SCHOOL HANDBOOK 2021-22

SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTAÍ AGUS NA GCULTÚR
SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES

Maynooth University
National University of Ireland Maynooth

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Welcome from the Head of School

Dear students,

On behalf of all of the staff at the School of Modern Languages, Literatures and Cultures, I would like to take this opportunity to welcome those of you who are joining us this year for the first time and to welcome back those of you who are continuing with your studies. We are delighted to have you with us!

The last year and a half have been very challenging for us all, and I feel I speak for all my colleagues when I say that we are very much looking forward to being back on campus this semester and to meeting you all in person – many of you for the first time and some of you after a very long gap. You might be feeling a bit nervous about returning to the classroom – and, indeed, many of us are too – but if we all work together follow the safety precautions that have been put in place, we can make this transition a little bit easier for ourselves and for each other.

Learning a language at university is an exciting experience, and it can sometimes be a little daunting. Rest assured that your lecturers, tutors, and teachers are here to help. We are all passionate about language learning and we want to see you develop your competence and your confidence in your language skills in the coming months and years. Our programmes offer a wide variety of modules in literary and cultural studies, as well as applied linguistics and intercultural studies, and we encourage you to sample a little of everything we have to offer. Above all, we hope that you will enjoy your time with us.

The Maynooth University campus is a great place to study. I would encourage those of you who are starting your studies with us, as well as those of you who have not had a chance to get to know the campus yet, to familiarise yourselves with all of the facilities and services available to support you: check out the MU Library, which has a wealth of books, journals, and other resources; participate in a Moodle workshop to find out how to access additional resources for your modules and understand where to submit assignments; get to know the MU Student Services; join a club or society to meet other students with similar interests. Taking full advantage of these opportunities will enhance your experience at Maynooth University.

All the staff in the School of Modern Languages, Literatures and Cultures wish you every success with your studies. We hope that you enjoy your time at Maynooth University, make lots of friends, participate in extra-curricular activities on and off campus, and that you broaden your horizons. We are confident that our courses can offer you an exciting, challenging, and high-quality educational experience and we look forward to supporting you as you take this next step in your journey.

With best wishes,

Prof. Valerie Heffernan
Head of School

1. Take personal responsibility for your learning – engage and participate!
2. All details relating to your modules will be on the Moodle page – get into the habit of checking it frequently.
3. We will correspond with you on Moodle or by email using your university email address.
4. Never be afraid to ask questions – we are all here to help you.
5. Become involved in university life; it will help you have a great experience.

SMLLC Contact Details

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Language Unit Contact Details

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French Studies	french@mu.ie
German Studies	german@mu.ie
Spanish and Latin American Studies	spanish@mu.ie

SMLLC Staff

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SMLLC Operational Guidelines

Email Policy

We are happy to assist all of our students with any query that may arise. Students who are sending a query by email should always use their Maynooth University email address and should become familiar with the following:

What details to include:
- Students full name as per registration (If you go by a different name, please let us know)
- Student Number
- The nature of the query
- If the query pertains to a particular module, please provide the module code

When to expect a reply:
- The School mailboxes are monitored during working hours. If you send an email outside of working hours (9.00am to 5.00pm Monday to Friday excluding Bank or Public Holidays) it will not be received by a member of the team until the next working day.
- The majority of emails are answered within 2-3 working days however it should be noted that during busy periods in the academic calendar, such as examination preparations, timetable finalisation etc. it may take longer to respond.
- Students should note that we will not correspond with any email other than your Maynooth University email address (@mumail.ie or @spcm.ie).
- If the query is very urgent, we suggest telephoning the administration team or calling to the School Admin Office in person.

Where might you find the answer to your query:
- A high volume of the emails received are seeking information that is available in the School Handbook. This handbook and Moodle should be your first point of reference.
- Similarly, there is a wealth of information on the School website, and you may find the answer to your question by checking the website.
- If your query is a general query and perhaps about university life or support you require, you may find some very useful information on the Student Helpdesk website. Check out www.maynoothuniversity.ie/studenthelp

Attendance, Participation and Absence

At university, the responsibility for work is the student's alone. Learning language requires constant practice and constant engagement with speakers of the language. That is why languages can be labour-intensive subjects with a high number of contact hours per week. It is in each students interest to participate in all scheduled hours, whether they happen in the classroom-based or online activities.

In accordance with the Registrar's recommendation, the usual attendance policy (including penalties) for the 2021-22 academic year is suspended. Attendance may be recorded to emphasise the importance of attendance for language learning.

If for any reason a student is or has been unable to attend a class, they must adhere to the school procedures. Students **must**:

- Notify the teaching staff member directly by email.
- Complete the SMLLC Student Absence / Personal Circumstances Form available on the School website within two working days of the absence.

