

# DEPARTMENT OF EUROPEAN LANGUAGES

## THE YEAR ABROAD Guidelines and Regulations

This document sets out the Department's regulations and requirements as they affect students of the Department undertaking the 'Year Abroad' during the academic year.

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## 1. STAFF CONTACTS

### DEPARTMENTAL YEAR ABROAD TUTOR AND SECTION TUTORS:

Please see current staff list on Year Abroad webpage:  
( <http://www.aber.ac.uk/eurolangs/+abroad.shtml> )

### CONTACTING THE DEPARTMENT

#### Postal address

Department of European Languages  
Hugh Owen Building  
Penglais  
Aberystwyth University  
Aberystwyth  
Ceredigion SY23 3DY  
Wales, UK.

**Telephone number:** +44 (0) 1970 622552 / 622555

**E-mail:** [eurolangs@aber.ac.uk](mailto:eurolangs@aber.ac.uk)

**Fax:** +44 (0) 1970 622553

## 2. FINANCIAL ARRANGEMENTS

### A) PAYMENT OF FEES TO AU.

- Students are required to pay tuition fees to Aberystwyth University when on their year abroad. Your contribution will be determined by applying to your LEA / DfES in the normal way. It is important that all issues relating to fees, including the completion of a Direct Debit mandate, are resolved before going abroad. For the latest information regarding tuition fees please visit the Finance Office web page at [http://www.aber.ac.uk/finance/en/TF\\_Info\\_2008\\_09.html](http://www.aber.ac.uk/finance/en/TF_Info_2008_09.html)
- UK students studying abroad for a full academic year on the **Socrates / Erasmus exchange programme will not have to pay tuition fees to Aberystwyth University**. If your period of study abroad is for less than a full academic year, you will still have to pay fees to UWA.

### B) FINANCIAL ASSISTANCE AVAILABLE TO STUDENTS

#### I) ASSISTANTSHIPS

Students attending the Induction Courses, offered in each of the receiving countries (normal duration: one week) before the start of their school year, will be required to pay the organising authorities a fee for the course. At present, this fee (together with allowable expenses) is

approximately £60.00. This fee will be reimbursed to the student by AU when a certified receipt is received. Applications for reimbursement should be made to the Departmental Year Abroad Tutor. No travelling expenses can be claimed for attendance on Induction Courses; however, the **additional costs** incurred in travelling from the Course centre to the location of the school to which the Assistant is appointed may be reclaimed, as above. Claims must be accompanied by a receipt. Students may, on a discretionary basis, be able to obtain financial assistance for travel to their country of destination from their LEA. This is a matter for students to take up directly with their LEA.

## II) STUDENTS ATTENDING UNIVERSITIES ABROAD

- Students who are not successful in gaining a Socrates / Erasmus place or who are advised to enrol on special language courses will also be required to pay **tuition fees** for the course(s) they are following abroad.
- In cases of hardship the Department will make an advance in sterling of 75% of such tuition fees at the request of students, who are advised to make an application for an advance well before the semester begins. **Please use the forms *Financial Form Semester 1* and *Financial Form Semester 2* when applying for an advance. These can be found in Appendix E of this document. *Advances can only be made on receipt of these forms (required for University auditing purposes).***
- When the tuition fees are paid to the foreign university, students must send a receipt to the Departmental Year Abroad Tutor, who will arrange as speedily as possible reimbursement to students of the balance of tuition fees paid (if an advance has been received) **or** of the whole amount of the fees (if no advance has been requested).
- **NB** The total amount of tuition fees which students may reclaim will be within a reasonable cost for the course. Students will not be reimbursed for sums exceeding that reasonable cost of the course.
- Students enrolling on courses at foreign universities are often required to pay a **registration fee** (currently £80-100) before starting the course. This fee will be reimbursed by the University when receipt of payment is returned to the Department **or** in cases of hardship a sum to cover the fee may be paid in advance. A receipt of payment of the fee must then be sent to the Department. If no such receipt is provided, return of the payment in advance will be demanded.
- **NB** Students following special language courses abroad should be aware that the Department cannot refund the cost of any Examinations, Diplomas, Certificates etc, attached to such courses.
- Students on work placements abroad are not eligible for the payment of tuition fees (eg for part-time courses) from the University while they are working.
- At present, German universities do not charge for tuition, but may charge a registration fee.

## III) MAINTENANCE COSTS

Students who normally receive a loan from their Local Education Authority (LEA) should contact the LEA directly to find out if they are eligible to receive this loan while abroad.

## IMPORTANT NOTES TO ALL STUDENTS

**1 All reimbursement applications** (for both Assistants and University students) **must be accompanied by receipts and UK bank account details** (name and address of bank branch, bank sort code and personal bank account number). The University Finance Office will not make payments without such receipts and will only pay directly into UK bank accounts.

**2** Students requesting payment in advance of university course fees and registration fees must supply personal bank account details as above.

**3** All students are advised to take enough money (either in the form of Travellers' Cheques or a British bank account with an international debit card such as Solo or Visa Delta) to cover the first month's expenditure, eg accommodation deposits, registration fees, induction course fees, travel expenses and living expenses. Assistants are reminded that they will receive their first salary at the **end** of the first working month.

ALL ENQUIRIES AND CORRESPONDENCE CONCERNING FINANCIAL MATTERS IN CONNECTION WITH THE YEAR ABROAD SHOULD BE ADDRESSED TO THE DEPARTMENTAL YEAR ABROAD TUTOR.

