



**Maynooth
University**
National University
of Ireland Maynooth

SPANISH & LATIN AMERICAN STUDIES

1ST YEAR HANDBOOK

2018-2019

INTRODUCTION

Welcome to the Spanish & Latin American Studies (SLAS) in the School of Modern Languages, Literatures and Cultures (SMLLC) at Maynooth University. Spanish & Latin American Studies at Maynooth was established in 1999. It offers teaching by experts in the study of languages, literatures, cultures and linguistics, both at undergraduate and graduate levels. We hope that you enjoy your studies with us and that you find your time here both productive and stimulating.

This handbook provides information about SLAS and explains certain regulations and arrangements that affect you. The Handbook should be used in conjunction with the University Calendar <http://www.mu.ie/calendar/>, Moodle and the SMLLC and Departmental websites and notice-boards, which should also be consulted regularly.

Some Important Details

- It is possible to commence the study of Spanish at MU. 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.
- All students are urged to spend at least a year in a Spanish-speaking country. Students opting for the BA (three years) must spend a minimum of three months in a Spanish-speaking country. Students opting for the BA International (four years) will spend the third year of their BA studying in a foreign university under the European Union's Erasmus Exchange Programme, under an exchange programme with universities in Latin America, or as a Teaching Assistant in Spain.
- Portuguese (in conjunction with the Instituto Camões) and Catalan (in conjunction with the Ramon Llull Institute) are offered as options in the second and final year.

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.

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

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

FACEBOOK PAGE: <https://www.facebook.com/MaynoothSMLLC/>

2. SPANISH & LATIN AMERICAN STUDIES STAFF

ADMINISTRATIVE STAFF:

Ms Crea Lambert
Executive Assistant
Office No. 35 Arts Building
Tel.: 01 708 4724
Email: spanish.department@mu.ie

ACADEMIC STAFF:

<p>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 <i>Check Website for consultation hours</i></p>	<p>Dr Mercedes Carbayo-Abengoza PhD (Durham) Lecturer Postgraduate Coordinator Erasmus Coordinator Office No. 2.108 Callan Building Tel.: 01 708 7120 email: Mercedes.abengoza@mu.ie <i>Check Website for consultation hours</i></p>
<p>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 <i>Check Website for consultation hours</i></p>	<p>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 <i>Check Website for consultation hours</i></p>
<p>Dr Mirna Vohnsen BA(Denmark), MA (Denmark), Postgrad Cert (Murcia), PhD (UCD) Second Year Coordinator Office No. 2.102, Callan Building Tel.: 01 474 7486 email: mirna.vohnsen@mu.ie <i>Check Website for consultation hours</i></p>	<p>Dr María Liñeria Lic DEA (Compostela), MSt DPhil (Oxf) Lecturer email: Maria.Linheira@mu.ie On leave 2018-2019</p>

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>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>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>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: ferran.benaiges@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>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 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 Carolina Valles Spanish Tutor Office No. 62 Arts Building</p>	<p>Mr Edward Flynn Spanish Tutor Office No 2.103 Callan Building</p>

<p>Tel.: 01 708 6340 Email: Carolina.valles@mu.ie <i>Check Website for consultation hours</i></p>	<p>Tel: 01 4747225 Email: Edward.flynn@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@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>

Coordinators:

Head of Spanish/Exams Officer
First Year Coordinator:
Second Year Coordinator:
Final Year Coordinator:
Postgraduate Coordinator:
International Coordinator:

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 & 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 (unless tutor has specified the use of the Turnitin system).

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

Notice Boards: These are located in the area around the Spanish & Latin American Studies Office. Check notice boards regularly for information about deadlines, courses and events. Electronic notice boards are also available on the Departmental website. Students should check all Noticeboards on a regular basis.

Moodle: Maynooth University uses an online learning platform called Moodle. Each module has its own Moodle page with information and resources relating to that module; each student has access to the Moodle pages that correspond to the modules for which she or he is registered. Lecturers and tutors often use Moodle to disseminate important information and updates relating to their courses, so it is important to check regularly.

Essay/Assignment Box: This is located underneath the 1st & 2nd year noticeboards.

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

Email Account: All students are assigned a Maynooth University email account. Students should check this regularly as Spanish & Latin American Studies and other University offices use email to communicate with students. **PLEASE NOTE:** The MU and Spanish & Latin American Studies 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 & Latin American Studies Office (See Appendix).

Medical Certificate Form: Students should complete this form along with their medical certificates and submit it to the Spanish & Latin American Studies 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 for the Department to assess the delivery and functioning of modules and to help us to continue to improve the quality of our programmes.

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.

The Programme Advisory Office:

The Programme Advisory Office is available to advise you on any choices you might have to make related to your programme including subject choice.

