



**Maynooth
University**
National University
of Ireland Maynooth

Spanish and Latin American Studies

MA Handbook

2018-2019

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Postgraduate Study in Spanish and Latin American Studies

1. INTRODUCTION

Welcome to the Department of Spanish in the School of Modern Languages, Literatures and Cultures (SMLLC) at NUI Maynooth. We hope that you enjoy your postgraduate studies with us and that you find your time here both productive and stimulating.

This handbook provides information about Spanish and Latin American Studies and explains certain regulations and arrangements that affect you. The Handbook should be used in conjunction with the University Calendar, the School and Departmental website and notice boards.

The Department of Spanish, established in 1999, offers personal supervision and teaching by experts in a wide variety of fields, innovative course programmes, and a lively intellectual environment.

The postgraduate programmes offered by Spanish and Latin American Studies aim to help you to develop your understanding and knowledge of important concepts in the literatures and cultures of the Spanish-speaking world, to enhance your analytical, creative and reflective skills, and to cultivate your love of Spanish and Latin American cultures.

As a postgraduate student in the Department of Spanish, you will be able to:

- Enhance your understanding and knowledge of the Spanish language and cultures
- Enhance your research, linguistic, and other transferable skills
- Carry out research in your chosen area of specialization under the supervision of an expert in the field
- Meet established academics in the fields of Spanish, Portuguese and Latin American Studies
- Become part of a specialist group of scholars and participate in research seminars and international conferences

You should find all the information about module content, timetables and assignments that you need in this booklet. Please read it carefully. During the semester, module updates will be made available on the notice boards and on moodle. If you have any queries over the course of year, please get in touch with me, preferably by email,

Dr Catherine Leen,
catherine.m.leen@mu.ie

Location of The School of Modern Language Literatures and Cultures

Spanish & Latin American Studies and the SMLLC are located in the main Arts Building. The Spanish & Latin American Studies Office is Room 35.

SPANISH WEBSITE: <https://www.maynoothuniversity.ie/spanish>

SMLLC WEBSITE: <https://www.maynoothuniversity.ie/school-modern-languages>

FACEBOOK PAGE: /MaynoothSMLLC

2. INFORMATION ABOUT THE DEPARTMENT OF SPANISH

Ms Crea Lambert

Executive Assistant

Office No. 35 Arts Building

Tel.: 01 708 4724

email: spanish.department@mu.ie

ACADEMIC STAFF:

Dr Catherine Leen

BA (Dublin), MA (Liverpool), PhD (Dublin)

Head of Spanish and Latin American Studies

Senior Lecturer

Final Year Coordinator

Examinations Officer

Office No. 33, Arts Building

Tel.: 01 708 6214

email: catherine.m.leen@mu.ie

Check Website for consultation hours

Dr Ana de Prada Pérez

BA (Valladolid), MA (Philadelphia)

PhD (Philadelphia)

Lecturer

Office No. 53 Arts Building

Tel.: 01 708 6078

email: ana.depradaperez@mu.ie

Check Website for consultation hours

Dr Mercedes Carbayo-Abengozar

PhD (Durham)

Lecturer

Postgraduate Coordinator

Erasmus Coordinator

Office No. 2.108 Callan Building

Tel.: 01 708 7120

email: Mercedes.abengozar@mu.ie

Check Website for consultation hours

Dr David Conlon

BA (NUIG), MA (NUIG), PhD (NUIG)

Lecturer

First Year Coordinator

Office No. 33a Arts Building

Tel.: 01 708 4725

email: david.conlon@mu.ie

Check Website for consultation hours

Dr. Mirna Vohnsen

BA(Denmark), MA (Denmark), Postgrad Cert (Murcia), PhD (UCD)

Electives Coordinator

Office No. 50 Arts Building.