### **3. PASTORAL CARE**

The following is an excerpt from the "official description" of our tutorial and pastoral care system:

In the particular case of the year abroad, the Department has procedures which are aimed at improving its pastoral care provision. A questionnaire is given to all students before they leave Aberystwyth, one of the purposes of which is to elicit information about students' progress, health and happiness during their time abroad. It is our belief that many problems experienced by students whilst abroad could be solved, or at least, alleviated, if we were aware of them and could take appropriate action. The problems are often not in themselves major, but may seem so from the perspective of a student without support in a foreign country. Support and assistance from the Department might take the form of (for example) alerting schools to difficulties encountered by students working as language assistants, interceding with foreign universities, or simply offering advice on administrative and financial problems. At the same time, we recognize that an important component of the year abroad is precisely the excitement that comes from independence and freedom from supervision and immersion in a foreign culture; that our ability to take action at a distance is in any case limited; and that our energies are most effectively devoted to the preparation (linguistic and practical) of students for the year abroad. The questionnaire also invites comments on how we might improve this preparation process, it will enable us to monitor to some extent how effective different ways of spending the year are from the point of view of what students learn. Students are of course encouraged, before they go abroad, to contact the Department if they do run into problems. It goes without saying that in real emergencies the Head of Department will not hesitate to take such action as is needed.

**All students are required to complete the YEAR ABROAD QUESTIONNAIRE.** Students spending the year in **one country** should return the form to arrive in Aberystwyth by **15th December**. Students splitting the year between **two countries** should send two forms back to arrive in Aberystwyth by **15th November (first semester)** and **15th March (second semester)**. **This questionnaire can be found in APPENDIX F of this document.**

#### **4. KEEPING IN TOUCH**

All students in residence abroad are required to inform **both** Ms R Evans and Mrs J Maltman, Department of European Languages, Hugh Owen Building [eurolangs@aber.ac.uk](mailto:eurolangs@aber.ac.uk) **and** the Manager of Certificates Office, The Academic Office, Old College, of their institutional and private addresses in the foreign country **by the end of October at the very latest. Please use the address form in Appendix G.** In addition, all subsequent changes of address or circumstance must be notified to the Department and Academic Office immediately. Failure to provide evidence of residence may result in refusal a) by the University to allow registration for the Final Year, and b) by LEAs to pay loans and tuition fees.

#### **5. ASSESSMENT OF YEAR ABROAD**

The year abroad is an integral part of a degree with languages at UWA, which means that it is assessed in one of the following ways:

##### **A) DISSERTATION AND PDP**

Students who will not be bringing marks back from universities abroad (normally those on the British Council Language Assistantship scheme or on work placements) are required to write two pieces of assessed work for the department:

###### **I) DISSERTATION (worth 90% of the Year Abroad assessment)**

Each language section requires students abroad to undertake some form of written dissertation during the Year Abroad. The dissertation is designed to provide an appropriate means of channelling independent study while you are abroad and furthering your knowledge of the language, culture and society of the country / countries you visit. See Appendix A and B for further details.

###### **II) PERSONAL DEVELOPMENT PLAN (PDP) (worth 10% of the Year Abroad assessment)**

The Personal Development Plan (PDP) is designed to give students the opportunity to reflect on their personal progress in language learning while abroad. It follows a similar pattern to the PDP written at levels 1, 2 and 3 in Aberystwyth. See Appendix A and C for further details.

##### **B) MARKS FROM UNIVERSITIES ABROAD**

Students following courses at foreign universities will normally be required to submit assessments and sit exams. These marks will be converted to UWA marks by the Departmental Year Abroad Tutor to calculate the year abroad mark. Students following assessed university courses abroad are therefore NOT required to submit a dissertation or a PDP.

###### **I) SOCRATES /ERASMUS STUDENTS**

- Students follow the European Credit Transfer System (ECTS). Students will normally be expected to take 60 ECTS (30 per semester), which equates to 120 Credits at UWA.
- The Year Abroad mark(s) will be calculated from the AVERAGE of your marks from the foreign universities.

- We allow a wide choice of courses, thus giving students the opportunity to try new subjects or to build on knowledge acquired during their studies at home. However, we expect students to check the suitability of their scheme of study with Aberystwyth before signing up for courses. Students will be asked to complete a LEARNING AGREEMENT which should be signed by a representative in the host university and by the sectional year abroad tutor in Aberystwyth.

## II) STUDENTS STUDYING INDEPENDENTLY

- Students studying independently at foreign universities will normally be required to submit assessment and sit exams. The marks from these assessments will be converted into UWA marks by the Departmental Year Abroad Tutor.
- Students will be asked to provide an official certificate of their marks from the foreign university.
- Before deciding to follow any courses offered by a foreign university, students must check with their sectional year abroad tutor that the courses are of a suitable level and quality and that they provide suitable and sufficient assessment to count as a year abroad mark.

**Any student who is unsure as to whether his / her university marks exempt him / her from writing a Year Abroad dissertation should contact the Departmental Year Abroad Tutor .**

**ALL students should submit a YEAR ABROAD ASSESSMENT document (Appendix H) to the department by 1 November. Students splitting their year abroad between 2 countries will be required to submit a 2<sup>nd</sup> assessment document for their 2<sup>nd</sup> country by 1 April.**

### **6) YEAR ABROAD WEBSITE**

We are currently updating our year abroad website, and would like to make it more interesting and attractive by including your photographs and comments. We would therefore appreciate if all students could submit to us on their return **five photographs of the places they stayed in abroad** and a **short (c. 250 words) description in English of their experiences there**. Unless students raise specific objections, we would like to include a selection of the best pictures and quotations on our year abroad website.

