrell, Stephen Cushion, Inaki Garcia-Blanco Verica Rupar
MCT415	Information Gathering and Analysis II	M	20	Spring	Howard Barrell, Stephen Cushion, Inaki Garcia-Blanco Verica Rupar
MCT458	International News Production I	M	20	Autumn	Ros Bew, Sara Hadwin, Tim Holmes, Colin Larcombe
MCT453	International News Production II	M	20	Spring	Ros Bew, Sara Hadwin, Tim Holmes, Colin Larcombe
MCT483	Foreign News Reporting	M	20	Autumn	Howard Barrell

Group 2: Optional Modules – Please see Appendix Two for Optional modules

Module Code:	Title:	Level:	Credit:	Semester:	Module Tutor:
MCT467	Media Law	M	10	Spring	Duncan Bloy
MCT472	New Media and Politics	M	10	Spring	To be confirmed
MCT481	Reporting Business, Finance & Economics	M	10	Spring	Ros Bew
MCT488	Insurgency into the 21 st Century	M	10	Spring	Howard Barrell
MCT490	Citizen Media	M	10	Spring	Daniel Meadows
MCT494	Global Crisis Reporting	M	10	Spring	Simon Cottle
MCT496	Reporting South Asia	M	10	Spring	Loveena Tandon
MCT497	In the Editor’s Chair	M	10	Spring	Sara Hadwin
MCT498	Reporting Health and Science	M	10	Spring	Andy Williams
MCT500	Development Communication	M	10	Spring	Loveena Tandon
MCT502	International Relations for Journalists	M	10	Spring	Sara Hadwin
MCT517	Great Journalists	M	10	Spring	Verica Rupar

Group 3: Dissertation Module

Module Code:	Title:	Level:	Credit:	Semester:	Tutor:
MCT444	Dissertation	M	60	Post Spring	Supervisors

Procedure for option choices:

During the Autumn semester an Introduction to Optional Modules session will be scheduled. This is where each Module Tutor will give a short talk about their module(s) and you will also have the opportunity to ask questions.

The Optional Module Choices Pro-forma will be handed out at the session and will also be available from the Admin Office. Students will have until Wednesday 30 November 2011 to return the completed form to the JOMEC Admin Office.

SECTION THREE – ASSESSMENT AND SUBMISSION OF WORK

Academic progress

The way in which we determine your programme results and your progression from one stage of the programme to the next is governed by:

- Senate Academic Regulations
- Senate Assessment Regulations
- Programme Scheme Regulations – Page 19
- Examining Board conventions – Page 22
- Marking Guidelines – Page 24

Extracts from the Senate Academic Regulations and Senate Assessment Regulations can be found in the Academic Regulations Handbook on the University's website at

<http://www.cardiff.ac.uk/regis/sfs/regs/1011acadregs/academic-regulations-handbook-201011.html>

Programme Scheme Regulations, Examining Board Conventions and Marking Guidelines can be found in this handbook.

Students normally complete their academic programme without any problems. However, the University has an Academic Progress Procedure (see the Academic Regulations handbook) for dealing with students whose academic progress may be regarded as unsatisfactory. If you're having difficulties with your academic studies, do seek support from either your Personal Tutor or Course Director before things get too serious.

Progress, Passing and Failing

- ❖ There are seven modules during Part I of the programme (Coursework element). You must pass every module to progress to Part II of the programme (Dissertation element)
- ❖ Modules are assessed through assessed coursework (see Module descriptions for details). You need to pass the module overall (pass mark is 50%), not necessarily every item of assessment.
- ❖ Coursework for failed modules can be resubmitted during Resit period and the mark will be reported to the MA (Resit) Exam Board at the end of August. **The overall mark for the whole module will be capped at 50%**. If successful, you will progress to Part II of the programme.

Coursework Procedures and Assessment

- ❖ The module description sets out what coursework needs to be done for each module.
- ❖ For each element of assessment, there should also be a 'coursework brief' which is issued by the Module Tutor. This specifies word length, the intended style (essay, report etc) and extra material such as hints and references.
- ❖ Every item of assessment has a submission date.
- ❖ Coursework is usually marked by the person who taught the material. Your work should be returned, with comments and a mark, within 6 weeks of submission.
- ❖ Marking range is (in theory) 0% - 100%, but more realistically, about 40% - 80%. We use Marking Guidelines to decide marks.
- ❖ If you are dissatisfied with your mark, you should arrange to see the marker (but note, you cannot formally appeal against a mark).

Academic progress is monitored in accordance with the following rules. A student must attend lectures, seminars, tutorials and produce such written work as is required. It is the student's responsibility, if he or she expects to be absent from a lecture or late in submitting work, to secure permission of the relevant member of staff beforehand. If circumstances do not permit this, a student must explain the absence or late submission as soon as possible to the member of staff concerned.

A student who regularly absents themselves from lectures without explanation will receive a letter from the School requesting explanation. If no satisfactory response is received, the Tutor may report the fact to the Chair of the Board of Studies. Following this action, a series of disciplinary procedures come into play, full details of which are provided in the University's Student Handbook.

Coursework schedules

Submission deadlines for all assessed coursework are recorded in the module outline, circulated by the Module Tutor at the beginning of the semester. A table recording all submission dates will also be displayed on the MA notice-board.

Submission of coursework

Module Tutors will confirm the submission deadlines for coursework early in the semester. A student failing to submit coursework on the deadline date without having an authorised extension will receive a zero mark, and risk failing the module.

Students are required to submit one hard copy of each assessed assignment to the MA Assignment box, in the lower corridor, along with an electronic copy submitted via email to: jomecpds@cardiff.ac.uk. It is imperative that for all electronic submissions you record the module code in the email 'Subject' field, along with your full-name i.e. MCT455 - Joe Bloggs. The MA Assignment box is emptied by the School administrator and the essays are stamped with the day's date, prior to distribution to relevant staff.

For all assignments a coursework submission cover-sheet must be completed and handed in, stapled to the assignment. Please note that Internal Examiners are entitled to reject any coursework that does not have a copy of the cover-sheet attached to the assignment.

Any coursework submitted informally, either to module tutors or left in pigeonholes, will not be recorded as received by the School and may get lost resulting in a mark of zero. With the exception of dissertations, students should not expect staff to read drafts of coursework assignments before submission.

Submission of dissertation

Students are required to submit the following:

- 1/ a typed and bound copy of the Dissertation, either hard or soft-bound is acceptable.
- 2/ an electronic version submitted via email to jomecmadiss@cardiff.ac.uk - this is for online archiving purposes.
- 3/ a completed 'Notice of Submission' form - this form along with guidance notes can be found on the University website at: <http://www.cf.ac.uk/regis/sfs/postgrad/taught/dis/index.html>

The deadline for the submission of your dissertation is Friday, 31 August 2012.

A programme specific dissertation handbook will be circulated to all students following the residential research trip during the Autumn semester.

Extenuating circumstances – please see Appendix Six

Extension to submission deadlines - Coursework

Students may request an extension to an assignment by completing a Extenuating Circumstances/Extension Request Pro-forma, before the deadline date. A copy of this form can be obtained from the Admin Office.

Such requests should be supported, where necessary, by the provision of medical evidence. Only in very special circumstances (e.g. sudden illness or other compassionate grounds) will students be granted an extension to their deadline if it is requested by telephone or after the deadline date. On these rare occasions such information must be provided within two weeks of the expired deadline.

Extension to submission deadline - Dissertation

Students who require extra time to complete their dissertation are not automatically entitled to an extension. They must write to the Chair of the Board of Studies prior to the date of submission explaining why the extension is required.

Extensions are **only granted** on the following grounds:

ILL HEALTH

PARENTAL LEAVE

COMPASSIONATE GROUNDS

UNAVOIDABLE PRACTICAL/LOGISTICAL DIFFICULTIES

EXCEPTIONAL PROFESSIONAL COMMITMENTS

Approval is not always given so you should ensure that you allow sufficient time for your request to be considered

You will also require the support of your Dissertation supervisor and Course Director and you should discuss your request with them prior to making your application.

Further information can be found at the following link : <http://www.cardiff.ac.uk/regis/sfs/postgrad/>

Feedback on assessed work

The School's target is to return assessed coursework within a period of six weeks (excluding recess periods) from the submission date. If, for some reason, this is not possible, your tutor will give you an explanation of why this is the case and will then give you a revised return date.

In addition to receiving the marked coursework, each submission will be accompanied by a coursework assessment form containing detailed comments relating to the work in addition to the mark. Work will either be returned in class or via your student folder.