Tel.: 01 708 6116

email: mirna.vohnsen@mu.ie

Check Website for consultation hours

Dr María Liñeria

Lic DEA (Compostela), MSt DPhil (Oxf)

Lecturer

email: María.Linheira@mu.ie

On leave 2018-2019

TEACHING SUPPORT ASSISTANTS :

<p>Ms Antonia Flores BA, MA (UCD) Professional Spanish Module Coordinator Office No. 2.101 Callan Building Tel.: 01 474 7129 email: antonia.flores@mu.ie <i>Check Website for consultation hours</i></p>	<p>Ms Sonia Nuñez Cortés BA (Tarragona), HDip ELE (Barcelona). email: sonia.nunez@mu.ie On leave 2018-2109</p>
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TUTORS:

<p>Dr Daniel de Zubía Fernández Senior Tutor Office No. 2.109 Callan Building Tel.: 01 7086330 Email: Daniel.zubiafernandez@mu.ie <i>Check Website for consultation hours</i></p>	<p>Dr Belén Rabadan Vega MA (UCD), PhD (UCD), Electives Coordinator Office No. 50 Arts Building. Tel.: 01 708 6116 email: maria.RabadanVega@mu.ie <i>Check Website for consultation hours</i></p>
<p>Ms Anna Laribal Abante Spanish Tutor SPA151/2 Coordinator Office No. 2.101 Callan Building Tel.: 01 474 7129 email: Anna.LaribalAbante@mu.ie <i>Check Website for consultation hours</i></p>	<p>Mr. Vitor Neves Fernandes Portuguese Tutor Office No. 62 Arts Building, Wednesdays only Tel.: 01 708 6340 email: Vitor.NevesFernandes@mu.ie <i>Check Website for consultation hours</i></p>
<p>Mr Ferran Benaiges Pallarés Catalan and Spanish Tutor Office No. 61 Arts Building Tel.: 01 708 6340 email: tbc <i>Check Website for consultation hours</i></p>	<p>Mr Edward Flynn Spanish Tutor Office No 2.103 Callan Building Tel: 01 4747225 Email: Edward.flynn@mu.ie <i>Check Website for consultation hours</i></p>
<p>Ms Laoise Sutton Spanish Tutor Office No. 61 Arts Building Tel.: 01 708 6340 Email: Laoise.sutton@mu.ie <i>Check Website for consultation hours</i></p>	<p>Ms María Lujan Medina Spanish Tutor Research Scholar Office No. 61 Arts Building Tel.: 01 708 6340 Email: maria.medina.2016@mumail.ie</p>

<p>Dr Alan Smyth Spanish Tutor Office No. 50 Arts Building Tel.: 01 7086116 email: Alan.smyth@mu.ie <i>Check Website for consultation hours</i></p>	
<p>Ms Soila López de Tynan Spanish Tutor Office No. 61 Arts Building Tel.: 01 708 6340 Email: soila.tynan@mu.ie <i>Check Website for consultation hours</i></p>	<p>Ms Carolina Valles Spanish Tutor Office No. 62 Arts Building Tel.: 01 708 6340 Email: Carolina.valles@mu.ie <i>Check Website for consultation hours</i></p>

Please see our **Contact Us** page below for full list of **SLAS Staff** and their consultation hours

<https://www.maynoothuniversity.ie/spanish/contact-us>

Co-ordinators

Head of Spanish/Exams Officer/
First Year Co-ordinator:
Second Year Co-ordinator:
Final Year Co-ordinator:
Postgraduate Co-ordinator:
International Co-ordinator:

Dr Catherine Leen
Dr. David Conlon
Dr Mirna Vohnsen
Dr Catherine Leen
Dr Mercedes Carbayo-Abengoza
Dr Mercedes Carbayo-Abengoza

3. COMMUNICATIONS

The Departmental Office: This is the hub of the Spanish and Latin American Studies. If you need information about something but don't know where to go, ask here.

You can submit your essays and assignments and collect essays assignments in this office.

Notice Boards: These are located in the area around the Departmental Office.

Check notice boards regularly for information about deadlines, courses and events.

Electronic notice boards also available on the Departmental website. Students should check all Noticeboards on a regular basis.

Essay/Assignment Box: You can submit your stapled essay/assignment (no plastic covers) here, unless your tutor has specified the use of the Turnitin system. Essays and assignments must be submitted by the date and time indicated by your lecturer. Late submissions will be penalised.

Staff Consultation Hours: All members of staff are available for consultation at specified hours as advertised on the doors of their offices. They are available at other times by appointment.

Email Account: All students are assigned an MU Maynooth email account. Students should check this regularly as the Department and other University offices use email to communicate with students. You can

also opt to use your own personal email account in the Department - please write it on your Departmental Registration Form.