There are times during a student's time at university where personal circumstances or irregular occurrences may happen that might impact their performance. If students wish to notify the School of any event or occurrence, they should access the school website and complete the SMLLC Absence/Personal Circumstances form. Students are assured that submissions are managed discreetly and confidentially.

Classroom Etiquette

- Students should arrive at the lecture theatre or classroom on time adhering to the start time for the specific classroom.
- Mobile phones must be switched off at all times during lectures, tutorials and classes.
- Food and drink should not be brought into lectures, tutorials or classes.
- Talking during lectures, tutorials or classes unfairly distracts other students and the lecturer and is not acceptable unless you have been invited to talk by the lecturer.

University Supports & Key Contacts

Personal and Academic Supports

The student experience is about embracing your academic journey and taking on new challenges and meeting new people, exploring opportunities for yourself and discovering who you are.

From time to time, students may be in need of some supports to help them during their time at Maynooth.

There are many personal and academic supports available to all students and we encourage students to avail of these supports during times of need.

Students can visit the school website to explore what supports are available and learn how to access them. Some helpful tips for students navigating university life can be found in Appendix D of this handbook.

Library

The Library is a key resource that offers students many supports and services during their time at university.

The MU Library team can help you to make the most of your time studying in Maynooth. There is a collection of over 450,000 books/eBooks and more than 42,000 electronic journals.

There are a range of information skills and training courses to enable students to identify, obtain, evaluate and use information efficiently, effectively and ethically. More information about the services and facilities is available here.

Graduate Studies

The Graduate Studies Office provides advice and support for students in all aspects of postgraduate study. The Graduate Studies team is dedicated to supporting students through their postgraduate studies, from application to graduation.

Students are welcome to book an appointment with any member of the team by emailing graduatestudies@mu.ie

Registry

The University Registry is a key part of the administration of the university, and is responsible for a range of functions including:

- Student Records and Registration
- Examinations
- Academic Timetable
- Conferring
- Student Vetting
- Registry Policy Office

Students will find useful information relating to University Policies on the Registry website. Registry is located on the South Campus in Humanity House.

IT Services

IT Services provides a wide range of general and specialist IT services to students and staff of the university, in support of the university's objectives in areas including teaching, learning and research. IT Services also supports and maintains the computing infrastructure which underpins those services.

Details of the services provided are available on this website, and support and assistance in using those services can be obtained by visiting the website where you will find detailed Frequently Asked Questions and lots of helpful advice and guidance.

IT Services Help Desk is located on the North Campus on the ground floor of the Eolas Building.

Key Dates for Academic Year 2021-22

The details of the Key Dates for the academic year are published on the Registrar's Office website and can be accessed here.

Students can see a see some of the important dates below, and are encouraged to visit the Registrar's Office webpage for the full academic calendar.

Sep-21	
08-Sep	On-Line Registration for Continuing 2nd year UG
09-Sep	On-Line Registration for Continuing 3rd and 4th Year UG
10-Sep	On-Line Registration for Continuing Postgraduates and Diploma Students
16-Sep	On-Line Registration for 1st Year (CAO) UG
20-24 Sep	Orientation Week
20-Sep	Commencement of lectures (except for 1st Year UG)
27-Sep	Commencement of lectures for 1st Year (CAO) UG
Oct-21	
15-Oct	Change of Module Deadline for all Continuing Students
22-Oct	Change of Subject Deadline for First Year Students
25-29 Oct	Study Week
31-Oct	Deadline to withdraw from studies without losing "Free Fee Status" for following year
Dec-21	
13-17 Dec	Last week of lectures for First Semester
20-31 Dec	Christmas Vacation (students)
Jan-22	
03-06 Jan	Study period

07-Jan	January examinations commence
24-28 Jan	Inter Semester Break
31-Jan	Deadline for withdrawing from studies and retain 50% "Free Fee Status"
31-Jan	Start of Lectures – Second Semester
Feb-22	
11-Feb	Deadline for Change of 2nd Semester Modules
Mar-22	
08-Mar	Postgraduate Open Day (4pm – 8pm)
14-18 Mar	Study Week
Apr-22	
15-Apr	Good Friday – no lectures
18-22 Apr	Easter vacation (students)
25-Apr	Lectures resume
May-22	
03-06 May	Last week of Lectures for Second Semester
09-12 May	Study Period
13-May	Summer examinations commence
Aug-22	
03-Aug	Autumn Exams Commence

Subject to change

Assessment and Examination Information

Assessment of modules can be by various different methods such as university scheduled exam, oral exam, aural exam, continuous assessment, quiz, presentation or other scheduled activity. Details are provided in the module descriptor available in Course Finder and Moodle. The module coordinator will provide you with full details.