All coursework and dissertation marks released to students are **PROVISIONAL** until confirmed or changed by the external examination boards held in July/December. It is very important that students realise that their marks may be **INCREASED OR DECREASED** at the external examination boards. In particular, please note that it is possible for a pass mark to be reduced to a fail mark and for a fail mark to be raised to a pass mark. Similarly, marks may be reduced or raised across class boundaries or the pass/distinction boundary.

*******Final Results are confirmed formally by Registry in writing to all students.*******

Anonymous marking

To ensure that assessment procedures do not (unintentionally) disadvantage certain groups, all coursework assignments (where possible) in the School are marked by a unique candidate number, which is recorded on your student wallet. You should therefore not record your name on the coursework assignment or assignment cover-sheet unless advised by the Tutor to do so.

Second marking

Each piece of assessed coursework will be marked in the first instance by the relevant Module Tutor. A sample of work will then be second-marked by a designated member of academic staff and an External Examiner, who will then moderate all marks across the module.

Coursework and Dissertation work

IMPORTANT NOTE RELATING TO PRESENTATION OF WORK

Students are reminded that the standard of presentation of their work is very important, and that poorly presented work may be failed. In particular, all written work must, as a minimum, be legible, checked for spelling and grammatical errors and appropriately referenced. Poor syntax, spelling, grammar and referencing, and the use of racist or sexist language or slang, will be penalised by loss of marks. However, appropriate consideration will be given to the work of students who suffer from dyslexia or similar disabilities.

Study Skills – Please see Appendix Five

Unfair practice and the avoidance of plagiarism

Plagiarism is one of the most serious of all academic and professional offences and it frequently involves a failure to reference, or to quote, accurately and fully.

When Copyright Law was developed in the nineteenth century it recognised that people's written or spoken words constituted a form of property. To use those words, without attribution or acknowledgement, is in legal terms a crime similar to stealing. The university calls this crime 'unfair practice' and requires that departments report instances of it for disciplinary action.

Candidates found guilty of plagiarism, that is, submitting another person's words or work as their own, will be severely penalised. Plagiarism can take the form of un-attributed quotations, either direct or indirect, or the copying of another student's work. Plagiarised work may receive no marks at all and in some cases students may be asked to leave the university. Learning how to use quotation properly in academic writing is therefore very important.

The JISC Turnitin Plagiarism Detection Service

The Cardiff School of Journalism, Media and Cultural Studies utilise the JISC Turnitin Plagiarism Detection Service.

This service provides an online plagiarism detection service that can help identify cases of unfair practice in written work. Submitted assignments are checked against its database of previously submitted papers and millions of web pages, highlighting found matches and returning a colour-coded 'originality report'.

Please also see the Student Guide to Unfair Practice and Academic Integrity which can be found in Appendix Three at the back of this Handbook

SECTION FOUR - ACADEMIC PROGRESS REGULATIONS

Programme Scheme Regulations

1 GENERAL

These regulations shall be read in conjunction with and conform to the Senate Regulations for Taught Postgraduate Programmes of Study – Modular Programmes.

2 ENTRY REQUIREMENTS

2.1 Candidates must satisfy the requirements of the Cardiff University General Entrance Requirement and, in addition, should possess a UK higher education degree, or a non-UK qualification recognised by the University as being equivalent to this, of at least lower second class honours [2:2] standard.

2.2 At the discretion of the Board of Studies, applicants who do not meet these criteria may be considered provided they have a minimum of five years experience in a position of responsibility relevant to the proposed course of study.

2.3 All applicants whose first language is not English must have a British Council IELTS score of at least 7.0, or equivalent, to be considered for admission. However, a score of 6.5 will be considered provided that the student attends and successfully completes an eight-week pre-sessional summer school in English. This requirement may be waived if the applicant can furnish sufficient evidence that they are suitably proficient in the use of English. Such evidence will normally be taken to demonstrate the continuous everyday use of English (i.e. the use of English in education and work/home).

3 STRUCTURE OF THE PROGRAMME

The programme has 3 academic stages, leading to the award of:

3.1 Postgraduate Certificate

The stage/programme shall extend for 1 semester (full-time students) and consist of 3 modules (at least to the value of 60 credits), of which all shall be at Level 3 and/or 4.

3.2 Postgraduate Diploma

The stage/programme shall extend for 2 semesters (full-time students) and consist of 6 modules (at least to the value of 120 credits), of which all shall be at Level 3 and/or 4.

3.3 Masters Degree

The programme shall extend for 1 calendar year (full-time students), and consist of modules (at least to the value of 180 credits), which shall include a dissertation of 60 credits at Level M, and of which all modules shall be at Levels 3 and/or 4.

4 PROGRAMME OF STUDY

The Programme of Study shall comprise the modules detailed in the relevant Module Timetable which shall be deemed to form part of these regulations.

5 ASSESSMENT

5.1 Assessment shall be conducted in accordance with the Cardiff University Senate Assessment Regulations for Taught Programmes of Study.

5.2 The method of assessment for each module shall be determined by the School Board upon the recommendation of the Board of Studies and shall be specified in the Module Description.

6 PROGRESSION

6.1 Postgraduate Certificate

6.1.1 At the end of the programme/stage, the Examining Board shall consider the progress of each student in each module pursued during the programme/stage in accordance with Senate Regulations and shall determine whether he/she:

- (i) has obtained a minimum of 60 credits at Level 3 or higher and shall be eligible for the award of Postgraduate Certificate.

And/Or

- (ii) has obtained a minimum of 60 credits at Level 3 or higher and shall be permitted to proceed to the next academic stage of the programme;

And/Or

- (iii) has not obtained sufficient credits to proceed to the next academic stage of the programme but has obtained a minimum of 40 credits and shall be permitted one attempt to retrieve one or more failed module assessments at the next resit examination period, or with or without attendance on the module(s) during the following session or calendar year;

And/Or

- (iv) Is not eligible to proceed to the next academic stage of the programme and is required to withdraw from the programme of study.

6.1.2 Where a student is permitted to attempt to retrieve one or more failed module assessments, the Examining Board shall consider the performance of each student in these assessments in accordance with Senate Regulations for Postgraduate Taught Programmes of Study – Modular Programmes and shall determine the status of the student in accordance with 7.1.1 (i), (ii) and (iv) above.

6.2 Postgraduate Diploma

6.2.1 At the end of the programme/stage, the Examining Board shall consider the progress of each student in each module pursued during the programme/stage in accordance with Senate Regulations and shall determine whether he/she:

- (i) Has obtained a minimum of 120 credits at Level 3 or higher and shall be eligible for the award of Postgraduate Diploma

And/Or

- (ii) Has obtained a minimum of 120 credits at Level 3 or higher and shall be permitted to proceed to the next academic stage of the programme.

And/Or

- (iii) Has not obtained sufficient credits to proceed to the next academic stage of the programme but has obtained a minimum of 100 credits and shall be permitted one attempt to retrieve one or more failed module assessments at the next resit examination period, or with or without attendance on the module(s) during the following session or calendar year.

And/Or

- (iv) Is not eligible to proceed to the next academic stage of the programme and shall be required to withdraw from the programme.

6.2.2 Where a student is permitted to attempt to retrieve one or more failed module assessments prior to the commencement of the next academic stage, the Examining Board shall consider the performance of each student in these assessments in accordance with Senate Regulations for Modular Programmes of Study and shall determine the status of the student in accordance with 7.2.1 (i), (ii) and (iv) above.

6.3 Students who satisfy the requirements as stated in paragraph 7.2.1 (ii) above, shall be eligible either to proceed to the dissertation stage of the programme or to retrieve the award of Cardiff University Postgraduate Diploma.

7 DISSERTATION

7.1 A student's dissertation, which shall normally be of not more than 20,000 words and supported by such other material as may be considered appropriate to the subject, shall embody the results of

his/her period of project work. The subject of each student's dissertation shall be approved by the Chair of the Board of Studies concerned or his/her nominee.

- 7.2 The dissertation shall be assigned 60 credits and shall be weighted one third for the purpose of calculating the final award.
- 7.3 A candidate for the degree of Master who fails to submit a Dissertation within the deadline specified, and the submission deadline has not been extended by the University in accordance with Senate Regulations for Taught Postgraduate Master's Degrees – Dissertation Submission, shall be regarded as having failed the assessment of the Dissertation by non-submission and shall be awarded a mark of zero.

Where the student has not been required to withdraw from the Programme of Study by the Programme Examining Board or Composite Examining Board, the student is permitted to re-present his/her Dissertation on one occasion only, upon payment of a re-submission fee:

- (i) in cases where the Dissertation failed to satisfy the Examiners, not more than six months from the date of the official communication of the result to the candidate;
- (ii) in cases where the Dissertation failed by non-submission, not more than six months from the original submission deadline.