PLEASE NOTE: The MU and Spanish Web pages, as well as the handbooks for each year, contain a great deal of information that will provide the answers to many of your queries so please ensure to familiarise yourself with them. When you email a member of staff, provide your student number, your full name as registered, and a brief summary of the issue. If the issue involves a module, provide the correct module code and title. Please note that while we will respond as soon as possible, members of staff deal with many queries and may not be able to respond immediately or outside of business hours.

Student Representative System: In the first week of term, each year elects representatives from the student body (one from each core language class) to liaise with staff. The student representatives should arrange to meet regularly with the relevant co-ordinator.

Student Enquiry Form: Students may complete a Student Enquiry Form for specific queries and submit it to the Spanish Office (See Appendix).

Medical Certificate Form: Students should complete this form along with their medical certificates and submit it to the Spanish Office (See Appendix).

Module Evaluations: At the end of every module, students will be asked to complete an evaluative questionnaire. These questionnaires provide useful feedback to assess the delivery and functioning of modules and to help us to continue to improve the quality of our programmes.

Spanish & Latin American Studies Website: <https://www.maynoothuniversity.ie/spanish>

Computer Services:

Location of Computer Laboratories:

Public Access Computer Rooms (North Campus)

Arts Facility

Rye Hall

Callan Foyer

Internet Pod

Public Access Computer Rooms (South Campus)

Long Corridor

For details on this service please refer to the Computer Centre website.

<https://www.maynoothuniversity.ie/it-services/public-access-computer-rooms-pacr>

Library

Contact library.infoservices@mu.ie or call into the Information Desk in the library

Telephone : 708 3897

Contact Hours: 10 a.m.- 1 p.m Mon – Fri

See Subject Help pages on Library Website: <http://library.mu.ie/subject-help/spanish>

Locating Spanish, Latin American and Chicano works in the library:

Spanish and Latin American Literature: 860 +

Chicano Literature: 810+

Cinema: 791

Society and Politics: 320 +

History: 900 +

Art: 759

Linguistics: 400+

Translation Studies: 418

Some texts and articles are held in the short-term loan collection.

Reference books, dictionaries and grammar books are located at: 460 +

The library also contains several journals of Hispanic interest.

The Russell Library in St Patrick's College holds the papers of the Irish Colleges at Alcalá de Henares and Salamanca. Access to the Russell Library is by appointment only.

4. Semester Dates 2018-2019

The academic year is divided into two semesters of twelve weeks each, followed by an examination period.

Please go to the following link to access the key dates for 2018/2019;

<https://www.maynoothuniversity.ie/registrar/key-term-dates>

13 September to 21 September 2018	First-Year Registration Verification/Orientation
Monday 24 September 2018	Lectures commence
12 October 2018	Change of module deadline for all continuing students
19 October 2018	Change of subject deadline for First Year Students
29 October to 2 November 2018	Study Week
21 December 2018	Conclusion of First Semester Lectures
24 December to 4 January 2019	Christmas Vacation
7 January to 10 January 2019	Study Period
11 January 2019	Examination period FULL YEAR STUDENTS ONLY

5. RESEARCH ENVIRONMENT:

- The School of Modern Languages, Literatures and Cultures (SMLLC) runs friendly, informal research seminars at 1pm on Wednesdays and regularly invites guest lecturers to share their expertise with the Department. Members of the Department, including postgraduate students, are encouraged to attend and participate in these seminars.
- Guest lecturers will also be invited to the Department of Spanish to give talks on areas related to the MA modules.
- Some of the modules offered on the MA programme are interdisciplinary and are taught in conjunction with colleagues from the Departments of Irish, French and German.
- As a postgraduate student of the School, you will be given some basic training in research skills as you embark on postgraduate study in the Department. This will include a workshop with the Spanish subject librarian, which will show you how to access the many useful resources available in the library. As a postgraduate student, you will also have access to the National Library of Ireland and other university libraries in the Dublin area.
- The Department has links with [An Foras Feasa \(www.forasfeasa.ie\)](http://www.forasfeasa.ie) (the Humanities Research Institute), and collaborates with the Instituto Cervantes (Dublin). It is also has research links with the University of Alcalá (Spain), built on the historical connection between Maynooth and the Irish College at Alcalá.

6. RESEARCH AREAS OF STAFF:

Dr Catherine Leen

Chicana/o Literature and Cinema, Latin American Literature, especially the contemporary Argentine novel, short story and microrrelato, the Cinemas of Argentina, Mexico and Paraguay.