Submitting Assignments

- All essays and assignments must be typed and submitted through Turnitin with the appropriate cover sheet included. Cover sheets are available on the school website.
- Students must check Moodle for details of essay and assignment titles and submission dates.
- The format of Essays may differ and the module coordinator will confirm and/or assignment brief will have clear instructions.
- Students must sign the cover-sheet and attach it to the front of their essay. The cover-sheet can be downloaded from the website and is also available on Moodle.
- Students **must** submit essays via the Turnitin system (located on the module homepage on Moodle) and assignment with signed coversheet, will be date-stamped on submission through Turnitin.
- If students require the use of a computer in the Public Access Computer Rooms (PACR), they are advised to book the computer in advance.

Extension of Submission Date

Deadlines for the submission of essays and course-work assignments must be strictly observed.

If illness, covered by a medical certificate, prevents a student from meeting a deadline for the submission of an essay, or other assigned work for assessment, then **in advance of the submission date** the Subject Leader, Module Coordinator or individual lecturer may grant an appropriate extension on submission of the Student Absence and Personal Circumstances Form **(with uploaded Medical Certificate),** available on the school website.

Penalties for late submission of Assignments and Essays

Late submission of assessed course work or examination materials will result in a reduction of the original grade by 5% (5 marks) per day.

Assessed course work or examination materials will normally have to be submitted electronically through Turnitin. Late submission of work owing to medical or other compelling reasons is not penalised. The
reason must be notified by completion of the Student Absence and Personal Circumstances form **prior** to, or immediately (i.e. not more than two working days) after the relevant submission deadline and evidence provided (normally such evidence would be a Medical Certificate uploaded during completion of the form).

Presentation of Assignments

- Students must submit assignments in the subject(s) for which they are registered.
- Word count for written assignments will be given in the assignment brief and must be respected (in general in excess of 10% under or over word count can incur a penalty – however this may vary and you should carefully check the assignment brief for guidance). Appendices or supplementary materials are not included in the designated word count.
- A cover page for assignments can be found on Moodle or the school website and **MUST** be completed by students for all assignments and attached to the work prior to submission.
- Assignments must be typed and adhere to proper academic form, including an appropriate title page and an appropriate system of referencing and bibliography. Harvard Style referencing must be used throughout assignments and a helpful guide to Harvard Reference can be found on the Library website here.

Marking Criteria for Written Assignments

Assignments are graded using the University Marks and Standards. The SMLLC Language Area Marking Scheme is useful for students to understand the marking scheme guidelines. The grade descriptors for the School can be found in Appendix A of this handbook.

Plagiarism Policy

Maynooth University considers plagiarism to be a serious academic misconduct, deserving of academic penalties. This includes use of unacknowledged sources in essays, assignments, take home exams or remote examinations, or any other form of assessment. It also includes cases of personation, or of procurement or purchase of essays or other material written by others. Cases of plagiarism or suspected plagiarism in research degrees are dealt with under the Research Integrity Policy.

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement in order to gain academic credit. It may include the unacknowledged verbatim reproduction of material, unsanctioned collusion, but is not limited to these matters; it may also include the

unacknowledged adoption of an argumentative structure, or the unacknowledged use of a source or of research materials, including computer code or elements of mathematical formulae in an inappropriate manner.

Plagiarism includes using material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources.

If you wish to review your work to clarify references or citations, **Turnitin,** the online plagiarism prevention software will be of assistance to you. Turnitin can be accessed through your Moodle home page. Further assistance in understanding and avoiding plagiarism can be found on the Library webpages (along with other LIST tutorials).

The Maynooth University policy on plagiarism should be read carefully and may be accessed online.

Examination Requirements

- Students are advised to carefully read the module descriptors for assessment information in all cases and consult with the lecturer responsible for the module if there are any questions or
  clarification is needed. In the event there are further questions, they can be directed to the relevant module coordinator.
- Students must pass required language modules in order to proceed to the next year of study.
- Students can check the exam results information guide on the Exams Office website to find out what the various results mean.
- Procedures for the discussion, checking and appeal of examination results can be found on the Exams Office website.
- All students are personally responsible for finding out what assignments they are required to complete and the deadlines for submission**.** Students can access this information by checking the Moodle page for each module.

Where there is concern that work submitted for assessment may not be the student's own, the School may seek to verify the authenticity of the work through an additional verification assessment. If you are called for a verification assessment, you will be told what module is being examined and given information about the format of the assessment.

It is the responsibility of each student to ensure that he/she/they complies with all the regulations and requirements for entry to examinations. Such details are available from the Examinations Office website.

Marks and Standards

Language modules are assessed by in-class assessments, aural/oral
exams and university-scheduled written exams. The aural/oral and the university exams are required elements and the module cannot be passed unless these are taken.