8 AWARD OF QUALIFICATION

- 8.1 In order to be considered for an award, a student shall be required to have satisfied the criteria detailed in Senate Regulations for Postgraduate Taught Programmes of Study – Modular Programmes.
- 8.2 The Award of the qualification with distinction shall be determined by the final Examining Board in accordance with the Senate Regulations for Postgraduate Taught Programmes of Study – Modular Programmes.
- 8.3 The Award of the qualification shall be determined in accordance with the procedures described in Senate Regulations for Postgraduate Taught Programmes of Study – Modular Programmes and shall be based upon the performance of each student in the modules specified in the Module Timetable.
- 8.4 For the purpose of the calculation of Distinction, modules shall be weighted in accordance with their credit ratings as shown in the Module Timetable.
- 8.5 A student who fails to qualify for the award shall be dealt with in accordance with Senate Regulations for Modular Postgraduate Programmes of Study.

Examining Board Conventions

These are in accordance with the Regulations for the assessment of modular taught Postgraduate Schemes of Study

Students should note the following conventions in particular: -

1. An Examining Board will meet at the end of each stage of the degree to consider progression of students. (See Programme Regulations).
2. The pass mark in each module is 50%.
3. To achieve a pass mark in a module, a student must have submitted all elements of assessment, and achieved an overall combined weighted average mark of at least 50%.
4. Students shall be permitted to be re-assessed once only in the failed Module(s).
5. A student who is permitted to be re-assessed in any form of Coursework Assessment shall, at the discretion of the Examining Board be permitted either to re-submit modified versions of his/her original work, or to submit for assessment a new work on different topics from those which originally failed to satisfy the Examiners.
6. A student who passes a module in which he/she has previously failed shall be credited with no greater than the pass mark i.e. 50%.
7. A student who has failed one or more Modules on two occasions shall be required to withdraw from the Programme of Study.
8. An Examining Board has the discretion to modify a student's mark in one or more Modules in any stage of a student's Programme of Study
9. The Board may, at its discretion, award a student Credit in no more than more than one failed module per semester, where the mark obtained in each Module is not less than 48%. In such circumstances, the mark agreed by the Examining Board shall not be modified further.
10. A student who has been awarded credit in a module shall not be permitted to be reassessed in that module with a view to improving his/her mark.
11. All marks are rounded up or down to the nearest whole number (62.3% = 62%; 62.8% = 63%)
12. Part I [Coursework Element] = 120 credits and Part II [Dissertation Element] = 60 Credits, are weighted at 2:1.
13. To be eligible for the award of Distinction a student must have satisfied the requirements of the award and achieved an overall average of not less than 70%.
14. A student who fails at any Stage of the Programme of Study shall not be eligible for the award of the mark of Distinction in that Stage or any subsequent Stage of the Programme of Study.
15. A student shall report in writing any extenuating circumstances which may have an effect on his/her performance in any class test or in-course assessment to the Chair of his/her Programme or Subject Examining Board as soon as the circumstances arise, and where possible, before the element of assessment is due to be submitted. The report shall be supported by documentary evidence. All extenuating circumstances presented to the Board are considered on an individual basis and taken into account before decisions made on the award of Distinction, Pass or Fail.

16. Criteria for Sampling

Part I [Coursework Element]

- A sample consisting of all assignments which are: (i) within the failure band, and (ii) at least 25% of all assignments, with an example from each mark band (i.e. between 50% and 100%). Or a minimum of 10 assignments must be moderated by an internal second marker and sent to the External Examiner prior to the Part I Examining Board.

Part II [Dissertation Element]

- The Dissertation of each candidate for the degree of Master shall be assessed by at least two internal members of the Examining Board.
- At least 10% of Dissertations, or a minimum of 10 (whichever is the higher figure) must be seen by the External Examiner(s). Where the total number is less than 10, all Dissertations must be seen by the External Examiner(s). Dissertations seen by External Examiners should include all failed work, plus examples from across the whole range of achievement.

17. Criteria-based Marking Schemes are available upon request.

18. All Part I Coursework assignments (where possible) shall be marked by student number. Where marking by number applies, student identities shall not be normally revealed until an internal mark has been determined for submission to the Examining Board.

Marking Guidelines

The following guidelines have been adopted for use in marking coursework and project-work in the school.

These guidelines are intended to assist members of staff in working towards a common standard and to assist students in understanding what their marks mean, ideally so that they can improve their performance. The guidelines cannot cover all circumstances and may not always be rigidly adhered to.

For all taught course dissertations, more detailed guidelines apply. These will be included in the dissertation handbook issued to students during the year.

Part I [Coursework Element] – Academic Assessment Criteria

70-100%

Superior demonstration in all aspects of the research, planning and presentation

The student demonstrates an ability to use material in order to develop his/her own arguments. The structure of the essay is logical and coherent. Research shows an excellent range and depth of material covered. The student shows an excellent grasp of concepts and arguments. Arguments are substantiated with appropriate supporting material and evidence. Sources are used critically and are well synthesised. The work demonstrates original thought and analysis.

65-69%

Above average performance achieving excellence in some areas.

The student has presented a logical and coherent piece of work, drawing on relevant literature and secondary data. Research has been extensive and purposeful with sources acknowledged consistently. The material is used critically and the work is well written

60-64%

Good performance overall. The student has clearly done the associated readings and has demonstrated a general understanding of the subject. The student has made a good effort to present her/his own arguments, though further development would add depth. More independent thought required though published works are acknowledged systematically.

55-59%

Fair performance overall. Some understanding of the subject is demonstrated. There is an indication that the student has done some associated reading, but insufficient to answer the questions adequately. A greater demonstration of independent thought is required in order to develop the student's own arguments. There is too much reliance on sources that are not adequately acknowledged.

50-54%

Poor performance in most areas.

Minimal understanding of the subject is demonstrated. There is very little evidence that the student has undertaken associated reading, and as a result does not answer the assignment question adequately. Little or no independent thought is demonstrated, and if arguments are put forward, they are not the student's. Minimal use of outside sources, with little or no acknowledgement of various ideas and facts presented.

0-49%

Unsatisfactory Performance. Major improvement is needed in all areas. Please seek assistance immediately from your course tutor.

Part I [Coursework Element] – Practice-based Assessment Criteria

0 – 29

Marks within this band reflect work that is unusable for publication or broadcast. This may mean one or more of the following:

- it has failed to satisfy the brief (including deadline requirements);
- it is extremely poor in execution and structure;
- it contains errors in spelling and grammar which render some content incomprehensible;
- it shows little evidence of appropriate research or the use of appropriate sources/resources;
- it is technically inept;
- it is legally unsafe.

30 - 49

Marks within this band reflect work that is unusable for publication or broadcast without significant additional material and further reworking by its creator. This may mean one or more of the following:

- it has failed to satisfy the brief (including deadline requirements);
- it is poor in execution and structure;
- it contains numerous errors in spelling and grammar which hinder comprehension;
- it shows insufficient evidence of appropriate research or the use of appropriate sources/resources;
- it is technically weak.

50 – 59

This band recognises work which is basically satisfactory but would require considerable editing or rewriting to reach usable (published or broadcast) quality. This means:

- the brief has been interpreted appropriately;
- the structure requires attention to make the work flow more logically or naturally;
- spelling and grammar require some attention;
- the piece may need further research;
- the piece may require input from more or better sources;
- there is evidence of basic technical competence.

60 – 69

This band recognises work which would need moderate revision or subediting before being usable. This means it is:

- well sourced;
- soundly structured;
- largely free from spelling or grammatical errors;
- draws on a range of appropriate sources;
- uses sources and background material appropriately;
- technically satisfactory.

70 - 79

This band recognises work of professional quality which could be used (published or broadcast) as it stands or with very minor alterations. This means it is:

- very well structured;
- extensively researched using a good range of sources;
- appropriate in style;
- free from spelling or grammatical errors;
- deploys background material and quotes effectively;
- technically accomplished.

80 - 100

This band recognises work of exceptional professional quality which would be used (published or broadcast) enthusiastically. This means it is:

- innovative in content and/or execution;
- extremely well structured;
- extensively researched using a good range of sources;
- appropriate in style;
- free from spelling or grammatical errors;
- deploys background material and quotes powerfully;
- technically expert.