## **APPENDIX A: YEAR ABROAD DISSERTATIONS AND PDPs**

The following is a summary of the requirements for Year Abroad Dissertation(s) and PDP.

<b>DEGREE SCHEME</b>	<b>NUMBER OF DISSERTATIONS</b>	<b>NUMBER OF WORDS</b>	<b>PLANNING</b>
Single Honours	One	7000	Submit plan by 1 November
Single Honours in European Languages	Two (one for each of the two major languages you study)	3500 for each	Submit plan for dissertation of first country of residence by 1 November and second by 1 April
Joint Honours in two languages and MLBS	Two (one for each language)	3500 for each	Submit plan for dissertation of first country of residence by 1 November and second by 1 April
Joint Honours, one language, one non-language	One	3500	Submit plan by 1 November
Major language plus minor language	Two ( <i>Assumes students reside for a period in country of both languages</i> )	3500 for each	Submit plan for dissertation of first country of residence by 1 November and second by 1 April
Major language plus minor non-language	One	7000	Submit plan by 1 November
Major non-language plus minor language	One ( <i>if course includes year abroad</i> ) None ( <i>if course does NOT include year abroad</i> )	3500	Submit plan by 1 November
<b>EXEMPTIONS</b>	Law students, students going abroad under the European Socrates scheme and students who elect to follow courses with assessment. Marks <b>MUST</b> be submitted to the Law Department.		
<b>PLANS</b>	For all languages, you should submit titles and short plans to the Department, by the dates given above, marked "Dissertation" followed by the language concerned.		
<b>SUBMISSION DEADLINES</b>	<p><b>All dissertations and PDP files should be submitted by 4pm at the latest on 30 September. Beyond this deadline penalties, as stated in the Departmental Requirements and Regulations under section 3.2, will be enforced.</b></p> <p><b>You are strongly advised to submit your plans as soon as possible to give members of staff enough time to consider them carefully and to provide you with as much helpful advice as they can. Dissertation drafts will not be checked by members of staff.</b></p>		

## **APPENDIX B: YEAR ABROAD DISSERTATIONS: A GUIDE TO PRACTICE**

### **1. Choice of Topic**

The choice of topic is left to you but is subject to the agreement of the Department. To this end students must submit a topic and outline plan in the language of the dissertation, together with a brief bibliography by the deadlines in the table above. These should be sent in the first instance to the relevant sectional tutor and can be submitted by post or e-mail using the **Year Abroad Assessment form found in Appendix H of this document**. PLEASE KEEP A COPY OF WHAT YOU SEND.

Students may choose to write on a topic related to one of their level II content modules in the relevant language, or they may choose another topic of interest. The following are suggestions for topic areas which might be worth considering, along with some examples of possible themes. The list is neither exhaustive nor exclusive and is intended only to give some idea of the kind of area you might like to consider. Do not be frightened to suggest something original! Feel free to use your imagination, and do remember that some topics (tourism, waste recycling etc.) have been done to death!

- a) Literature.** The study of an author or of individual works having strong links to a particular town or region. The study of a particular theme or issue such as the depiction of women, the contrasting of town and country, the problem of dealing with the past, etc.
- b) Society, Politics (national or local), History, Institutions.** The study of a particular social issue in a specific context.
- c) Language/Linguistics.** The study of a local dialect; the influx of anglicisms / americanisms, the language of the internet / advertising, the evolution of a language, youth language.
- d) Art/Culture.** The study of a local theatre company, dance troupe or art gallery; youth culture; the study of some aspect of local architecture.
- e) The Media.** A study of the coverage of a particular theme in a variety of newspapers and magazines; a study of local radio or television or of a local or national newspaper.
- f) Cinema.** The study of a film-maker or film-makers; an analysis of a set of films that are linked by theme, context, movement, actor, director, screenwriter etc. The study of the film industry in France / Germany / Spain; the social context of cinema-going and film production in France / Germany / Spain.

### **2. Preparation and Collection of Material**

You are advised to make full use of your time abroad to collect a wide range of material for your dissertation. You will have access to books, newspapers, magazines and local publications that are not so readily available in the UK. You can also use people as sources of information (see guidelines on ethnographic research below). When doing research for your dissertation, it might be useful to keep the following in mind:

- a)** Ensure that you keep a careful record of all sources, primary and secondary. Make a note of an author's name and initials, date and place of publications, page references of any materials you may wish to quote etc. Photocopy useful material which for any reason is difficult to consult.

- b) Note the official title of anyone you consult in the course of your research. Before arranging an interview draw up a list of the things you hope to find out and the questions needed to elicit the information. Be prepared to follow things up.
- c) If you want to check opinions on any aspect of your investigation you might organise a simple survey which could provide valuable information.

*You will be required to hand in a short report (methodology) in English (200-300 words) with your dissertation, giving an account of how you went about conducting the research for your project and reflecting on any problems encountered.*

### **3. Guide to practice for conducting ethnographic research**

Many students choose topics for their year abroad dissertations which require them to conduct ethnographic research in the form of interviews, surveys or questionnaires. When you submit your project, you will be required to confirm that it has been carried out according to the following principles (not all of which will necessarily be applicable to your project).