Modules may also have specific conditions: For example, you may have to pass specific parts of the assessment of the module or reach a certain attendance level. If you do not meet these conditions, your module mark is capped at 35%. This capping may prevent you from progressing in the subject if the module is a required module.

If you pass a module, you earn the credits associated with it. A module can be assessed in a number of ways. Many modules include more than one assessment; there is often a combination of centrally organised examinations, and other assessments.

You must meet a minimum standard in each year in order to be allowed to progress to the next year of the programme. Your annual mark is calculated by taking the credit-weighted average of your module marks, excluding any ungraded modules.

The University Marks and Standards Procedures document provides important and useful information for students and can be accessed by vising the Registry website.

The Mark Bands are as follows:

1st Class Honours	70%
2nd Class Honours Grade I	60%
2nd Class Honours Grade II	50%
3rd Class Honours	45%
Pass	40%

Consultation Day

There is a designated consultation day after the examinations, which provides students with an opportunity to discuss their results with some of the academic staff. Students who wish to do so are asked to contact the relevant language unit in advance. Information in relation to the procedures for consultation day will be posted to Moodle in the week prior to the issue of results.

Repeating and Resitting Examinations

Students who did not pass a module may repeat the module.

> When you repeat a module, you must register for the full module, and complete all of the assessment components.

- If a module was not passed in one year, you must register to repeat the module in order to have any opportunity to pass it. Compensation is not applied to a previous year's work.

- If a module has not been compensated (i.e. the result is NP, even if in the compensation range 35-39 range) then no credits have been earned. In this case you **must** register to repeat the module, or take an acceptable alternative in its place.

- If you do not meet the compensation criteria, you are **required** to repeat any modules with marks below the compensation range (normally 35%).

- If you do not meet the compensation criteria, you are **expected** to repeat all modules with marks under the pass threshold (normally 40%)

For details on registration for repeat modules you should visit the
Records and Registration webpage and students should note that they **must** register to resit or repeat exams – this is not an automatic process.

Further details on resitting or repeating exams can be accessed by
visiting the Resitting and Repeat Information | Maynooth University information on the examinations office website.

Language Areas, Programmes and Structures

Along with the ever popular Bachelor of Arts MH101 course, there are various undergraduate programmes of study which incorporate languages. Students can browse the programme offerings by visiting the Undergraduate Studies area of the website.

Each programme of study is made up of modules. Each module is assigned a number of credits and you must fulfil the credit requirement in order to pass the year.

Compulsory Module: A compulsory module in a programme is one which is obligatory for all students taking that programme.

Optional Module: An optional module in a programme is one which may be chosen from a number of available modules but which is not compulsory.

Required Module: A required module is a compulsory module in a programme which must be passed without compensation (i.e. a mark of 40% achieved) in order to progress in that programme.

Contact Activities

There are a number of different contact activities that students may be required to attend. The module coordinator will advise you on the contact activities applicable to that module. Some examples of contact activities are:

- Lectures
- Language Labs
- Grammar Classes
- Conversation Classes
- Tutorials

Chinese Studies

Chinese Studies is an arts subject offered by the School of Modern Languages, Literatures and Cultures at Maynooth University.

Students can take Chinese Studies either in the three-year BA degree as a major subject or the four-year BA International with the third year spent at one of Maynooth University's partner universities in Beijing, Shanghai, Chengdu or Xiamen. Students will graduate with a BA Degree awarded by the National University of Ireland or a BA International if they spend a year studying abroad.

The programme is for beginners. No prior knowledge of Chinese is required. In first year, students take Chinese studies with other subjects. In second and third year, Chinese Studies can be carried on as joint honours or as a minor subject in certain degree programmes.

In all years of the programme, Chinese language (Mandarin) is compulsory. The emphasis in first year is on building up students' language skills. In second and third year, they delve deeper into the study of various aspects of China – history, politics, culture, philosophy and economy.

Chinese Studies Programme Structures

The list of undergraduate modules and programme structure for Chinese Studies can be viewed by visiting the Course Finder.

Within each module students will see the credit value, semester of teaching, module overview, learning outcomes and assessment guidelines.

German Studies

German is an exciting subject to pursue at third level, but even more so at Maynooth University!

With its dedicated expert staff, small class sizes, and friendly collegial atmosphere, German Studies at Maynooth offers students a great home.

We have a wide range of expertise which allows us to offer not only the two traditional components of Modern Language course programmes, namely language and literature, but also courses on German linguistics (the theoretical study of language, as opposed to learning a respective foreign language), German-language film and cultures, Business German, Dutch, and medieval German language and literature. (Not all of these options may be available at all times, but we try our best!)

We offer German for Beginners and for students with Leaving Certificate German (or equivalent).

German Studies Programme Structures

The list of undergraduate modules and programme structure for German Studies can be viewed by visiting the Course Finder.