SECTION FIVE – GUIDANCE AND POLICY

JOMEK policy on social networking sites

It is not the School's policy to monitor posting on social networking websites. However, many of these sites are public spaces – like notice-boards – and need to be recognised as such. Their public nature means that staff and students at the School are sometimes made aware of postings that may be abusive or constitute bullying or harassment. In these cases, the School will observe the following University guidelines on student behaviour:

1.3.2 A student shall not behave in a manner inconsistent with the proper functioning of the University and shall not engage in conduct which may involve an offence against a person; cause a nuisance (e.g. interference with another person's reasonable enjoyment of his/her own property or of a public place where he/she is entitled to be); damage, deface, misappropriate or misuse any property including property of the University and the Students' Union; or otherwise behave in a manner likely to bring the University into disrepute or likely to cause offence to others.

1.3.4 A student shall not engage in any form of harassment towards other students or members of the University's staff. In this context, harassment may include a student engaging in one or more of the types of conduct specified in 1.3.2 above. Harassment consists of behaviour towards another which causes, or which might reasonably be expected to cause, sufficient distress or annoyance to disrupt seriously the work or substantially to reduce the quality of life of that other, by such means as bullying, verbally or physically abusing, ill-treating or otherwise creating or maintaining a hostile environment for that other.

The School sees these guidelines as equally applicable to both students and staff. Disciplinary action can be taken by the School if postings are deemed to be in breach of these guidelines.

Cases should be brought to the attention of Course Directors, who will act in consultation with the Head of School.

Student Complaints Procedure

Students who have concerns regarding their **academic studies**, which have not been resolved through the normal communication channels, that is, Module Tutor and Course Director, should refer to the Head of School.

Students who have concerns regarding the **administration of their degree**, which have not been resolved through the normal communication channels, that is, JOMEK Administration office or Course Director, should refer to the School Manager.

Cardiff University is committed to providing you with high quality educational opportunities supported by a high quality learning environment. You are encouraged to take responsibility for communicating your needs and seeking support within the University. If you feel that an aspect of your experience at Cardiff University gives grounds for complaint, and your complaint has not been resolved, the University's Student Advisory Service and/or the Students Union can assist and advise you.

Please also refer to the Academic Regulations Handbook for more details.

Attendance and Contribution

Throughout the programme students are expected to attend all lectures and classes and to contribute on a regular basis to group project work. Students are expected to be in residence in Cardiff from enrolment until 31st August 2012 except for the Christmas and Easter vacations and any period of absence authorised by their dissertation supervisor for the purpose of collecting data for their dissertation.

Attendance registers will be taken on an ad-hoc basis and unsatisfactory attendance may result in disciplinary action which may include the initiation of exclusion procedures. In addition, where a student's performance is found to be marginal at the meeting of the Board of Examiners, poor attendance may be taken into consideration.

If you are going to miss a seminar or lecture you must make every effort to inform the tutor in advance, either by sending a written message or by telephoning the tutor or Admin office.

Absence

If you are ill and are unable to attend a lecture or seminar you must inform the JOMEK Admin Office so that the information may be passed on to the module tutor. If you are ill for more than three days it is a good idea to produce a medical certificate for your file. This should be handed to the JOMEK Admin Office.

If you are unable to produce a medical certificate because your illness has not been serious enough to visit the doctor, we would advise that you send a letter to the School explaining your absence. Again this should be submitted to the JOMEK Admin Office who will place it on file.

Interruption of Study

For absences longer than ten days, the Board of Studies will consider granting students, who are pursuing taught postgraduate schemes, an interruption to their study on any one of the following grounds:

- (i) ill health,
- (ii) pregnancy,
- (iii) election to a sabbatical post in the Students' Union,
- (iv) work experience relevant to the scheme of study,
- (v) study abroad,
- (vi) compassionate grounds concerning personal, domestic or family circumstances,
- (vii) financial hardship.

Full details of the University regulations in respect of Interruption of Study can be found at the following link, <http://www.cardiff.ac.uk/regis/sfs/records/IOS/IOS.html> Applications for Interruption of Study can be made via SIMS on-line.

Withdrawal from University

Having discussed the possibility of withdrawal with your School and the Student Advisory Service and decided to withdraw permanently from the University, you must notify Registry of your intention. You may do this by completing sections A and D of the 'Notification of Withdrawal'. The form is available from the JOMEK School Admin Office. Alternatively you may download a copy of the form at <http://www.cf.ac.uk/regis/sfs/records/with/index.html>

Special Provision for Assessment

If you have a disability, including dyslexia, we would like to be made aware of this as it may be possible to make special provision for you to help you in your work. The Disability and Dyslexia Service (DDS) is located in the Student Support Centre at 50 Park Place; you can find out more about the facilities available at: <http://www.cf.ac.uk/dyslex/>

Academic/Personal Records

The personal and academic data you confirmed at enrolment are stored on the University's Student Information Management System (SIMS). If there are any changes to your personal data (e.g. contact address or emergency contact details) you must login to SIMS online and complete the amendments. Failure to keep the University advised of changes to your personal data can cause you serious problems.

Registry will contact you in October and again in February, to confirm the modules held on your record. If anything is wrong, you must tell Registry immediately.

Change of Module

Students who wish to request a change of module (Spring Semester optional modules only) should request the change on-line through a task at Sims.cf.ac.uk. The request, which requires the approval of the Course Director, will also be accepted or declined through SIMS on-line.

Senate Regulations prescribe time limits in which students are permitted to change their academic record and JOMEK students may change (with School approval) their modules during the first **two** teaching weeks of the Spring Semester.

Verification & appeals procedure

The University's Verification & Appeals Procedure applies to all students submitting a request for verification who wish to appeal against the decision of an Examining Board. The Verification and Appeal Form can be downloaded from the University website at: <http://www.cardiff.ac.uk/regis/sfs/exams/verification/index.html>

Appeals will not be accepted in any other format and have to arrive no later than fourteen days from the date of the Academic Registry letter notifying the student of their result.

SECTION SIX – COMMUNICATION AND INFORMATION

Communication

The MA Admin Office is based in the Room 0.03 of the Bute Building and is staffed by :

- **Carol Davies : Tel**
- **Huw Thomas : Tel**

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Opening hours are between 10am and 4.30pm, Monday to Friday.

We will contact you by a number of means – by email to your Cardiff email address, via your pigeonhole or by posting notices on your notice board.

We cannot stress enough how important it is to check for messages at regular intervals.

It is your responsibility to ensure that the School has your correct and most up-to-date personal and academic details available to them in your SIMS student record. Please ensure that you update your SIMS record with all changes as soon as they happen.

IMPORTANT : If you change your address or mobile telephone number during your studies you must inform the JOMEC Admin Office immediately to maintain contact, making sure that you amend your SIMS record at the same time.

Email

All new students are allocated a Cardiff University email address during the enrolment period. This will enable you to access the web where you will locate information and services available to all students at Cardiff University.

The email system is the primary method of relaying important course and School information to students. It is therefore imperative that students receive and read such emails.

All students of the University while studying at Cardiff should log into their Cardiff University email mailbox daily.

Text-Messaging Service

The School provides a text messaging service for students on the MA programmes, in order to send out key course information. Please make sure that you inform the JOMEC Admin Office and update your contact details in SIMS when you change your mobile telephone number.

Notice-boards

MA Notice-boards are located along the right-hand lower corridor of the Bute Building.

Pigeonholes

MA student pigeonholes are located along the right-hand lower corridor of the Bute Building. They are arranged in alphabetical order and any incoming mail for students will be placed in the in a personal folder in the respective pigeonhole, as will all communications from lecturers and tutors and correspondence from the libraries, administration, finance etc.

Material will be placed in the pigeonholes according to the first letter of the final part of the name under which the student is registered.

It is important that students check these pigeonholes daily and remove material addressed to them as soon as possible. **Please remove the contents and not the folder.**

The correct postal address to be used is as follows: Cardiff School of Journalism, Media and Cultural Studies, Cardiff University, Bute Building, King Edward VII Avenue, Cardiff, CF10 3NB.

Incoming mail for students received by the School will be placed in the appropriate pigeonhole. However, it is recommended that personal mail be sent to students' local or home addresses. The School accepts no responsibility for the safekeeping or disposal of any such communication received for students.

References and Student Certification

During your studies you may need letters certifying attendance at the School and pursuance of courses. These are often requested by sponsors, employers, immigration or other agencies. In order to request a letter confirming your student status, you will need to complete the Proof of Enrolment Letters pro-forma, which can be obtained from the JOMEC Admin office.

NB: These letters will normally be ready within three working days of being requested.

Most employers expect students to use their tutors as referees. We would ask, however, that you contact us in the first instance to let us know if we may expect a reference request from a company so we can ensure that we have all your relevant details available.

It is normal to ask your Personal Tutor to act as a referee, but if you prefer you may like to approach tutors who

have acted as seminar leader or dissertation supervisor as they will have more experience of your character and academic ability.