Dr David Conlon

Latin American literature, with particular emphasis on Argentine fiction and poetry; Latin American history, society and politics; ecocritical approaches to literature.

Dr Mercedes Carbayo Abengózar

Spanish Literature and Cultural Studies with particular emphasis in Gender. Spanish History 18th and 20thC in particular. Popular culture.

Dr Mirna Vohnsen

Latin American cultural studies with a particular focus on Argentine film. Jewish film characterizations and cultural identity. A newer field of interest is the depiction of Eva Perón in Argentine cinema.

Dr Ana de Prada Pérez

Syntactic variation, particularly as it applies to bilingualism and second language acquisition mainly Spanish-English and Spanish-Catalan bilinguals

7. MA PROGRAMME LEARNING OUTCOMES:

By the end of the MA programme successful students will normally be able to:

- Demonstrate an advanced knowledge of selected aspects of Spanish and Latin American literatures and cultures.
- Demonstrate the development of their linguistic and intercultural skills in the preparation and completion of the oral presentation module and other class presentations.
- Employ of a variety of theoretical approaches to the advanced study of language, literature and culture.
- Evaluate evidence and arguments and explain them in both writing and speech.
- Plan and execute an original research project, demonstrating their specialized knowledge of a chosen field, their research skills, and their ability to write in a scholarly manner.
- Harness the skills and knowledge acquired to pursue further independent research.
- Function in other professional environments, using the transferable skills acquired during the completion of the MA programme.

8. MA STRUCTURE:

The MA in Spanish and Latin American Studies aims to provide students who already have a background in Spanish Studies at undergraduate level with an opportunity to develop their interest in and knowledge and understanding of the language, literatures and cultures of the Spanish-speaking world. As well as increased linguistic and intercultural competence, the programme also offers students the opportunity to develop their awareness of a variety of theoretical approaches to critical analysis; to broaden their intellectual experience; to improve their intercultural and communication skills; and to develop their transferable skills, such as research skills, presentation skills, teamwork, organization skills and time management.

It is possible to study modules of particular interest without completing a Masters degree or to exit with a Postgraduate Diploma (Level 9) in Spanish & Latin American Studies after completing 60 credits of taught modules.

9. TIMETABLE

MA in Spanish and Latin American Studies/German/French 2018-19 Semester 1

	Tuesday	Wednesday	Thursday
09:00	Spanish	SPA622 Advanced Translation 1 Obligatory (5 ECTS) MV R34	
10:00	French/ School	ID 611 Approaches to Translation Studies (5 ECTS) KS+DC+FK+FDB R34	
11:00	Spanish	SPA635 Border Crossers and Borderlands: Mexican and Chicana/O Studies 5 ECTS C.Leen LCT8	
	German	GN616A New Trends in German Literature (10 ECTS) FK LCT7 (11-1pm 2hr class)	
12:00	Spanish	SPA636 Variations in the Spanish Language A DePrada Perez LCT8	
	German	GN616A New Trends in German Literature (10 ECTS)FK LCT7 (11-1pm 2hr class)	
13:00		SMLLC Research Seminar	
14:00	Spanish School	ML610 Research Skills / Research Methodology (5 ECTS) KS/CE/DC/CL/ LCT8	
15:00	Spanish	SPA630 Narratives of Conflict Spain (5 ECTS) MCA 28A	
16:00	German	GN612A Introduction to Intercultural Studies (5 ECTS) AW LCT7	

Semester 2

	Tuesday	Wednesday	Thursday
09:00			
10.00	German School	ML622 Contemporary European Womens' Writing (5 ECTS) FC/CL/CB R34	
11.00	Spanish	SPA642 Hispanic Crime Narratives (10 ECTS) DC (11-1pm 2 hr class) T2	
12.00	Spanish German	SPA642 Hispanic Crime Narratives (10 ECTS) DC (11-1pm 2 hr class) T2 GN621 Translation 4: English to German (5 ECTS) CB LCT7	
13.00		SMLLC Research Seminar	
14.00	Spanish	SPA633 Narratives of Conflict – Latin America (5 ECTS) CL LCT8	
15.00	Spanish German	SPA641 Advanced Translation 2 (5 ECTS) CL R60 GN627 Narratives of Conflict in German Culture (5 ECTS) CB LCT7	
16.00	German Spanish	GN622A DaF - Methodologies of Teaching & Learning German as a Foreign Language (10 ECTS) AW LCT7 (4-6pm 2hr class) SPA645 Viva Voce (5 ECTS) MCA LCT8	
17.00	German	GN622A DaF - Methodologies of Teaching & Learning German as a Foreign Language (10 ECTS) AW LCT7 (4-6pm 2hr class)	