Within each module, students will see the credit value, semester of teaching, module overview, learning outcomes and assessment guidelines.

French Studies

French has been taught at Maynooth since the establishment of the university in 1795.

With over 200 undergraduates and a number of masters and doctoral students studying here at any time, French has a high profile in higher education and attracts students from all over the country.

We have a strong tradition of teaching French language, literature and culture, with much content taught through medium of French. Lecturers are all research active and the research has a direct impact on teaching.

French Studies Programme Structures

The list of undergraduate modules and programme structure for French Studies can be viewed by visiting the Course Finder.

Within each module students will see the credit value, semester of teaching, module overview, learning outcomes and assessment guidelines.

Spanish and Latin American Studies

Spanish and Latin American Studies was established in 1999. It offers teaching by experts in the study of languages, literatures, cultures and linguistics, both at undergraduate and graduate levels.

The language is offered at both ab initio and Non-Beginner (post-Leaving Certificate, or equivalent) levels in First Year. After First Year all students follow a common sequence.

Spanish and Latin American Studies Programme Structures

The list of undergraduate modules and programme structure for Spanish and Latin American Studies can be viewed by visiting the Course Finder.

Within each module students will see the credit value, semester of teaching, module overview, learning outcomes and assessment guidelines.

English for Academic Purposes (EAP)

EAP (English for Academic Purposes) is a fast-growing specialisation in the world of English language teaching and learning, primarily aimed at the increasing numbers of international students seeking to study at English-speaking institutes of higher education. At Maynooth, our EAP programmes aim to:

- raise the linguistic and communicative competence of the international students to the level required for commencement of their under-graduate or postgraduate studies;
- equip students with the essential study skills and knowledge needed to become critically aware of their own learning through the medium of English, allowing them to fully engage in higher education studies and assessment procedures in their chosen subject areas

We strive to consistently provide the most relevant, effective and enjoyable EAP teaching and learning experience for our students, whether their future field of study at the university lies at undergraduate or postgraduate level. In doing so, we make use of research-informed practice and underpinning adult education theory, in addition to the wide classroom experience of our dedicated, subject-specialist teaching staff.

Further information about the options available for EAP is available [here](#).

Postgraduate Programmes

As the School of Modern Languages, Literatures and Cultures we offer many exciting Postgraduate Programmes in the four language areas as well as interdisciplinary programmes. A full listing of programmes is available on our [website](#).

For the academic year 2021-22 the school is offering some new and exciting programmes in [French Studies](#), [German Studies,](#) and [Spanish & Latin American Studies](#) for prospective teachers who would like to complete the subject-specific credits required to submit themselves for accreditation with the [Teaching Council of Ireland](#).

Students can choose from a range of options in Translation, Literature, Film, and Language Teaching and put together your own programme to meet the requirements for Teaching Council accreditation and are even be able to take all the classes on one day per week so as to meet other professional and personal commitments at the same time!

Prospective candidates may qualify for partial funding of their programmes through the [Post-Primary Languages Initiative (PPLI).](#)

The Year Abroad

General Information

In the Maynooth University School of Modern Languages, Literatures and Cultures, spending a year abroad is regarded as the **"default position",** i.e. students are expected to go on a year abroad (normally equivalent to one academic year, i.e. at least nine months).

Students studying two modern foreign languages will spend a year in one or the other country where their target language is the vernacular. Students who have successfully completed the year abroad, and were registered at Maynooth University for four years, are eligible for the award of the degree of BA (International) or, if they registered at entry for the programme, the BA (European Studies).

Verified residence abroad of three months or more (during university holidays or a 'year out') will be noted on the degree transcripts which are issued by the University at the end of your BA programme.

Opting Out in Exceptional Circumstances

Students may, in **exceptional circumstances** and with strong, verified reasons, be granted permission to graduate without residency abroad.

If a student feels that they are unable to spend a year abroad, they must seek permission to **"opt out"** of the year abroad from the International Coordinator for the appropriate language area at the beginning of the second year (no later than the end of the 1st semester of Second Year).

If the application is granted, an Acknowledgement Form (see Appendix B) must be signed by the applicant. Students "opting out" of the year abroad are required to devise an action plan to bring their language competence up to a standard appropriate for Final Year, and they must present this plan to the International Coordinator, who will give feedback and advice on its appropriateness.

After finishing the second year, students who have opted out of the year abroad will join the Fourth Year Group, who have spent a year abroad, and take the same final year exams with them and should bear in mind that when they commence their Final Year, they will be in a class where the majority will have spent a year abroad and that standards will be set accordingly.