Employers assume you are intelligent and literate; they nearly always want to know if you are reliable, self-motivated, able to take on board new ideas, good with people, able to manage your time well and capable of dealing with problems. Seminars/workshops are places where you can develop these skills, so do make every effort to contribute to the sessions and thereby get the most out of your course.

INFORMATION

Completion of your MA programme and Graduation

MA Examining Boards – July and December

For our Masters degrees, Examining Boards are convened three times in each year. The July MA Examining Board is the formal meeting at which all marks awarded for Part I Coursework are confirmed and where successful students are progressed from Part I to Part II. Students, who are unsuccessful in any modules, are permitted one attempt to retrieve their failure and an MA (Resit) Examining Board is convened at the end of August.

The December MA Examining Board is the formal meeting at which all marks awarded for Dissertations are confirmed, where Final Award decisions are made and successful students are recommended to the Awards and Progress Committee for the Masters award.

The School also schedules an internal Academic Progress Board following the autumn semester, to discuss the progress of all MA students and review their autumn semester module marks. Following this Board students are encouraged to contact their Personal tutor to discuss their academic progress.

Awards and Progress Committee

Students can only be considered by the Awards and Progress Committee if they have been recommended for an award by an Examining Board and if they have fulfilled all financial obligations to the University. To receive your Certificate from Cardiff University and attend Graduation you will need to have your Award conferred by the University's Awards and Progress Committee. The dates of the Awards and Progress Committees and further information can be found at this link :

<http://www.cardiff.ac.uk/graduationold/graduands/awardcommittee/index.html>

Academic Transcripts

Confirmed results and Examining Board decisions will be communicated to students in writing shortly after the meeting of the Board by Academic Registry. It is the University's policy to only disclose marks to students by means of an academic transcript.

Degree Certificates

Your official degree certificate together with a full transcript will be sent out to your home address by Academic Registry, approximately six to eight weeks from the date of the University's Awards and Progress Committee. Please ensure that your correct home address is showing in your SIMS record prior to the issue of certificates and transcripts. Failure to do so may result in your certificates and transcripts being unduly delayed.

Ceremony and tickets

Cardiff University holds several graduation ceremonies each year, marking an annual highlight in the University's calendar. All ceremonies are held in St David's Hall, The Hayes, Cardiff. The graduation ceremony for 2011-2012 students will be held in July 2013. Tickets for the ceremony are not normally issued until the week before the ceremony takes place. Please note however that if you have an overseas home address, your tickets will be held at St David's Hall for you to collect on the day of your ceremony.

For all enquiries related to the Graduation Ceremony and tickets please contact the Graduation office at graduation@cardiff.ac.uk

Celebrations

Pre-graduation celebrations will take place for your programme at the Bute Building, prior to the graduation ceremony and further information will be sent to you nearer the time.

SECTION SEVEN : HELPFUL PEOPLE AND OTHER SUPPORT SERVICES

English Language Programme (ELP)

Cardiff University's ELP team provides English support and academic skills training for students whose first language is not English.

In the academic year 2011-2012, Matt Nicholls, Karley Burden, Emma Alaszewski and David Harries will be the ELP representatives in the Bute Building. Students will have the benefit of their teaching and assessment skills throughout the academic year.

During enrolment week, ELP will test students to assess their English language needs. All International and EU students, whose first language is not English, are required to sit this test. Please refer to the enrolment timetable for more information.

The ELP programme of support for postgraduate students within JOMEK will be based on these assessments and fully integrated into the teaching programme of the Masters degrees. ELP teachers will be in regular consultation with the MA Course Director and tutors with respect to students' English needs. They will recommend attendance at tutorials and classes as they think appropriate.

If, during the induction week, you are assessed as needing additional support, you must attend whatever additional classes are recommended. This is a compulsory part of the MA programme and is designed to help and support you.

Regular assessment of your progress will be discussed with your MA Course Director and recorded on your file. Failure to take advantage of this resource, if you are assessed as needing it, will affect your course results. More importantly, attending ELP classes will help you to make the most of your year in JOMEK and improve your performance in assignments. **ELP support is central to the teaching and learning programmes offered to the MAs.** It is designed to make sure you have the maximum help possible and that you achieve maximum success in your Masters Degree. **Please do not fail to take advantage of it.**

Personal Tutor

Staff play a major role in the academic development and pastoral care of students. The School's Personal Tutor System is a vital part of the support given to students. On an individual level, at the start of the year, each student is allocated a member of the teaching staff who becomes the student's Personal Tutor.

Personal tutors are able to advise on a variety of issues in a confidential and informal manner. They aim to help you overcome the problem, however big or small, as quickly as possible. Personal tutors have three main roles:

- Academic – to help monitor your academic progress throughout your course.
- Pastoral – to help you with more personal problems. In some circumstances you may be referred to one of the University agencies for specialist help.
- Advocate – to inform the examining boards and appeal panels of any circumstances that may have affected your performance. Normally, it will be your personal tutor who will supply references to prospective employers.

You are required to meet your personal tutor regularly on a one-to-one basis at least twice per academic session. This forms part of the overall mentoring system operated by the School, and enables staff to monitor and follow the progress of each student in much greater detail. When you receive an invitation for this meeting, you must attend. You are able to make appointments to see your Personal tutor at any other time of the year if you wish.

Meeting tutors

All staff operate 'office hours' when they are available to see students. To make an appointment, you may either contact the tutor directly (by telephone or e-mail) or by inserting your name on a roster posted on the tutor's door. Please take advantage of these opportunities to discuss your progress with your tutors.

Module Leader

Each of the modules has a Module Leader. Any queries you may have about the content of a particular module should be made to the Module Leader in the first instance. If questions cannot be resolved by the Module Leader, a request can be made to discuss the problem with the individual programme Course Director.

Dissertation Supervisor

Individual dissertation supervisors will be allocated following the residential Research trip in the Autumn semester. You will develop your research skills through the core modules and through regular meetings with your dissertation supervisor.

Between November and the end of July, students will meet their supervisor as a group or individually as required. Students are entitled to one hour of supervision for their dissertation every three weeks. In practice some tutors provide more than this if they feel able to do so, however this is a matter for the supervisor and supervisee to

agree. Staff are also usually available between these scheduled meetings for 'drop-in' sessions.

Supervisory sessions close at the end of July to allow students to build on their work through a period of sustained research, reflection and writing-up. During this period, it is the students responsibility to use the feedback they will have had prior to that date to put together the final draft dissertation.

It is essential that all students see their supervisor for supervision regularly between November and the end of July as supervision will not be available following that period. Please be aware that an extension to your submission deadline, if approved, will not necessarily result in extended supervision being provided to you.

Royal Literary Fund Fellow

The Royal Literary Fund has funded an experienced writer to work at JOMEK during the 2011/12 academic session. This is for all students who want to improve their style – or the structure of their work, or just help with organising or polishing a piece of writing. **Sam Llewellyn** is based in Room 0.32. Bring your work to him for a one-to-one consultation; just sign up for an appointment on his door. He will look at your work with you, discuss any problems you're experiencing, and provide constructive advice. You can bring an assignment at any stage – even before it's written.

SUPPORT SERVICES

Student Services

Your Personal Tutor should usually be the first point of contact if you need help or advice. However, they may point you in the direction of the University student services which offer a range of professional advice services.

Cardiff University operates a number of services to ensure you stay fit and healthy during your studies

- Registry
- International Development Division
- University Graduate College
- Careers Service
- Residences Office
- Graduate Centre
- The Student's Union
- Graphics Services
- Unistaff Job Shop
- Alumni Office

Registry

2nd Floor, Mackenzie House, 30-36 Newport Road, Cardiff, CF24 0DE

Email:

Phone:

Please contact Registry for general queries including how to obtain Council Tax certificates, transcripts, proof of Student Status letters etc

International Development Division

The University's International Development Division provides all the information and support necessary to help ease the transition to life as a student at Cardiff and details of the Study Abroad Office can be found at the following link:

<http://www.cardiff.ac.uk/for/prospective/inter/studyabroad/studentsupport/student-support-study-abroad-inter.html>

University Graduate College

60 Park Place 02920 879408 : Email ugc@cf.ac.uk Web: <http://www.cardiff.ac.uk/ugc/index.html>

The University Graduate College brings together the work of four previous, discipline- based Graduate Schools and the postgraduate research activity of the Graduate Centre. It aims to support the work of academic Schools and supervisors and to enhance the experience of postgraduate research students at Cardiff University.

All of Cardiff's postgraduate research students and their supervisors are members of the University Graduate College and are strongly encouraged to contribute to its development. The governance and organisational structures are designed to increase participation and linkages with academic Schools.