11. TEACHING AND LEARNING:

Teaching and learning:

- A variety of teaching, learning and assessment methods are employed on the MA programme. Details of these are given in the module descriptors and/or will be explained by your lecturers.
- We encourage student participation, in order to develop your analytical, research and writing skills, and to develop your confidence in both writing and in speech.
- You will be provided with written feedback on your coursework and, if necessary, you can contact your lecturers for further explanation and advice on how to improve your work.
- You will also be given the opportunity to give us feedback on the modules and the programme.

Self-directed learning:

- In addition to attendance at and participation in lectures, workshops and seminars, postgraduate students are expected to engage in self-directed learning and you will be directed to a wide range of secondary material that is relevant to the course.
- Students are encouraged to engage in further skills acquisition (including language work, IT skills training)
- Attendance at research seminars, public lectures and relevant external cultural events is generally encouraged and attendance at certain specified events (internal and external) may be required for certain modules.
- The SALL Room in the Language Centre contains useful Spanish language materials.
- Information about other events will be posted on the notice boards.

12. COURSE ASSIGNMENTS AND ASSESSMENTS:

Submission of Assignments:

- All assignments must be submitted by the deadlines specified on the Department notice boards.
- Check notice boards and the Departmental Website for details of essay titles and submission dates.
- Students may write their essays in English or Spanish.
- Students must sign the coversheet (See Appendix) and attach it to the front of their essay. You can photocopy the coversheet in the Appendix or download one from the Department of Spanish website.
- The essay, with signed coversheet, will be date-stamped on submission. Students must submit essays via the Turnitin system (located on the Module homepage on Moodle).
- When allowed by a tutor, essays can be posted in the box outside the Spanish Office.
- It is recommended that students book a computer in advance in the Public Access Computer Rooms (PACR) located throughout the campus in order to avoid missing deadlines.

Penalties for Submission of Late 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 established in writing 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).

Marking Scheme

Letter Grade	Descriptive Heading	Midpoint	Class	Spanish Equivalent
A++	Answer which could not be bettered	100	I	10
A+	Exceptional answer displaying unexpected insight	90	I	10
A	Undoubtedly first class, flawless answer, demonstrating originality.	80	I	9.5
A-	Almost flawless answer demonstrating some originality	70	I	9
B+	Extremely high competence, perhaps displaying limited originality or technical flaws or minor errors.	68	II-1	8.5
B	Fundamentally correct and demonstrating overall competence.	65	II-1	8.5
B-	Competent performance, substantially correct answer but possibly containing minor flaws omissions.	60	II-1	8
C+	Awarded on the basis of the answer being somewhat better than a C but bellow a B-.	58	II-2	7.5
C	Basically correct, answer with minor errors or one major error/omission.	55	II-2	7
C-	Awarded on the basis of the answer being somewhat bellow a C but Better than a D+.	50	II-2	6.5
D+	No more than adequate answer.	48	III	6
D	Adequate answer with serious errors or omissions.	45	P	5.5
D-	Lowest passing grade, barely deserving to pass	40	P	5
E+	The answer is inadequate and does not deserve to pass.	38	F	4
E	The answer fails to address the question properly but displays some knowledge of the material.	35	F	3
E-	Fails to address the question.	30	F	2.5
F+	Little relevant or correct material but some evidence of engagement with question.	20	F	2
F	Very little relevant or correct material.	10	F	1
F-	Totally irrelevant answer.	0	F	0

The Mark Bands are as follows:

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

Assessment criteria:

The following elements will be considered in the assessment of assignments and minor thesis for the MA programme:

- **Structure and Argument** – how a question is addressed (and how a research question is established for the minor thesis); the introduction, development and conclusion of an argument.
- **Knowledge and Understanding** – exploration and application of relevant issues and concepts to the question.
- **Use of Sources** – identification and critical application of relevant sources
- **Style and Presentation** - *grammar, syntax, spelling, punctuation, vocabulary and appropriate use of academic style (e.g. footnotes, bibliography).*