Residence Abroad Log

Students are required to submit the Residence Abroad Log – see Appendix C– upon their return from their year abroad or the completion of the three-month residence and in any case no later than the 1st of November of their Final Year at Maynooth University. The following documentation needs to be attached to the Residence Abroad Log:

a) **Year Abroad**
   Confirmation that the year has been successfully completed will normally be provided by the International Office directly to the International Coordinator in the relevant subject.

b) **Teaching Assistantship / Internships**
   Students have to produce as evidence of the Teaching Assistantship/Internship an attestation completed and signed by the Principal/Deputy Principal of their host school or a similar attestation from their internship. They are also required to submit a 1000-word report in the target language (Chinese, French, German, Spanish) on their Teaching.

Opportunites for Studying Abroad

The benefits of a year spent in abroad are enormous, both in terms of exam success and in terms of employability after graduating.

Full details relating to the year abroad for each language unit can be found on the school website 'Study Abroad/Visiting Students' area.

Teaching Council Requirements

*Achieving a place on a HDip in Education or Professional Master of Education (PME) programme may be based on a student's second-year result if the final year result is unavailable before the application closing date. This applies when a student seeks a place for the academic year immediately following completion of the undergraduate programme.

To allow students to teach languages at Post-Primary level in Ireland the Teaching Council requires residential experience of three months .

Documentary evidence of this will be required. Please see www.teachingcouncil.ie for full details of requirements.

Further information relating to the Teaching Council requirements is available on the school website 'Useful Contacts / Links' area.

Prizes and Awards

The Prizes and Scholarships awards ceremony takes place each year in March. Every year, prizes for are awarded. Some of these prizes are sponsored by embassies or other bodies along with the SMLLC.

Chinese Studies

Year 1:
Chinese Embassy prize for First Year.
Year 2:
Chinese Embassy prize for Second Year.
Final Year:
Chinese Embassy prize for Final Year.

French Studies

Year 1:
French Government Prize for Best Student at First Arts Examination.
Year 2:
French Government Prize for Best Student at Second Arts Examination.
Final Year:
French Government Medal for Best Student at Honours Degree level.
NUI Prize for Best Student at Degree level.
Prix Lombard for Best B.A. Dissertation in 3rd Year.

German Studies

Year 1:
Swiss Embassy Prize for the best first year beginners examination in German.
Swiss Embassy Prize for the best first year Post Leaving Certificate examination in German
Year 2:
German Embassy Prize for the best second year examination in German.
Final Year:

Austrian Embassy Prize for the best third year examination in German.

Spanish and Latin American Studies

Year 1:
A prize for the best result achieved by an *ab initio* student of Spanish.
A prize for the best result achieved by a non-beginner.
Year 2:
A prize for the best overall result in the second year.
Final Year:
A prize for the best overall result in the final year.
Portuguese Prize:
The best overall result in Portuguese.
Catalan Prize:
The best overall result in Catalan.
The **Embassy of Mexico Prize** for Best Final Year Assignment on Mexican Culture.

The **Dr Henry Hutchinson Stewart Scholarship and Prizes in Modern Languages** are awarded on the basis of students' examination results in the First Arts examinations. This prize is awarded by the National University of Ireland, and some of our students have been the recipients of this prestigious award.

There is no need to apply for these scholarships and prizes; up to three of the top students in First Arts Chinese, French, German and Spanish are automatically put forward as candidates for this award.

The winners are chosen from nominees of the constituent colleges of the National University of Ireland.

Other Important Contacts

NiteLine

In addition to the support services available within the university, Niteline is an out-of-hours well-being support service run by students for students across all Irish universities and colleges.

Students' Union

The Students' Union is the representational body for students in Maynooth University. The aim of the Students' Union is to promote, defend and advance the interests of its members. Every registered MU student is a member of the Students' Union.

Student Societies

MSU Life manage Clubs and Societies that students can join by paying a subscription during Freshers' Week. Clubs and Societies are student run and are a vital part of the student experience here in Maynooth University.

Chinese Studies: The active Chinese Society organise events throughout the year. Past events have included Movie nights, Chinese New Year Gala (February), Pairing party to find language partners and many more. Chinese Studies also organises cultural events such as Chinese Folk Music night, trip to the Terracotta Warriors/Chester Beatty Library in Dublin, lunchtime music sessions and Tai-Chi class.

French Studies: It is a good idea to participate actively in this society – it is a chance to broaden your involvement with the language and culture in an extra-curricular way. It is helpful when final year students who have been abroad themselves can offer advice and support to the committee of the society.

German Studies: MU Deutsch aim to create a safe space with a feeling of encouragement to spread all things great about the German culture and language. They have lots of exciting plans for the year ahead and students who are fluent or just wanting to learn some phrases in a fun space are welcome.

Spanish and Latin American Studies: Mundo Latino is the society run by students interested in all things Hispanic. It arranges social events with a Spanish or Latino flavour.