- a) **General responsibility to informants.** You should respect the rights, interests, sensitivities, and privacy of people who provide you with information ("informants"). You should think about and respect all aspects of identity including their culture, gender, and age. On the basis of this, try to anticipate any harmful effects or disruptions to informants' lives and environment, and to avoid any stress, intrusion, and real or perceived exploitation. Bear in mind that different cultures have different perceptions of what is and is not acceptable: different attitudes towards religion or sexual morality (for example) may mean that some questions will be more likely to give offence in some countries (and indeed in some parts of some countries) than in others.
- b) **Obtaining informed consent.** You must get permission from anyone who provides you with data, whether spoken or written. To do this, you should let informants know anything about your project that might affect their willingness to participate: what your objectives are, what you will need from them, how much time it will take, and how you will keep their identities confidential, if that is necessary, or if they request it. When informants are under 16, you will need their parents' permission too.
- c) **Respecting a person's decision not to participate.** Informants have a right to refuse to participate in research, even if they said at the outset that they would. It is best to plan your project so that it does not depend entirely on the consent of one or two people.
- d) **Confidentiality and anonymity.** If you have not been given the right to identify participants, they must not be identifiable in any way (confidentiality) and in particular you must not use real names (anonymity). You should try to anticipate ways identities might accidentally be revealed: by including identifying details, pictures, or moving images, playing voices, or allowing unauthorized access to data on your computer or in your files. Remember that data stored on networked computers is inherently insecure.
- e) **Deception and covert research.** Any form of deception is unacceptable because it violates the principles of informed consent and the right to privacy.
- f) **Sponsors and users.** If your academic project is done in co-operation with an agency, group, or company, you must usually provide an account of your work for that user. This might, for example, apply to a report you wrote on work experience. This may raise additional confidentiality problems.

In turn, these users must understand that you have to be evaluated on your work as an academic product, and must meet academic deadlines and standards. If in doubt, consult the Department.

(Adapted from Recommendations for good practice in Applied Linguistics student projects © BRITISH ASSOCIATION FOR APPLIED LINGUISTICS, available at <http://www.baal.org.uk> )

**NB:** If you do use ethnographic research methods such as interviews, you should include some reflection on these in your dissertation; e.g. did you encounter any problems finding informants? How did you choose informants? Did you take things such as age, gender, ethnic origin, profession into consideration? How reliable were the answers provided by informants?

#### 4. Consultation and Supervision

If you have a possible project in mind before going abroad, then it would obviously be sensible to discuss it with a member of the relevant language section before you leave. In the first instance consult the sectional year abroad tutor. After you have submitted your proposed topic and outline with brief bibliography (by deadlines detailed in the table above), a member of staff will be allocated to you as your individual dissertation supervisor. This supervisor will contact you as soon as possible either to confirm that you may proceed, or else to advise you to modify or rethink your proposal.

#### 5. Marking Criteria: Language and Content of the Dissertation

- a) While the Year Abroad Dissertation is not a language exercise as such, it cannot be stressed too heavily that *the language must be clear and grammatically accurate*, no matter how substantial your evidence or how sharp your insights. You are strongly encouraged to avail yourself of all the help that you can get with respect to improving your written language while abroad, but please note that the language as well as the content of the dissertation must be your own and not somebody else's. **Language and content will be given equal consideration when marking the dissertation.**
- b) However complete or interesting the information you collect, your work will not qualify as a good dissertation if it merely reproduces information without *analysis, critical comment and evaluation*. Do not rely on description. Your job is to *construct an argument* on the basis of the evidence you have collected and to come to some *reasoned conclusions*. It might be helpful to think of your dissertation as comprising an introduction, main body of text and conclusion. The introduction should include a statement of the scope, aim and general character of the research and could then, for example, indicate what problems you encountered in forming your judgements, how you tackled them, and what standpoint or approach you adopted. The main body of your dissertation will follow through the lines of argument, present and analyse the supporting evidence, and indicate the kinds of conclusion which follow logically from it. The conclusion will draw together all the threads of your argument, state the conclusion you have reached, tentatively if necessary, and acknowledge other possible interpretations of the findings.
- c) It goes without saying that *what you write must be entirely your own work*, and you will be required to make a formal signed declaration to this effect. While you are encouraged to consult as many books, articles, people etc. as necessary, *you must be scrupulous in acknowledging every source, regardless of whether it is used verbatim or in paraphrase*. Once you have started drafting your dissertation in any form of continuous prose *you must not have it corrected or changed in anyway by anyone else*.
- d) The target length of 3500 / 7000 words includes quotations and footnotes but not bibliography. (You should not, of course, overload your dissertation with quoted material or illustrations, and you should make only the most sparing use of quotation in English.)

## 6. Referencing

**You must not plagiarise. In other words, you must not attempt to pass off other authors' work as your own.** State where you have found each quotation and make sure that you are not putting forward other people's ideas as your own. It is very easy for us to recognise when you are not using your own words and ideas, so **DO** make sure that you have acknowledged every single quotation. You should follow the referencing guidelines of your language section, but most importantly use a consistent referencing system. Two possible referencing styles are detailed below:

### Using endnotes

The conclusion of N. Hewitt would seem quite accurate, "Celine was more a man of politics than a man of sentiment".<sup>1</sup>

### Notes

<sup>1</sup> N. Hewitt, *Modern French Writers*, Routledge and Kegan Paul, London, 1981, p. 123.