Marks and standards for postgraduate programmes:

http://examinations.nuim.ie/marks_standards.shtml

Plagiarism:

Plagiarism will be taken very seriously by both Spanish and Latin American Studies and the university. Students are advised to read the following definition of plagiarism:

1. The wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another.
2. A purloined idea, design, passage or work. (OED)

The university plagiarism policy can be found at the following link;

https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU%20Policy%20on%20Plagiarism%20Sept%202015v-1_0.pdf

13. Minor Thesis & Oral presentation:

Students develop their own research projects under the supervision of academics from the Department. Before beginning work on the minor thesis, you will need to agree on a topic and a supervisor with the coordinator of the MA programme. You will be assigned a supervisor, and you should then arrange to meet your supervisor as soon as possible. Your supervisor will require a fuller proposal and a bibliography from you at that stage. You will meet your supervisor again after you begin your research and writing. If you wish to work with a particular member of the department, remember that the earlier you ask, the less likely it will be that he or she will have already taken on a full quota of dissertations to supervise.

Students are expected to work full-time on the thesis throughout the summer until the submission date. Students must thus organize their time over the summer period in such a way that they can give due attention to what will be their single major piece of independent postgraduate research at this level. If you wish to get feedback or ask for any further advice from your supervisor, he or she will make themselves available in the department for one day in July. He or she may also agree to offer feedback by email over the summer.

The Viva Voce module (SPA645) is linked to the Minor Thesis. A sample thesis proposal paper with an outline of the main points of the minor thesis is to be submitted to the Department at least one week before the scheduled date of the viva voce, which will take place in June.

14. Guidelines for Preparing the MA Thesis:

The dissertation, which is worth 30 ECTS, is normally written between May and July. Corrections and proofreading should be completed in time for submission in late July. It is the responsibility of the student to ensure that corrections are made and that the dissertation is correctly formatted. The dissertation is an original piece of research and therefore must not incorporate work submitted for another module.

http://examinations.mu.ie/documents/MINORTHEISV2_001.pdf

THESIS: A statement of investigation or research presenting the author's findings and any conclusions reached, submitted by the author in support of his candidature for a higher degree, professional qualification or other award.

BINDING: The thesis shall be bound within boards. The binding shall be of a fixed kind in which leaves are permanently secured. The boards shall have a sufficient rigidity to support the weight of the work when standing upon a shelf.

Students can have their thesis bound in the Machine Room in either the North or South Campus. The North Campus Machine Room is located in the John Hume Building next right to the Londis shop.

COVER TITLE: If the outside front board bears the title of the work it should be in at least 24pt (8 mm.) type. The name and initials of the candidate, the qualification and the year of submission may also be shown. If the cover material bears any design, the design shall be clear of any lettering.

SPINE TITLE: The spine of the work shall bear in at least 24 pt (8 mm.) type, if practicable, the surname and initials of the candidate, the qualification for which the work is submitted and the year of submission. This information shall normally be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.

TYPE: Theses shall be presented in a permanent and legible form in typescript or print. Copies presented by xerographic or comparably permanent processes are acceptable.

PAPER: A4 size paper which is EC standard and specified in BS 400 should be used.

LAYOUT: Margins at the binding edge shall be not less than 40 mm. and other margins not less than 20 mm. Double or one and a half spacing is recommended in typescripts, excepted for indented quotations and footnotes, where single spacing may be used.

PAGINATION: Pages shall be numbered consecutively through the thesis, including appendices, but excluding photographs and/or diagrams which are not embodied in the text. Page numbers shall be located centrally at the bottom of the page, approximately 10 mm. above the edge.

MULTI-VOLUME THESIS: If there is more than one volume, each volume shall carry its own pagination.

TITLE PAGE: The title of every volume shall give the following information in the order listed:

- (1) The full title of the theses and the sub-title if any.
- (2) The total number of volumes if more than one, and the number of the particular volume.
- (3) The full name of the author, followed, if desired, by any qualifications and distinctions.
- (4) The qualification for which the thesis is submitted.
- (5) The name of the institution to which the thesis is submitted.
- (6) The department, faculty or organisation in which research was conducted.
- (7) The month and year of submission.
- (8) Name of the Head of the Department concerned.
- (9) Name of the Supervisor of the research.
- (10) The title should describe the content of the thesis accurately and concisely.