The Programme Advisory Office can be contacted via

Email: programme.choices@mu.ie

Telephone: 01 474 7428

In person: please see their website for information about meeting a member of the Programme Advisory Team:
www.maynoothuniversity.ie/programme-advisory-office

Overview of PAO for publications

The Programme Advisory Office, within the Office of the Dean of Teaching and Learning, is available to advise you on any choices you might have to make related to your programme including subject choice. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The

Programme Advisory Office consists of the Programme Advisor, Caitriona McGrattan, who is supported by a team of PG students during peak times.

Incoming first year students are briefed by the Programme Advisor during Welcome Week about the programme choices you will be asked to make during your academic journey at Maynooth University. The Programme Advisory Team are available in person to answer any follow up questions students may have: details of times and location are available on the PAO website. Continuing second year students may also avail of the service if you are unsure about your programme options for example if you have any questions about the difference in major/minor pathways or whether or not to choose to take an Elective.

The Programme Advisory Office can be contacted via

Email: programme.choices@mu.ie

Telephone: 01 474 7428

In person: please see their website for information about meeting a member of the Programme Advisory Team:
www.maynoothuniversity.ie/programme-advisory-office

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. Modules, Assessment, and Related Issues.






Modules:

There are two distinct programmes of study available to first-year students of Spanish at MU:






SPA1F30	Beginners' Spanish 30 credits
SPA1F15	Continuing Spanish 15 credits

Each of these programmes breaks down as follows:

SPA1F30

		Module	Code	Credits	Semester	Compulsory
		BEGINNERS' SPANISH 1	SPA151	15	1	
		BEGINNERS' SPANISH 2	SPA152	15	2	

SPA1F15

		Module	Code	Credits	Semester	Compulsory
		CONTINUING SPANISH 1	SPA111	7.5	1	
		CONTINUING SPANISH 2	SPA112	7.5	2	

 = Required Module (must be passed without compensation in order to proceed to Second Year Spanish)

As can be seen above both programmes consist of two Compulsory Modules. (A compulsory module in a programme is one which is obligatory for all students taking that programme.) Additionally, both programmes contain one module that that is a 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.)

All students must register their module choice at Student Registration.

Further information about modules is available in the Maynooth University website, <https://www.maynoothuniversity.ie/study-maynooth/find-course>

Please note that students are responsible for ensuring that they are registered for the correct modules.

Language Classes and Tutorials:

- Attendance is compulsory. (See attendance policy on page 9).

- The aim of these classes is to develop a set of language skills to enable students to communicate to a high level in Spanish, and to enable students to engage in literary and cultural studies and carry out research through the medium of Spanish.
- Students will be assigned coursework regularly. It must be completed on time and submitted to the lecturer or tutor concerned.
- Students are required to participate fully in the language classes, which will involve individual, group, oral, written, grammatical and comprehension work.
- Students are also required to attend conversation classes and language laboratory classes, which focus on the development of oral and aural language skills.

Classroom Etiquette:

- Students should arrive at the lecture theatre or classroom on time.
- 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.

Assessment:

- Assessment of modules is by exam and continuous assessment. Details are given in the course outline.
- The student is advised to carefully read the module descriptors in all cases and consult with the lecturer responsible for the module, any further questions can be directed to the Head of Spanish.
- Students must pass required language modules in order to proceed to the next year of study.
- Procedures for the discussion, checking and appeal of examination results can be found in the appendices at the end of this document.
- **All students are personally responsible for finding out what assignments they are required to complete and the deadlines for submission.**

Submission of Assignments

- **All assignments must be word processed.**
- Check Moodle and with tutor for assignment details and submission dates.
- Students must sign the cover-sheet (See Appendix) and attach it to the front of their assignment. You can photocopy the cover-sheet in the Appendix or download one from the Spanish & Latin American Studies website.
- The assignment, with signed coversheet, will be date-stamped on submission.
- When allowed by a tutor, essays can be posted in the box in the Spanish & Latin American Studies Office and sent electronically to Spanish.Assessment@mu.ie by the date and time indicated by your lecturer.
- 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 language coursework will not be accepted, except in the case of certified illness, in which case the lecturer or tutor may allow the student to submit alternative work for credit.
- Essay extensions (without penalty) may be granted *in advance of the submission date* by individual lecturers if the student has a medical certificate from a doctor.
- Essays submitted after the deadline (where there is no certified reason) will be penalised as follows:
- **Penalties:** 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).