From the recent works of modern German historians, one could gain the impression that Turkish immigrant workers have done nothing to threaten the economy of Frankfurt.<sup>24</sup>

<sup>24</sup> J. Osborne, *Germany since the Fall of the Third Reich*, Manchester University Press, Manchester, 1987. F. Kugelheimer, *Deutschland Heute*, Ersatz, Berlin, 1991.

### In-text referencing

'Social conditioning is a fundamental factor in Wedekind's characters' (Gonçales da Silva, 1985, 6).

Peter Skrine (1989, 77) claims that 'no other German play this century has achieved such high production and performance figures.'

Wedekind is often viewed as a rebel against bourgeois conservatism (see, for example, Pickerodt, 1998, 7; Wagner, 1979, 6).

### Bibliography

All sources used in researching the dissertation should also be listed in a bibliography at the end.

**Failure to acknowledge sources (ie, plagiarism) will result in the severe penalty of being awarded zero.** For procedures in cases of bad practice or plagiarism see departmental regulations (Link: <http://www.aber.ac.uk/eurolangs/ugrad/requirements.shtml> )

## 7. Presentation

- Dissertations must be typed or word-processed and **great care must be taken to ensure that all foreign accents have been included.** Dissertations must be presented in a binder.
- For the setting out of quotations and footnotes etc, follow the general guidelines of your language section. Most importantly, use a consistent system of referencing. In addition you may find the following points helpful:
  - a) After the title page you should, if appropriate, present a *Table of Contents* indicating the titles of sections or chapters and giving page references.
  - b) If your dissertation makes frequent use of abbreviations or acronyms (for political parties or other organisations), these should be listed in a *glossary* at the beginning of the dissertation with the full names of the organisations concerned.
  - c) If your dissertation makes use of bulky material such as photographs, copies of documents, maps, tables, charts etc, these should be included in an *Appendix* or *Appendices* at the end of the dissertation. You can then refer to this material in the body of the dissertation by means of footnotes. The *Appendices* must also figure in the Table of Contents.

## 8. Proof Reading

Proof-reading, i.e. checking your typescript for errors, is vitally important. We have been amazed at the number of students who simply hand in whatever comes out of the printer with all its typos and gaffes! Check accents very carefully (especially when produced on a machine which does not have them on the keyboard), spelling, adjectival endings etc. before you submit the dissertation. Note also that problems with computers and printers etc. are *not* acceptable as a reason for late submission: it is your responsibility to ensure that you leave enough time for any such problems to be ironed out.

## 9. Writing-up and Submission of the Dissertation

You are strongly advised to produce at least a first draft of your dissertation before leaving the country where you have been studying. Always keep a copy of important material, and never entrust a copy to the post without retaining a photocopy. If you are using a word-processor, be sure to keep a back-up copy of your document on a separate disk, and always print out a hard copy (i.e. on paper!) at the various stages of composition. Nothing is more heart-breaking than to lose hours of work due to some technical glitch!

Make sure you also save your work onto your University M drive. Instructions on how to do this are on the Information Services web pages under the links below. If you have any problems please contact Information Services. PLEASE READ VERY CAREFULLY.

How to backup your work: <http://www.inf.aber.ac.uk/advisory/faqs/backingup/work-safely.asp>

How you map a network drive: <http://www.inf.aber.ac.uk/advisory/faqs/filestore/map-network-drive.asp>

How to connect to your M drive off-campus:  
<http://www.inf.aber.ac.uk/advisory/faqs/filestore/ftp.asp>

Dissertations should be handed into the departmental office (D7) or posted recorded delivery to the department (ensuring that you allow enough time for the dissertation to reach the department by the specified deadline). The departmental address is:

Department of European Languages  
Hugh Owen Building  
Penglais  
Aberystwyth  
Ceredigion  
SY23 3DY  
WALES

Submission of the dissertation is your personal responsibility: do not delegate it to a friend.

**Remember please that extensions are virtually never given in the case of year abroad dissertations where students have such an extended period to produce the work.**

**Please keep a spare copy of your dissertation** (either by photocopying it, or by keeping a copy of it on disk). Dissertations have been known to go missing so you must keep a copy of it in your possession.

## 10. Assessment of dissertations

- All dissertations are double marked and a selection will be sent to the external examiner for moderation. At the discretion of the examiners a student may be required to take a *viva voce* examination on the topic of the dissertation (e.g. with borderline cases or cases of bad practice or plagiarism).
- Dissertations and the marks awarded to them will not be available until the semester one examination marks have been released in March of your final year.
- **What does the dissertation count for?** Where students spend a year in industry or abroad as a compulsory part of their degree, eligibility for the degree *also requires* 120 credits at Level S. The marks gained at Level S (ie, for dissertations or university courses) are entered into the cascade system in Band S, along with the marks at other levels which are entered in Bands 1, 2 and 3. Band S marks have special weightings intended to reflect their contribution to the overall degree. In the case of your year abroad, 3500 / 7000 word dissertations are weighted such that they count as 10/20 credit modules respectively.
- Dissertation codes are as follows:  
FRS0060 / FRS0080 / FRS0040 (Single Honours students do 2 x FRS0060)  
GES0060 / GES0080 / GES0040  
ITS0060 / ITS0080 / ITS0040  
SPS0060 / SPS0080 / SPS0040 (Single Honours students do 2 x SPS0060)