The University Graduate College has four interlinked programme areas:

- It delivers an integrated and consolidated programme of academic-led training and development for postgraduate researchers through the well-established skills Programme and associated activities such as conferences, lectures and seminars that enable researchers to come together across the University. (See www.cardiff.ac.uk/ugcp for more information.)
- It assures a quality experience for postgraduate researchers by developing and monitoring processes for their feedback and representation; communicating and monitoring implementation of the Code of Practice for Research Degree Programmes; enhancing systems to assist in management of research degrees; and enhancing support for supervisors.
- It co-ordinates work to build capacities for postgraduate research, which includes involvement in recruitment of postgraduate researchers; development of additional scholarships; enhancing provision via partnerships with other universities, consortia, learned societies and industry; and
- It leads on providing world class facilities for postgraduate researchers, both physical and virtual, and aims to ensure that University facilities are responsive to researcher needs.

Careers Service

5-7 Corbett Road Tel: (029) 20874828, Fax: (029) 20874229, <http://www.cardiff.ac.uk/carsv/index.html>

The Careers Service gives advice on choice of career and assists in obtaining employment. Its officers provide individual counselling interviews and arrange career talks and discussions, as well as occasional seminars and courses. There is a library and information service and regular vacancy bulletins are issued. All undergraduate and postgraduate students are encouraged to make use of the service. Open to students as follows: 8.30am to 5.00pm Monday to Friday throughout the year. During term-time the Information Room is open 10.00am to 5.00pm, but operates at reduced hours during vacation.

As well as holding many student support services, the Students' Union is one of the biggest and best in Britain offering a comprehensive range of activities for both Undergraduate and Postgraduate students in Cardiff University. The Students' Union in conjunction with your home department, offers a range of practical courses, including computing, CV writing, presentation and interview techniques. All free courses will be advertised by your Student Liaison Officer.

The Graduate Centre

3rd Floor, Union Bldg, Park Place : Email: Grad-Centre@cardiff.ac.uk. Web page: www.cf.ac.uk/grade

The Graduate Centre is a dedicated facility for Cardiff's currently enrolled postgraduate students, both taught and research, and its staff. The [Graduate Centre's web site](#) is updated frequently and the page for [New Postgraduates](#) offers useful information and links to other helpful sites. There is a fortnightly email bulletin to all postgraduates and you'll be added to this list automatically after enrolment. If you are not receiving this, please e-mail the Centre at grad-centre@cardiff.ac.uk.

Opening Hours and Facilities

The Graduate Centre is open Monday to Friday from 8.00 a.m. to 12.00 midnight and on Saturday and Sunday from 12.00 noon until 12.00 midnight. It is open throughout the year, though hours are slightly reduced in late summer.

Facilities include the Café Bar social venue, which provides a comfortable, informal environment to take a break and relax, watch TV, have a coffee or lunch. It can also be booked for postgraduate events. The food and bar service within the Café Bar is operated by the Students' Union and is open during term time, from Monday to Friday: 11.00 – 2.00 pm and 5.00 pm – 11.00 pm. A range of sandwiches, snacks, hot drinks and cold alcoholic or soft drinks are offered. In the autumn term, the Bar is also open on Saturday evenings, 5.00 pm – 11.00 pm.

There is a computer room with 35 networked computers, as well as printing and scanning services. The five meeting rooms can seat from 4 to 40 people, and may be booked without charge for projects, presentations, conferences or seminars. Laptops and data projectors can also be borrowed for use within the room.

The Reading Room provides space for quiet, individual study and can seat up to 33 people. There is also a lounge with eight computers, sofas and work tables for group study. There are vending machines for out of hours snacks in the foyer, as well as a microwave for student use. Details of all of these can be found on the Graduate Centre web pages.

Social Activities

The academic year begins with the Postgraduate Welcome Events fortnight, and is a great way to meet and get to know other postgraduates from across the university. Events include the official University Welcome to Postgraduates as well as networking opportunities, city tours, a pub crawl, party, quiz & pizza nights and film nights. For a full schedule of activities, check out the [Postgraduate Welcome Events](#) web page.

During the year, there are a variety of social events including quiz nights, film nights and seasonal parties. The Centre also organises fortnightly day trips throughout the year to attractions in England and Wales. See the [Day Trips](#) page for the latest destinations and departure dates.

Opportunities for Involvement

The Graduate Centre welcomes ideas and suggestions from postgraduate students and is keen to support interdisciplinary events by providing facilities and publicity.

The annually elected Students' Union officers represent all students and the part-time Postgraduate Officer, who will be elected in the autumn by-elections, is a port of call for postgraduate students to discuss issues and suggestions of concern. Postgraduate students can put themselves forward to stand for this role in the autumn by-elections, and can also vote for their preferred candidates. You can contact Union officers via their contact addresses on the [Students' Union](#) website, or visit them on third floor of the Students' Union.

Graphics Services

The Graphics Office is part of the University's Information Services Department and is based next to the JOMEC Reception. They provide a photocopying, basic ring-binding (Student Handbooks etc) and laminating (lecture timetables) service. Refer to: <http://www.cardiff.ac.uk/insrv/graphicsandmedia/graphicservices/index.html>

Unistaff Job shop

The Mall, Ground Floor, Students' Union, Park Place : Email: jobshop@cf.ac.uk

Uni-staff Job shop provides all registered Cardiff University students with a central starting point in their search for casual employment. It operates both as an introductory service to local employers and a recruitment agency providing part-time, temporary jobs within the University and with external companies. All vacancies advertised will pay the adult National Minimum Wage as a minimum, regardless of age. The office is open 10am to 4pm, Monday to Friday.

If you do opt for part-time employment, it is important to strike a sensible balance between a job and your studies. The University recommends that you spend no more than 15 hours a week in paid employment. If you are concerned that your part-time job is adversely affecting your attendance and/or academic performance, you should seek the advice of your personal tutor, Head of School or your College President in the Students' Union.

Alumni

Tel: (029) 20876473, Fax: (029) 20874457, Email: Alumni@cf.ac.uk

JOMEC is dedicated to ensuring its contact with former students is firmly established. This is handled through the University's Alumni Office. There is a considerable network of help offered to all students entering Cardiff University. Your Course Administrator will either help directly or put you in touch with whatever professional service you need.

SECTION EIGHT – HEALTH AND SAFETY

Healthcare

University Health Centre: Tel: 029 20874810, <http://www.cardiff.ac.uk/go/sd/health>

If you are in the UK for longer than six months you are entitled to free medical health care. No fee is charged for going to see a doctor. At the time of writing, prescriptions for prescribed medication are free of charge.

Fundamental to your making the most of University life at Cardiff is that you maintain good health. Your first priority when joining the University should be to register with a GP (General Practitioner). **Don't leave this until you are ill.** You can register at the halls of residence and Companies Fair during Fresher's Week; or if you already have your NHS Medical Card, take it along to the practice of your choice. Lists of GP practices are available at the Health Centre, Student Advisory Service, halls of residence and Student Advice Centre. Further information is available from NHS—Wales Business Services Centre (Tel: 029 20402402), the Community Health Council, Citizen's Advice Bureaux, main Post Offices and libraries. Registration is free.

Students on some programmes of study may be required to have specific vaccinations and immunisation. If you have any queries about this, please contact the University Health Centre. All new students and those returning to live in a hall of residence are strongly advised to be vaccinated against Meningitis C.

A key factor in maintaining good health is being alert to the symptoms and signs of serious illness. For example, in the case of meningitis, where there is evidence of an increase in incidence amongst university students, you should be particularly aware especially during the early part of the first year of study. As the onset of this disease is sudden and its course can be rapid, all students are advised to make themselves aware of the symptoms.

These are: severe headache, stiff neck, dislike of light, fever and high temperature, aching limbs, nausea, vomiting, maybe diarrhoea, impaired consciousness becoming lethargic and drowsy and a rash which doesn't fade on pressure. Not all these symptoms occur together. If you are ill or concerned about yourself or a friend, contact your GP immediately; failing this, contact the Ambulance Service on 999. Prompt action saves lives.

Further important health care advice and information on a wide range of subjects, such as drugs and alcohol abuse, sexually transmitted infections and contraception can be found on the web. The contact details for a number of relevant external agencies are provided at the back of the Diary.

Student Support and Development Division

The Student Support and Development Division has overall responsibility for your personal welfare and is located next to the University Union and opposite the rear entrance of the Main Building.

They can be contacted by telephone at 029 20874844, by email at studentsupportcentre@cardiff.ac.uk and further information is also available at www.cardiff.ac.uk/student-support

The Division also administers the Advisory Service, the Day Care Centre and the Disability and Dyslexia Service.