Attendance:

- Students are required to attend and sign in at all grammar, conversation, and language laboratory classes – ie all Spanish classes in first year.
- Attendance records are kept by the Spanish and Latin American Studies Office. If attendance falls below 70% of session hours in respect of any one module, the mark will be capped at 35% for that module. This module condition is not applied to repeat examinations.
- Absence 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 missed class and evidence provided (normally such evidence would be a Medical Certificate).
- Students should explain their absences to Spanish & Latin American Studies.
- If a student is absent for longer than five days due to illness, then an original medical certificate signed by a doctor should be given to the Spanish & Latin American Studies Office. A medical certificate form for submitting medical certificates is available from the Office.
- If a student misses a class test then an original medical certificate signed by a doctor should be given to the Spanish & Latin American Studies Office. A medical certificate form for submitting medical certificates is available from the Office.
- Spanish & Latin American Studies can refuse to allow a student to sit the end of year exams if that student has not satisfied requirements.
- It is the student's responsibility to obtain notes, assignments, etc.
- Please note that the Executive Assistant does not keep copies of class notes.

Plagiarism:

Plagiarism will be taken very seriously by both the department 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

Undergraduate Marks and Standards:

See: <https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures>

Marking Rubric in Spanish:

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%

6. Health & Safety

- The commitment and co-operation of all staff and students of the University is essential if safety, health and welfare are to be ensured.
- When entering a lecture theatre or classroom, students should note the nearest exit in case of emergency.
- In the interest of safety students are asked not to obstruct passageways with bags/books etc. in class rooms and lecture theatres.
- Please consult the Health and Safety web page for further information regarding fire assembly points, first aid etc. <http://www.nuim.ie/service/safety>

7. Equality Statement

- Maynooth University 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>

8. Counselling Services

- The Student Counselling Service is a confidential professional counselling service provided on campus to the students of Maynooth University. <http://studentservices.nuim.ie/counselling>

9. Maynooth Access Programme (MAP)

- The **Maynooth Access Programme** encourages underrepresented groups to enter third level and provides these groups with support through their time at Maynooth. These groups include under-represented school leavers, mature students, students with disabilities, travellers and refugees.
- <http://access.nuim.ie/about-map>

10. Guidelines for Essay Writing

General Presentation:

- 1) Is my name on the essay?
- 2) Is the full title at the start of the essay?
- 3) Is the essay double-spaced?
- 4) Have I proofread the text for language errors?
- 5) Have I signed and attached the coversheet?

Content:

- 1) Is everything I have written relevant to the title of the essay?
- 2) Have I clearly demonstrated this relevance?
- 3) Is there an introduction? Does the introduction make clear what the essay is about and the approach taken?
- 4) Is there a conclusion? Does this give the reader a final overview of my points without repeating the details from the essay itself?
- 5) Is there a clear sequence of ideas?
- 4) Are all quotations clearly marked in the text?
- 5) Are the quotations relevant to the point I am making?
- 7) Does each quotation have a complete reference?
- 8) Have I indicated where I have borrowed an idea from a critical source?
- 9) Have I given references for all borrowings from critical sources?
- 10) Have I included a complete bibliography of all the sources used?

Notes on references:

In the bibliography, all sources must be listed in alphabetical order, in the following manner:
Lucie-Smith, Edward, *Latin American Art of the 20th Century* (London: Thames and Hudson, 1997).

In footnotes, the title is listed as follows:

Edward Lucie-Smith, *Latin American Art of the 20th Century* (London: Thames and Hudson, 1997).

In an essay where a particular work is referred to throughout, one may signal this to avoid repeating the full reference by noting that all references are to this edition.

Titles in Spanish are lowercased with the exception of the first word:

Paz, Octavio, *El laberinto de la soledad* (Mexico City: Fondo de Cultura Económica, 1981).

except when the title includes a proper noun:

Lorca, Federico García, *La casa de Bernarda Alba* (Manchester: Manchester University Press, 1983).

The titles of novels, plays and films are given in italics. The titles of essays and articles are given in single quotation marks. The titles of collections of poems and short stories are given in italics, but the titles of individual poems and short stories are set in quotation marks.

Make sure to include sources gleaned from the Internet.