## **APPENDIX C: PERSONAL DEVELOPMENT PLAN (PDP) GUIDELINES**

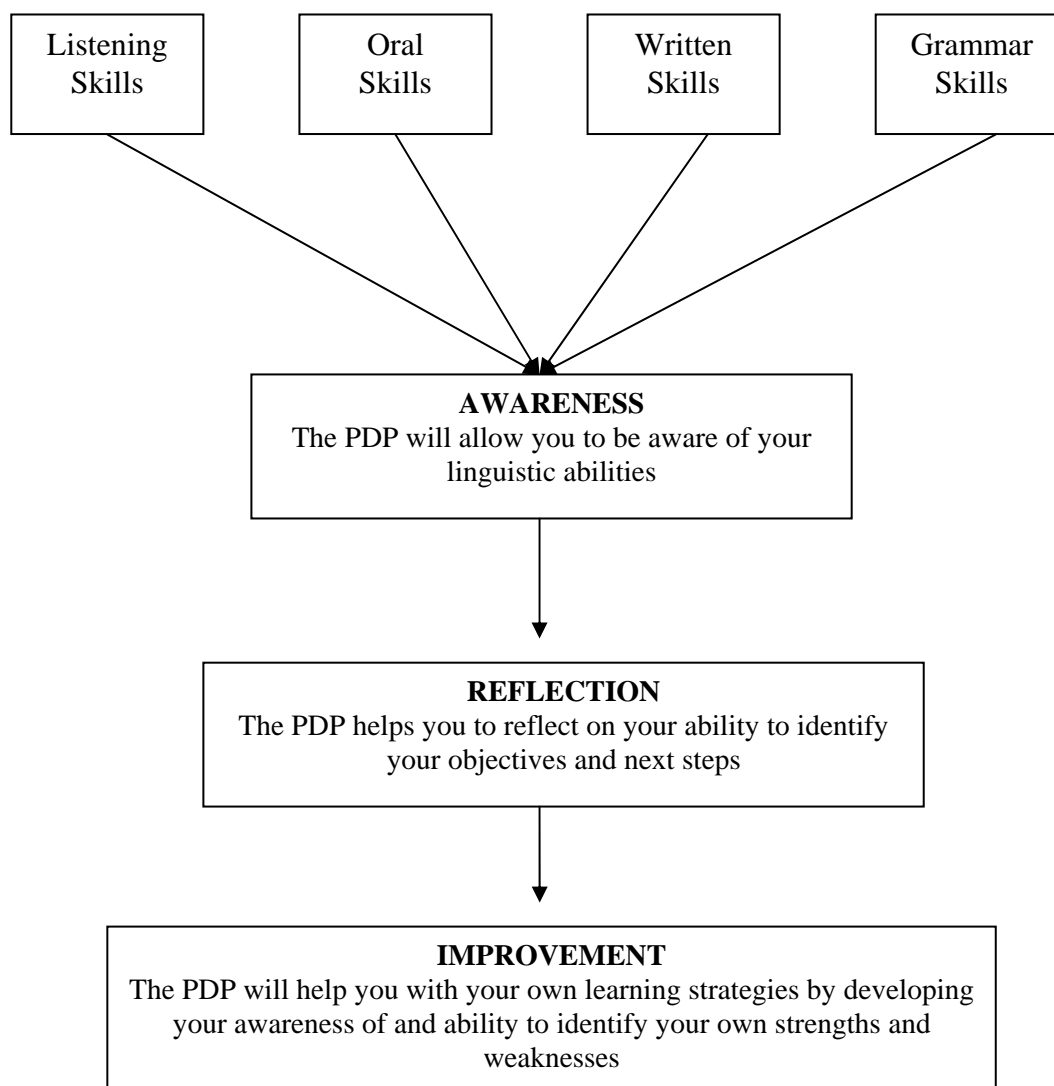
You should already be familiar with the aims, format and content of the PDP from your first two years of study in Aberystwyth. As part of your Year Abroad assessment, we would like you to use this familiar format to reflect on your language learning and development while abroad. Below you will find a general summary of the PDP and some more specific detail of what the Year Abroad PDP should consist.

### **What is the PDP in the European Languages curriculum?**

The PDP has two principal purposes:

1. to help you to reflect on your own learning, oral performance and writing abilities during your four year degree.
2. to help you to plan your own development and progress in Language Learning.

The PDP involves the following components:



### How will you benefit from the PDP?

With the PDP you will have a record of factual information about your language learning while abroad (e.g. in language courses, in a work environment, in social situations) and of personal reflection on how you structured your progress. It will make you aware of your strengths and of weaknesses and of how to design new strategies to approach the different components of learning.

You will have:

- the possibility of improvement in the learning process
- the ability to identify the linguistic levels already achieved and your future goals
- the ability to reflect on the internal parts of the process of learning a language

### How does the PDP work?

In the Department of European Languages, the PDP has been designed to **integrate** all elements of the core academic curriculum, including the Year Abroad. It is also designed to provide **feedback** on your input and your ability to reflect on your learning targets. Finally, it has been designed with a **structured framework** to facilitate your reflection on it.

### Elements of the PDP

The elements of your PDP file are summarized in Table 1. You can also add to these compulsory elements any additional information related to your process of learning.

**PERSONAL DEVELOPMENT PLANNING FILE  
YEAR ABROAD**

**All Languages**

**Listening:**

- Assess your ability to identify and understand regional accents and dialects.
- Assess your ability to understand films, television and radio broadcasts.
- Assess your ability to follow a wide range of conversations in different contexts.