The Languages Society: The society promotes languages and language learning with the aim of making language learning fun and enjoyable for all. They host regular meet ups where students can make new friends, have some fun and of course learn or practice a language in a welcoming and relaxed environment. This year, they will organise themed language-learning events, game nights, quizzes, and much more! Come join us for new friendships, experiences and some languages.

University Policies

- [Marks and Standards](#)
- [MU Policy on Plagiarism](#)
- [Examinations Regulations](#)
- [Rules and Regulations for Students](#)
- [Code of Conduct for users of Computing Facilities and IT Policies](#)
- [Equality and Diversity Policy](#)
- [Academic Policies and Procedures](#)
- [Student Charter](#)
- [Procedure for Discussion, Checking and Appeal of Exam Results](#)

Appendices

Appendix A:

MAYNOOTH UNIVERSITY
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR

GRADE DESCRIPTORS, AS PROPOSED BY THE NUI SENATE

Explanatory Note:
The Grade Descriptors below are offered as indicative descriptors. It is accepted that these indicative descriptors are particularly appropriate for examinations based on essay-type questions but may be found less suitable for examinations in subjects where there are detailed marking schemes. The Senate recommends that these Grade Descriptors be circulated to all Faculties.

GRADE	Marks Range %	GRADE DESCRIPTORS
1st CLASS HONS	90-100	Supreme performance, engaging profoundly, systematically and comprehensively with question set, brilliantly demonstrating • a superlative mastery of the subject matter, richly supported by evidence and citation, reflecting deep and broad knowledge and understanding as well as extensive reading • an outstanding ability to organise, analyse and express ideas and arguments in an original, sophisticated and discriminating manner • an optimal capacity for critical analysis • the display of rare penetrative insight, originality and creativity
	80-89	Exceptional performance, engaging deeply and systematically with the question set, with consistently impressive demonstration of • a comprehensive mastery of the subject matter; amply supported by evidence and citation, • reflecting deep and broad knowledge and critical insight as well as extensive reading • an exceptional ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis • a highly-developed capacity for original, creative and logical thinking;
	70 -79	Excellent performance, engaging closely and systematically with the question set, with consistently strong evidence of • a comprehensive mastery of the subject matter, ably supported by evidence and relevant citation • excellent ability to organise, analyse and express arguments fluently and lucidly with a high level of critical analysis • a highly-developed capacity for original, creative and logical thinking
2nd CLASS HONS (Grade 1)	60-69	Very Good performance, engaging substantially with the question set, demonstrating strong grasp of the subject matter, well supported by evidence and relevant citation • well-developed capacity to analyse issues, organise material, present arguments clearly and cogently • some original insights and capacity for creative and logical thinking

GRADE	Marks Range %	GRADE DESCRIPTORS
2nd CLASS HONS (Grade 2)	50-59	Good performance - intellectually competent answer (i.e. factually sound) with evidence of a reasonable familiarity with the relevant literature and techniques • acceptable grasp of the subject material • ideas stated rather than developed and insufficiently supported by evidence and relevant citation • writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary • omission of parts of the subject in question or the appearance of several minor errors • average critical awareness and analytical qualities • limited evidence of capacity for original and logical thinking
3rd CLASS HONS (where awarded)	45-49	Satisfactory performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation included in answer • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
PASS	45-49 (where 3rd Class Honours NOT awarded)	Satisfactory performance – intellectually adequate answer with evidence of some familiarity with the relevant literature and techniques • basic grasp of subject matter, but somewhat lacking in focus and structure • main points covered in answer, but lacking detail • some effort to engage, but only a basic understanding of the topic portrayed • some development of argument • only some critical awareness displayed • no evidence or relevant citation supplied • appearance of several minor errors or one major error • lacking evidence of capacity for original and logical thinking
	40–44	Acceptable performance – intellectually adequate answer with limited familiarity with the relevant literature and techniques • basic grasp of subject matter but limited focus on question asked **unclear presentation of argument, random layout, with some omissions or inaccuracies in answer** • argument insufficiently developed • no evidence or relevant citation supplied • appearance of one major error and minor errors • inclusion of unsubstantiated statements and/or irrelevant material • descriptive rather than argumentative or analytical answer presented • an attempt to solve moderately difficult problems related to the subject material and an attempt to examine the material in a critical and analytical manner only partially successful • an incomplete or rushed answer e.g. the use of bullet points through part / all of answer
FAIL (*)	35-39	Unacceptable performance, with either - insufficient understanding of the question displayed - failure to address the question resulting in a largely irrelevant answer - a display of some knowledge of material relative to the question posed, but with very serious omissions / errors and/or major inaccuracies included in answer - or answer left somewhat incomplete for lack of time Also: • limited understanding of question displayed • a random layout / underdeveloped structure - not planned sufficiently • poor analytical skills, with an absence of argument • random and undisciplined development - limited structure • lack of clarity, poor spelling • material of marginal relevance predominating *See note on 'Pass by Compensation' below*