TABLE OF CONTENTS: The table of contents shall immediately follow the title page. This should include a list of chapters.

The bibliography and any appendices should also be listed.

Page references should be given for the start of each chapter and section

SUMMARY: There shall be a summary of the thesis of approximately 300 words.

NUMBER OF COPIES: **TWO** hard bound copies to be lodged with the Examinations Office before the date specified on the examination web page <http://examinations.nuim.ie/dates.shtml> for the year in question.

Length:

The dissertation is normally **12,000 - 15,000 words**, *including* quotations, footnotes, and bibliography.

Recommended Structure:

The recommended structure is as follows:

- A short introduction setting out the scope and agenda of the project
- Two to four larger chapters that develop the project's major issues, ideas or themes
- A conclusion that sets out the work's major findings and/or that discusses issues that might be developed by further research
- A complete bibliography of works used and/or consulted.

Formatting:

- Students submitting a dissertation to the Department of Spanish are required to follow the MHRA guidelines for formatting. The MHRA Style Guide is available for downloading from: <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>
- The dissertation should be in Times New Roman (12-point font) and double-spaced throughout.

Student Statement:

The following form is to be printed, signed and submitted with the dissertation (but **not** bound with the dissertation)

Declaration by student:

I declare that this dissertation is my own work, based on my own research, and is free of plagiarism.

Submission Date:

- Two copies of the dissertation must be submitted to the Examinations Office Date TBC
- Dissertations should not be submitted at any time after this date except in exceptional circumstances that must be cleared with the Postgraduate co-ordinator in writing.

15. Graduate Studies Office:

You are strongly advised to look at the [Graduate Studies Office: graduatestudies@mu.ie](mailto:graduatestudies@mu.ie) website. It contains information on the governance of and regulations for postgraduate degree programmes as well as information about the following:

- The Graduate Feedback Council
- The Postgraduate Researchers' Forum
- The Postgraduate Society

16. Equality Statement

MU is committed to equality in higher education, both within the University and within the higher education system as a whole in Ireland. It recognises that the obstacles to equality are complex and can include deep-rooted structural biases as well as formal barriers. It seeks to develop and implement policies and procedures which promote equality and which avoid unfair discrimination on grounds of age, disability, membership of the Traveller community, marital status, family status, gender, religion, social class, sexual orientation, race, colour, nationality or ethnic or national origins.

The University regards equality as an essential component of quality assurance which is aimed at improving the quality of education and related services, while at the same time ensuring the maintenance of proper academic standards.

<http://humanresources.nuim.ie/documents/Statementofpolicyonequality.pdf>

Spanish and Latin American

Studies/SMLLC

Student Enquiry Sheet

Student Name:	Student No:
Year:	Contact Telephone No:
For the attention of:	Email Address:
Enquiry:	

Please return this sheet to the post-box underneath the notice-board.
You should have reply by email or a confidential note (in an envelope) will be placed
for you on the notice-board as soon as possible.



SMLLC/SLAS

Medical Certificates Medical Certificates

Student Name:		Student No:			
Year:					
Date	Day	Course Code	Time	Teacher	Class test Yes/No

Please return this form to the Departmental Office along with your medical certificates.

Spanish and Latin American Studies School of Modern Languages, Literatures and Cultures NUI Maynooth

Essay & Assignment Cover Sheet MA - Postgraduate

Title of Essay: _____

Course Code: _____

Student Name: _____

Student Number: _____

Lecturer: _____

Due Date: _____

Penalties For Submission Of Late Assignments And Essays:

Penalties apply for late submission – Please refer to the handbook

Declaration by student:

I declare that this essay is my own work and is free of plagiarism.

Signed: _____

Available to download - http://spanish.nuim.ie/noticeboards/postgraduate_noticeboard_000.shtml

For Office Use Only

Date Received

Departmental Stamp

Spanish and Latin American Studies School of Modern Languages, Literatures and Cultures

NUI Maynooth

Minor Thesis Statement

Title of Minor Thesis: _____

Course Code: _____

Student Name: _____

Student Number: _____

Supervisor: _____

Due Date: _____

Declaration by student:

I declare that this dissertation is my own work, based on my own research, and is free of plagiarism.

Signed: _____

Available to download - http://spanish.nuim.ie/noticeboards/postgraduate_noticeboard_000.shtml

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