**Oral:**

- Assess your ability to identify and use appropriate registers in different social contexts.
- Assess your ability to communicate in professional and / or academic contexts.
- Assess your ability to participate in a wide range of conversations on different topics.
- Reflect on your confidence in expressing yourself in a foreign language.

**Writing:**

- Identify strategies to structure and develop academic knowledge in the form of your Year Abroad dissertation.
- Assess your skills in identifying and using advanced grammatical structures.
- Assess your ability to use appropriate language and register for different types of written task.

**Grammar:**

- Comment on your personal strengths and weaknesses in advanced grammar.
- Comment on any grammatical variations encountered in speech / writing while abroad.
- Comment on the potential benefits and / or problems of learning 'grammar in context' while living abroad.

**TABLE 1**

**COMPULSORY PDP ELEMENTS**

<b>Year</b>	<b>Modules</b>	<b>Compulsory elements of the PDP file</b>	<b>Assessment type</b>	<b>Assessment deadline</b>
<b>1</b>	Language (FR,SP,GE,IT19930; FR,SP,GE,IT10740 & 21530)	<ul style="list-style-type: none"> <li>• Details of listening development</li> <li>• Oral skills &amp; Oral presentation strategies</li> <li>• Writing language accuracy</li> <li>• Use of advanced grammatical aspects</li> </ul>	4 questions written in the target language (total: 400 words approximately)	The deadline will be notified by your language tutor
<b>2</b>	Language (FR,SP,GE,IT20130)	<ul style="list-style-type: none"> <li>• Overview of listening activities</li> <li>• Reflection on conversation and presentations</li> <li>• Reflection on and details of different strategies for writing essays</li> <li>• Awareness of grammatical concepts and uses</li> </ul>	4 questions written in the target language (total: 500 words approximately)	The deadline will be notified by your language tutor
<b>Year Abroad</b>		<ul style="list-style-type: none"> <li>• Overview of listening development and activities undertaken to improve comprehension.</li> <li>• Reflection on development of oral skills and ability to communicate effectively, fluently and appropriately in a range of contexts.</li> <li>• Reflection on ability to use appropriate written language in professional and academic contexts.</li> <li>• Comment on the benefits of learning grammar in context and on variations in grammatical usage.</li> </ul>	4 questions written in the target language (total: 700 words approximately)	30 September to be submitted with Year Abroad dissertation/s
<b>3</b>	Language (FR,SP,GE,IT30130)	<ul style="list-style-type: none"> <li>• Details of and reflections on registers, accents and idiolects</li> <li>• Use of a variety of grammatical structures, specific lexis and accuracy in a vast range of conversations</li> <li>• Reflection on the ability to discuss intellectual topics</li> <li>• Comment on your ability to use grammatical terminology and your consciousness of grammatical choices</li> </ul>	4 questions written in the target language (total: 800 words approximately)	The deadline will be notified by your language tutor

## **APPENDIX D: ADVICE ON PERSONAL SAFETY WHILE ABROAD**

**Please note that while this advice has been formulated to respond to specific problems that may be encountered by female students abroad, the general safety advice is of relevance to all young people.**

The staff of the European Languages Department have become aware that some of our students, particularly female students, may be anxious about certain aspects of their stay abroad. We hope that these guidelines will help to allay any misgivings you may have about going abroad. We do not wish to be pessimistic or alarmist since we ourselves have all spent extended periods abroad and have had very positive experiences. It is an unfortunate fact that women's freedom is often restricted. However, they can develop strategies for their self-protection and one of the most important things is to be fully conscious of the problems.

You will be going to a wide range of different countries, so not all of the potential situations mentioned below will be relevant to you. The situation of women can vary considerably from country to country. What you may find perfectly safe and permissible in one country may turn out not to be so in another country. You must observe the variations and adapt your behaviour accordingly, taking into account the points we have outlined. Often in a foreign family, the daughters of the household live a much more protected life than girls or young women in Britain. It follows that any young women abroad who behaves in a way that is not characteristic of the native female population may well attract unwelcome attention and be thought to be inviting advances. It may help to ask local women what they would advise in particular circumstances. It would also be a good idea before you leave Aberystwyth to consult final-year students in your own section. If possible, do this well before your departure from Aberystwyth, rather than leaving it until contact is hard to establish.

**The following points might be helpful for all students, but some have particular relevance for female students.**

1. Do not respond too easily in your dealings with men from other cultures. What may seem to you to be ordinary friendliness on your part may be seen as much more than that by someone who may be used to more reserved behaviour from women.
2. When out by yourself try to walk confidently and to look as if you know where you are going. This may be difficult at first but confidence breeds confidence and it really does work. You may, however, receive various kinds of unwanted attention:
  - a. If men shout comments as you walk down the street, this may sound threatening but it is generally not and is best ignored.
  - b. If you are actually approached do not look coy or interested. Be firm and distant and go about your own business.
  - c. If you think you are being followed do not keep looking over your shoulder and do keep to public places. If you cannot get rid of someone, enlist the help of someone in, for example, a cafe, a shop, a private house or local church. Do not let yourself be followed back to your lodgings.

d. Be wary if someone draws up in a car at night to ask directions. Don't panic, the request may be genuine, but do stay out of reach. If the person asks you to repeat your directions over and over again/claims he can't understand or hear you, do not go any closer; tell him to ask someone else. Never get into a car with a stranger.

3. If you meet someone to whom you are attracted, be aware that any form of physical intimacy will almost certainly lead to the expectation of sex.