GRADE	Marks Range %	GRADE DESCRIPTORS
FAIL	<35	**Wholly unacceptable performance, with** - deficient understanding of the question displayed - complete failure to address the question resulting in an irrelevant answer - inadequate knowledge displayed relative to the question posed - or answer left incomplete for lack of time Also: • very poor analytical skills, with an absence of argument • random and undisciplined development –poorly structured answer • confused expression, poor spelling • irrelevant material predominating

Note on Fail * - 'Pass by Compensation'

Traditionally, under Marks and Standards, provision has been made for a student failing in one or more subjects in an examination, to pass the examination by compensation, where he/she has double the deficiency of marks available in another subject or in other subjects. It is recommended that provision for 'pass by compensation' be continued, in accordance with such conditions as may be set out in Marks and Standards by Faculties. The application of the provision should be facilitated by the above descriptions with particular reference to the Descriptor for the *Fail (35-39) Marks Band.

Appendix B:

MAYNOOTH UNIVERSITY
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR

Acknowledgement Form

Student Name: _____

Student Number: _____

First Year of Registration (e.g. 2010-2011): _____

Programme (e.g. BA, BA European Studies, BA Commerce International): _____

Subject(s): _____

This is to acknowledge that I am unable to spend a year abroad in_____and I would like to opt

out the year abroad programme. After finishing the second year, I will join the Fourth Year Group, who have

spent a year in_____, and take the same final year exams with them. I am aware that it is my

responsibility to bring my_____language competence up to a standard appropriate for Final

Year.

_____   _____

Student's signature   Date

*   *   *   *   *   *   *   *   *   *   *   *   *   *

To be completed by the Year Abroad Coordinator of the relevant subject. Please tick as appropriate.

I confirm that permission to opt out of the year abroad programme has been granted to

_____(name of student)

_____   _____

International Coordinator's signature   Date

4

MAYNOOTH UNIVERSITY
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR

Residence Abroad Log

Student Name: _____

Student Number: _____

First Year of Registration (e.g. 2018-2019): _____

Programme (e.g. BA, BA European Studies, BA Commerce International) _____

Subject(s): _____

Details of Residence Abroad:

(a) Erasmus

Academic Year: _____

Host University: _____

(b) Teaching Assistantship / Approved Placement

Academic Year: _____

Name and Address of School(s) / Organisation / Company

_____

_____

_____

Please attach the completed and signed *English Language Assistantship Attestation Form* or a signed informal attestation of employer / person in charge of placement, and your report.

(c) Three Months Residence

Date(s): _____

Activities (au pair, work etc.): _____

_____

Please attach evidence for residence abroad (tickets, informal attestation of employer, etc.), and your report.

I confirm that _____ (name of student) has fulfilled the requirement for the three-month residence abroad.

_____   _____

International Coordinator's signature   Date

MAYNOOTH UNIVERSITY
MAYNOOTH, CO. KILDARE, IRELAND

SCHOOL OF MODERN LANGUAGES, LITERATURES AND CULTURES
SCOIL NA NUA-THEANGACHA, NA LITRÍOCHTA AGUS NA GCULTÚR

Navigating University Life

Student Services: mu.ie/student-services

Student Helpdesk :   mu.ie/studenthelp

Academic Advisory :   mu.ie/centre-teaching-and-learning

Writing Centre: mu.ie/centre-teaching-and-learning

Student Learning: mu.ie/centre-teaching-and-learning

Coping with University life

Students will learn and be taught differently than they were at school, and it will be expected that you are more independent, taking responsibility for your own learning. One of the most valuable things students can learn from their studies in higher education is to think for themselves and develop their own point of view – think critically.

Five helpful guidelines for approaching academic work are:

1. Take responsibility for your own learning and play an active part in it.

2. Find out what is expected of you in terms of attendance, assessments and deadlines.

3. Set realistic study goals and targets and regularly assess your progress.

4. Ask questions if you don't understand.

5. Form a study group with other students to give each other support and feedback.

Eight strategies for studying at a university are:

1. Prepare for lectures, listen actively, make notes and complete them afterwards.

2. Participate actively in class to get the most out of your language degree.

3. Learn how to read critically, intensively and in depth; and also how to scan and skim texts.

4. Develop your writing skills through practice and by asking for feedback.

5. Hand in work on time to avoid penalties.

6. Read your written homework again before submitting it (in order to correct possible mistakes).

7. Learn how to use web-based learning environments such as Moodle and MS-Teams.

8. Learn how to use the library and its computer catalogues.