11. Study Abroad

- Students registered with Spanish & Latin American Studies are expected to spend their third year studying at a Spanish, Latin American or Portuguese university or teaching English at an official language school in Spain. Students that wish to opt-out of the year abroad must request permission from the department.
- All European Studies students must spend their third year in a foreign university.
- Upon successful completion of the academic programmes in Spain/Latin America and at Maynooth University, students qualify for a BA International.
- Students will be advised by the Departments at MU of the subjects that they are to study in the host university.
- Students will be directed to study in certain universities depending on their subjects.
- In Semester I of Second Year, students should contact the Spanish & Latin American Studies International co-ordinator to register their expression of interest.
- In Semester II of Second Year, we will invite a representative from the International Office to give a talk on the procedures to be followed for those interested in studying abroad.
- In Semester II of Second Year, the International Co-ordinator will meet with students in order to discuss their study abroad options.
- Visit the International Office Website for further details: <https://www.maynoothuniversity.ie/international>
- Spanish & Latin American Studies at MU has links with a range of Spanish, Latin American and Portuguese Universities (your other Department may have links with universities in Spain or elsewhere also). **Please be aware that the Erasmus scheme will only cover Universities in the EU.**

Teaching Assistantships in Spain:

The Irish Department of Education, in conjunction with the Spanish Government, offers a limited number of teaching assistantships in Spain to suitably qualified Irish candidates. Students might consider applying for an assistantship after completing the degree or, alternatively, taking a year out after the second year to work as an English language assistant in the Spanish secondary school system. If it is done in the third year of study and students meet certain academic requirements, they may qualify for a BA International. These assistantships are advertised near the end of the second semester. A notice will be put on the notice board and on the website to advise second-year students of the assistantships. Application forms will be available from the Spanish & Latin American Studies Office; they can also be obtained directly from the Department of Education www.education.ie. Completed application forms must be returned to the Department of Education & Science, Marlborough Street, Dublin 1, and not to the Department of Spanish.

*Achieving a place on a PGDE (secondary teaching) 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 Spanish at Post-Primary level in Ireland the Teaching Council requires residential experience of three months in Spain or other country where Spain is the vernacular. Documentary evidence of this will be required. www.teachingcouncil.ie

12. Books

- The core texts for first-year Spanish are as follows:
 - **Beginners' Spanish:** *Eco, Libro del Alumno (A1+A2)* (author: Alfredo Gonzalez Hermoso; publisher: Edelsa)
 - **Continuing Spanish:** *Aula Internacional 2* (authors: Jaime Corpas, Agustín Garmendia, & Carmen Soriano; publisher: Difusión)
- The core textbooks can be purchased from the University Bookshop in the John Hume Building on the North Campus.
- Second-hand copies of texts may also be available. Check notice boards in the Students' Union and Arts Block.
- Students must have access to copies of core texts.
- We endeavour to make copies of core texts available in the library, but this is not always possible.
- All students should purchase or have access to a good Spanish-English dictionary (not the pocket edition). We recommend the *Oxford Spanish-English Dictionary* and the *Collins Spanish-English Dictionary*.
- An online dictionary is available at www.wordreference.com
- Multiple copies of additional Spanish grammar textbooks are available in the library.
- The following bookshops are also useful:

International Books, 18 South Frederick St., Dublin 2 Tel.: 679 9375 e-mail: info@internationalbooks.ie http://www.internationalbooks.ie/	Grant and Cutler, Ltd., 55-57 Great Marlborough St., London, W1V 2AY Tel.: +44 171 734 2012 e-mail: contactus@grantandcutler.com http://www.grantandcutler.com/
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13. Student Prizes

Spanish & Latin American Studies will offer the following prizes in 2018-19:

Year I:

- 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 II:

- 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 following prizes are also offered:

- **The Embassy of Mexico Prize for best final year assignment on Mexican Culture**
- **The Dr H.H. Stewart Scholarship in Spanish**
- **Spanish Embassy and NUI Prizes for Proficiency in Spanish**

This prize is awarded by the National University of Ireland, and some of the students of Spanish & Latin American Studies at Maynooth have been the recipients of this prestigious award. The winners are chosen from departmental nominees from the Departments of Spanish of the constituent colleges of the National University of Ireland. <http://www.nui.ie/awards/>

A list of students who have been awarded these prizes will be displayed outside the Spanish & Latin American Studies Office.

14. Student Society – Mundo Latino

Mundo Latino is the society run by students interested in all things Hispanic. It arranges social events with a Spanish or Latino flavour. Students can join this society by paying a subscription during Freshers' Week.

15. Appendices

- Medical Certificates Submission Form
- Essay and Assignment Cover Sheet
- Procedures for the discussion, checking and appeal of examination results
- University Plagiarism Policy
- Campus maps

SMLLC/SLAS

Medical Certificates

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

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

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

Maynooth University

Essay & Assignment Cover Sheet First Year

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: _____

For Office Use Only

Date Received

Departmental Stamp

Examination Rechecks and Appeals

Please see the link below for information about;

- [Procedures for Discussion Checking and Appealing](#)
- [Examinations Appeals Form 2018/19](#)
- [Examination Recheck Request Form](#)

<https://www.maynoothuniversity.ie/registrar/examination-recheck>

Campus Maps

See:

<https://www.maynoothuniversity.ie/campus-life/campus-map>