International Student Advice

The Student Support Centre (see above) is an essential source of information for International Students and they are trained to advise on Visa issues, immigration, finance, accommodation and academic queries. If they are unable to help you with your query, they will be able to direct you to the appropriate location to obtain assistance.

Students Union - Advice and Representation Centre (ARC)

The ARC is situated on the third floor of the Student's Union building. They provide general advice and information on a range of issues including :

- Academic
- Consumer
- Employment
- Money and Finance
- Housing and much more.....

They also provide advice, representation and support on academic issues such as :

- Appeals
- Complaints and other issues.

You are welcome to drop in between 10am and 3pm, Monday, Tuesday, Wednesday and Friday and between 1pm and 3pm on Thursdays.

They can be contacted :

By calling in person to the Advice Centre

Counselling Service

Phone: (029) 20874966 - Email: counselling@cardiff.ac.uk

We hope that your time at Cardiff University will be happy and trouble-free. However, everyone - at some time in their lives - may run into difficulties. For every kind of problem there are trained people at hand to offer support. Counselling is a way of exploring and addressing some kinds of emotional or psychological issues.

The Cardiff University Counselling Service provides members of the university community with an opportunity to examine issues which prevent them from maximising their full potential and to explore options for change. The Counselling Service is confidential and available to members of the Cardiff University community free of charge. It has had international recognition as a Centre for Excellence for individual and group counselling.

Nightline

148 Colum Road: Tel 029 20223993

Nightline is a non-judgemental, confidential listening and information service run by students for students. Volunteers operate a telephone and personal call-in service from 8pm to 8am as many nights as possible during term-time. Nightline offers friendly support during those lonely hours of the night when there is nobody or nowhere else to turn to. You can either contact Nightline via telephone or call in at 148 Colum Road. Information and services are available for students, ranging from pizza delivery phone numbers and exam timetables to free condoms. Nightline can also refer callers on to useful services or organisations.

Personal Safety and Security

Security Centre: Tel 029 20874445

The University Security Section is based in the Security Centre in Park Place. It provides a 24-hour security cover for the University campus and halls of residence. The Section works in close liaison with the police, Students' Union and all parts of the University.

Generally Cardiff is a safe city, but as with any city it is important that you are aware of the potential for crime and that you take your personal safety seriously. This does not mean you have to lock yourself away or be afraid to go out. Here are a few basic rules, which, if followed, should ensure your safety:

- when you go out alone tell your friends and when you go out with a group remain with them and make your way back to your accommodation together: there is sometimes safety in numbers.
- keep to public routes that are well lit at night and don't take risky short cuts even if you are in a hurry;
- try to avoid excessive use of alcohol, especially if you are on your own. When you are drunk, you are less aware and less able to protect yourself. Do not accept drinks from strangers;
- carry a personal safety alarm with you: alarms are available at discounted prices from the Students' Union;
- use the transport services provided from outside the Students' Union to the halls of residence;
- if using a taxi, try and pre-book a taxi using a reputable taxi firm. Alternatively take a taxi from a recognised taxi rank. Be wary of bogus taxis if you have to hail one: they should be black and white with a roof light and yellow licence plate. If alone always sit in the rear seat behind the driver.

Students at Risk

<http://www.cardiff.ac.uk/go/sd/sar>

The University offers a range of services to support students during their studies as explained in this Handbook. The University has a Mental Health Policy to enable it to provide a consistent approach when dealing with students who may have mental health difficulties.

Students may become aware of fellow students whose behaviour gives rise to concern. The most important advice in such circumstances is that you identify the limits of the support you can offer and seek additional support if needed. More detailed information on how to support fellow students is provided by the Student Advisory Service and Student Counselling Service.

Health and Safety

Safety Services: Tel 029 20874790, <http://www.cardiff.ac.uk/go/sd/hands>

As a student, you are expected to:

- take reasonable and responsible care for your health and safety, and that of everyone else who might be injured by your acts or omissions;
- co-operate with any instructions issued to you: this will include safety information provided by your School;

- not remove, misuse, tamper or interfere with equipment provided for your health, safety or welfare and that of others;
- A list of First Aiders is available in the University telephone directory and their location is usually indicated on signs within each building.
- If a First Aider is not available refer to the Health Centre, 47 Park Place. For urgent injuries/illnesses, please dial 999. For further information see the web.

Health and Safety at Work Act 1974

This Act imposes a legal responsibility for safety on every member of the University. Thus, the major duty and initiative on safety matters rests with the University management and Heads of Departments, every employee and student is under a duty to take reasonable care not only for his or her own personal safety, but also for everyone else who may be affected by his or her actions or omissions while at work. Negligence or failure to observe safety instructions could result in criminal prosecution of individuals and conviction could lead to a substantial fine and/or a term of imprisonment. In addition the offender could be dismissed from the University.

University Health and Safety Policy

General Statement

Cardiff University is committed to the maintenance of safe and healthy working conditions for all staff, students and visitors at the University. It also wishes to ensure that their work does not adversely affect the health and safety of the general public.

The University has therefore established detailed mechanisms - which are more fully described below - for providing information, training and advice about the various potential hazards which are likely to be encountered; for monitoring and the maintenance of its high safety standards; and for regular consultation between the University and representatives of its staff and students on health and safety matters.

At the University, the employer is the Council. Its Chief Executive is the Vice-Chancellor who retains overall responsibility under section 37 of the Health and Safety at Work Act 1974. The Head of each Academic Department is required by the Council to ensure, on its behalf, compliance with its obligations with regard to the health, safety and welfare at work of staff and other persons or animals in, or affected by, the Department, and for the premises, plant and substances there.

At the same time it must be remembered that all persons at the University have an individual duty to take reasonable care for their own health and safety and for that of other persons who might be affected by their actions (or lack of them). They must also co-operate with those persons who are responsible for health and safety so as to enable them to carry out their duties.

Organisation and Arrangements

The University has a Safety Office and an Occupational Health Service, both located at 59/60 Park Place. These provide specialist professional advice, training and monitoring. The main agencies for the monitoring of the University Safety Policy are the Departmental Safety Panels/Committees. In JOMECS the Safety Committee consists of four or five people, including non-academic staff and a student and is chaired by the Head of School. The Committee carries out safety audits and inspections and make recommendations in writing to the Head of School, who is responsible for any necessary action that needs to be taken.

Policies, Procedures and Codes of Practice

The University has formulated and adopted a number of Policies, Procedures and Codes of Practice to deal with specific risks. It is the duty of all members of staff, students and visitors, where appropriate, to be familiar with the provisions of this guidance and to comply with them. The Policies, Procedures and Codes of Practice currently in force in the University include the following areas of work:

- Accident reporting and accident forms
- Chemical safety
- Children on University premises
- Display screen equipment
- Electrical safety
- Field trips
- Fire safety

You will find further information on the University Codes of Practice on the Safety Services WWW site <http://www.cf.ac.uk/safty/policy/index.html> and more general safety information on JOMECS's Health and Safety Notice-board (located next to the Technician's Room 0.18). Should you require any other advice or information on health and safety matters, please do not hesitate to contact a member of staff who should be able to assist you.

Emergency Procedures

Emergency Telephones

*** 999 External Emergency Services - FIRE, POLICE, AMBULANCE**

During normal working hours emergency telephone calls can be made on the University system. At other times, or as necessary, 999 calls can be made from the BT payphones in the building. Immediately after making a 999 call, please inform Security on extension 4444 of the location of the emergency.

When telephoning for assistance in an emergency, the following information must always be given:

- Who you are.
- Where you are: the location and telephone extension from which you are telephoning.
- The nature of the emergency and what services are required.
- The exact location where assistance is required.

To ensure that your message has been correctly received, ask for it to be repeated back to you.

Please ensure that the identification of the location is clearly defined. Do not use "University terminology", i.e. Tower, for instance, means very little to the Emergency services. Always give the correct name for the building and the street where it is located.

If University Personnel need to be contacted in an Emergency: either dial 999 if on central University campus or 20874444 if outside central University campus.

Fire Procedures

On Discovering a Fire

1. Sound the alarm by breaking the glass in the nearest call point.
2. Call for assistance.
3. Turn off gas and electrical equipment.
4. Attack the fire only if safe to do so.
5. Always use the correct extinguisher.

On Hearing the Alarm

1. Leave the building by the nearest available exit closing all doors and windows behind you.
2. Do not stop to collect personal belongings.
3. Do not use lifts.
4. Dial 999 to ensure Fire Service has been called.

After leaving the Building

1. Move well away from the building.
2. Leave clear access for Emergency Services.
3. Do not attempt to re-enter the building until you are told it is safe to do so.
4. Assemble at the designated assembly area.

Other Advice

If you suspect that there is a fire on the other side of a door (it may be warm to the touch), do not use that exit unless essential. If necessary, open the door very slowly, shielding yourself as much as possible.

If you are caught in a smoke filled area, crawl on hands and knees, keeping your face as close to the floor as possible, where the air will be clearer.

If escape is cut off, go into a room with a window, closing the door behind you. Stand by the window, call for help and await rescue. The fire brigade should arrive within a matter of minutes

It is important that you familiarise yourself with the building - the location of fire fighting equipment and how they work, ways of getting out of the building in an emergency, where telephones are situated and first aid arrangements.

Bomb Alert

If you receive the Message/Warning

- Remain calm.
- Try to find out the exact location and nature of the bomb.
- Is it in a building?
- Is it in a car or outside the building?
- Is it a letter bomb?
- If no location is given, assume the bomb to be inside the building.
- Dial 999 or 2087 4444 giving your name, exact location and nature of the emergency.

Accidents

In the event of an accident, the health and safety of any person involved is the most important consideration and must take precedence over any other matter.

1. Seek help from a first-aider in the vicinity of the accident:
 - * At the time of writing, Ms Rebecca Harris, Ms Sharon Magill, Miss Cerys Parker and Mr James Burch are the School's first-aiders and are located via the Administrative Suite. Should they not be available, please contact the Bute Building Receptionist who can help you.
 - * First Aid kits are located in Room 0.03.
2. If the injury appears serious, ring extension 6097 and inform the Bute Receptionist, who will call for a Nurse to attend or for advice, or ring the Health Centre direct on 20874810.
3. If in any doubt at all about the condition of the patient dial 999 and ask for the ambulance service. Then notify the Bute Receptionist that an ambulance has been called.
4. All accidents or dangerous incidents, no matter how small, must be reported as soon as possible to a member of staff. Accident/Incident books are kept in the JOMECE Administrative Suite and the Bute Reception, if the Administrative Suite is closed.

General Safety

The prevention of accidents in laboratories, stores, workshops and other places of work is a duty of every individual using or entering them. Ensuring the safety of others is as important as the avoidance of personal injury. Everyone should make it his or her first task to become familiar with any special instructions issued for dealing with emergencies peculiar to the place in which he or she is working. You should also familiarise yourself with hazards that are present in the rooms in which you will work. Examples you might come across during your time at JOMECE include:

- * Trip hazards from trailing cables in the TV Studios
- * Hearing damage from loud noise in headphones
- * Electrical and equipment hazards (see below)
- * Hazards associated with working with Display Screen Equipment (see below)

Where such hazards exist, you should find notices alerting you to the dangers - please heed their advice. Safety is everybody's business. Accidents don't just happen - they are always caused. If you encounter something which you consider to be unsafe then don't ignore it - do something about it.

Useful numbers

Electrical and Equipment Hazards

1. When you encounter new or unfamiliar equipment, you should always seek instruction from an experienced user, preferably a member of staff.
2. If a piece of equipment doesn't work or breaks down whilst you are using it, report the fault to a member of technical staff. Do not attempt repairs on any electrical equipment yourself, always contact a member of technical staff.
3. All portable electrical equipment should be visually inspected and/or safety tested routinely (PAT tested) and after any major repair or modification. If you are unsure whether the equipment you are using has been tested or if you require further information on PAT testing, please contact a member of technical staff.
4. Make every effort to avoid trailing cables across the floor. If this is essential, always use cable walkovers to prevent trip hazards.

Display Screen Equipment Regulations

The University policy is designed to ensure the safe use of display screen equipment, in line with the Health and Safety (Display Screen Equipment) Regulations 1992. For further information, please contact Mrs Barbara Tomlin or refer to the Safety Noticeboard or the Safety Services website: <http://www.cardiff.ac.uk/safty/policy/sp-vdu/>

Working Practices

A user is defined as a person who habitually uses display screen equipment as a significant part of his or her normal work. The University has defined a significant part as 21 hours or more per week.

Long un-interrupted concentration on a display screen is inadvisable. You should not work continuously at a screen for more than an hour. Work activities should be organised so that other duties effectively create five-minute interruptions from the screen within every hour.

Ergonomics, the working environment and other physical aspects of the workstation are all important in the correct use of display screen equipment.

Working away from the University (Fieldwork)

The purpose of this section is to lay down basic Health and Safety standards to help ensure you are not placed at risk as a result of your activities whilst working away from campus.

Terminology

- Hazard the inherent ability to cause harm
- Risk the likelihood that harm will occur in certain circumstances
- Risk assessment where hazards present in an activity can be identified and control methods implemented

During the past few years there has been an unprecedented rise in violent and aggressive incidents taking place in the workplace and when working out in the community. It is not only people in high profile jobs, such as the police, who are at risk. Anyone can be a victim, men as well as women. The greater the contact with the general public, the greater the risk. You can be even more vulnerable if you work alone or outside normal working hours. Even though the chances of you becoming a victim of violence are statistically low, it is unwise to be complacent.

As already documented, safety at work is a dual responsibility for both you and your employer. The Health and Safety at Work Act expects employers to assess the health and safety risks to their employees whilst at the same time you are required to play your part in safety. Indeed if you ignore your employer's procedures or policies for Health and Safety, you might be considered negligent should an incident occur.

During your time at JOMEC, and perhaps many times during your future career, you will be called upon to go and interview people. You must on every occasion that you leave the Newsroom (or other work place), evaluate the risks involved in the work that you plan to complete.

When you decide to undertake a work task you should automatically consider the potential consequences of your actions. This in safety language is called a risk assessment. This is something that we do everyday in our normal lives. For instance when we cross the road, drive a car or go to the pub, we make an assessment (often subconsciously) of where dangers might lie in the activity. We then are able to take the necessary precautions against potential problems. These precautions always involve the balance between sensible caution and exaggerated suspicion. It should therefore be natural to do this when at work.

As a journalist you will be expected to interview people whose personal background is unknown to you. You may be on your own during the interview, perhaps at unsociable hours or in difficult social situations. How should you begin to resolve these problems? To begin with, stop and think before you go out. Ask yourself:

- * What difficulties will I face?
- * What hazards are there?
- * What potential dangers lie ahead?

The answers may involve battling with the vagaries of the Cardiff Bus Company or a Cardiff Taxi driver or the manic Cardiff traffic. Very often there are no hazards or risks involved and that is also useful to establish. If you have adequately analysed the potential problems and prepared solutions, then you should be able to deal with the problems, if and when they arise.

Simple procedures will help you look after what is your most important consideration - you:

- * Does anyone know where you are? Keep the Newsroom informed of your movements.
- * If you change your plans do you inform people?
- * Is there a call-in system and do you use it?
- * Do you find out about the area that you are visiting?
- * Do you investigate the people you go to meet?
- * Do you have the means of communicating with anyone and how?
- * How will you get there and back, what is the quickest route and where will you park?

If you are in any doubt, please ask your tutor for advice.

Out of Hours and Lone Working

At the time of writing, the University is reviewing the arrangements concerning this area. Until this issue has been resolved, please take sensible precautions and let someone know where you are when working outside of normal working hours and make every effort to avoid solitary working.

There is no legal prohibition on working alone, but the general duties of the Health and Safety at Work Act still apply. This requires the identification of the hazards of the work, assessing the risks involved, and devising and implementing safe working arrangements to ensure that the risks are either eliminated or adequately controlled. Furthermore, you are strongly encouraged to not work on your own.

Students with Health Issues

Individuals suffering from epilepsy, diabetes or any other condition which may cause temporary incapacity are urged, in their own interest, to inform the Head of School, in writing, of their illness in case of emergency.

Smoking

The Bute Building operates a No Smoking Policy.

APPENDICES

- Appendix One : Core Modules**
- Appendix Two : Optional Modules**
- Appendix Three : Unfair Practice and Academic Integrity**
- Appendix Four : Citing References**
- Appendix Five : Study Skills**
- Appendix Six : Extenuating Circumstances**

**A copy of this Handbook is also available to view on Learning Central.
Please contact the JOMECA Admin Office for any further information**

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The information given in this handbook is correct at the time of going to press. The Cardiff School of Journalism, Media and Cultural Studies reserves the right to update, improve and modify courses as appropriate.

This Handbook can also be made available in large print (text), Braille and on audio tape/CD.

It is also available for viewing in the module 'MA International Journalism' in the Learning Central facility.

To request an alternative format, please contact the JOMEC Admin Office: Tel.: +44 (0) 29 20874041