4. Take great care with the informal second-person singular pronoun in those languages where it has particular applications. Since it is not part of the English language, its use in other languages can cause serious difficulties. Use the more formal second-person plural or third person until you know exactly what you're doing.

5. Do not be too free in inviting other people to your accommodation. In many countries, young people lead their social life in cafes and bars. You must therefore be very careful not to give the wrong impression by too easily offering hospitality.

6. Do not, if possible, go walking in places where there are not many people around (beach, countryside etc.). Ask local people if there are areas in your town that you should avoid.

7. Be careful about your movements at night, even in places like university campuses. Public transport in the evenings can be virtually non-existent in some countries. Make certain that, as far as possible, friends accompany you or else budget for the occasional taxi. Remember to keep the number of a taxi-service with you. Ask the taxi-driver to wait until you're inside the building.

8. Many students supplement their income while abroad by giving English classes. If at all possible, avoid putting adverts for such classes which include your name and address/phone number in newspapers or in public places such as libraries and shops. Often newspapers will protect your anonymity by allowing you to use a box number. (See attached sheet for the wording we would recommend on English Language Teaching adverts). When possible, accept private pupils on recommendation from people you know, from students who were in the same place the year before, from the school where you teach or from a recognised English Language School in the area. If for some reason you have to meet someone you do not know, take someone else with you even if you feel silly doing so. If this is not possible, arrange to meet your contact in a very public place, at a time when plenty of people are around. Make sure that you are not followed home. Don't be pressurised into changing your arrangement e.g. don't be persuaded to accept a lift home after the meeting. (You should use the same precautions if looking for someone to share accommodation with.)

9. In some countries you may be faced with the problem of seeking accommodation on the open market. In this case, the same kind of precautions apply as when finding casual or part-time employment. You cannot avoid, probably, responding to advertisements rather than just relying on advice and contacts, but if you go to look at accommodation try always to take someone with you (e.g. a female teacher at the school) or at the very least, let someone know where you are going and which advert you are responding to. When placing advertisements of your own - which may also be unavoidable - start by using a recommended journal or other placement. Again box numbers are advisable. Do not hesitate to make use of convents or other religious hostels for temporary accommodation while seeking somewhere permanent. On the other hand, if an offer of accommodation comes via such a place, check carefully the conditions attached. In France

assistants may find that they are offered a room in their school. You will probably find that you are left on your own in the school buildings at weekends and in the holidays. If you feel uneasy about this, plan to go away for the weekend, have friends to stay (if this is allowed by your school) or make contact with another assistant in a similar situation.

10. Don't accept lifts from strangers or casual acquaintances. **DO NOT HITCH LIFTS even in twos and threes.** You cannot know anything about the personal character of the driver, nor do you know whether that person has any skill on the road. In some countries, hitchhikers are **NOT** covered by the driver's insurance in a road accident, however serious.

11. On long-distance travel (particularly overnight), try if possible to sit next to other women or families. Be wary of people who may befriend you while travelling.

12. The police have different roles in different countries. Unfortunately, you cannot automatically trust uniformed men or policemen when abroad, so do not be surprised if incidents which are reported are not taken seriously: be prepared to be persistent. **Do go** to the police if you need to: we are trying to point out a cultural difference, not trying to warn you against the police.

13. Remember: it is better to risk appearing rude than to put yourself in **any sort of danger.**

14. If you are worried about any of the above points, or if you have unpleasant experiences abroad, feel free to contact the Departmental Year Abroad Tutor, your own sectional tutor, or any other member of staff you feel comfortable talking to. You will be taken seriously and you will be treated in the utmost confidence.

We hope that you will find these guidelines beneficial and that they will help you to integrate yourselves more quickly, easily and safely into the local community. If, after your year abroad, you feel they could be improved in some way, please let us know.

The Year Abroad is, and should be, one of the great attractions of a Modern Languages Degree. We're sure that you will find it an enriching experience and hope that you'll make many lasting friendships, both male and female.

### **Suggested Wording for Advertising English Language Classes**

#### **French**

Jeune Britannique donne (or donnerait) des cours d'anglais.

or

Personne de langue anglaise donne (or donnerait) des cours d'anglais.

#### **Spanish**

Hablante nativo / nativa se ofrece para dar clases particulares de inglés.

#### **German**

Native Speaker bietet engl. Sprachunterricht

Native Speaker bietet engl. Nachhilfestunden.

#### **Italian**

Studente madrelingua inglese offresi lezioni d'inglese.

#### **Portuguese**

Pessoa britânica dá aulas de inglês.

**APPENDIX E : FINANCIAL FORMS**

(also available for download in word format at <http://www.aber.ac.uk/eurolangs/abroad.shtml> )

*Department of European Languages/Adran Ieithoedd Ewropeaidd  
Year Abroad  
Students Attending University Courses Abroad*

***Financial Form: SEMESTER 1***

**Part A**

- 1. Full name (please print) .....
- 2. Course being followed at UWA .....
- 3. Home Address.....  
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- 4. Bank Account Details (Name, Address, IBAN (international bank account number), SWIFT code)  
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.....
- 5. Country to be visited .....
- 6. Description of course to be followed (e.g. language course for foreigners, etc.)  
.....  
.....
- 7. Dates of semesters .....
- 8. Full tuition fee demanded by the foreign university .....

**Part B (Semester 1)**

I attach a Bank paying-in slip for payment of tuition fees in advance.

Signature ..... Date .....

This form is to be completed and returned to the Departmental Year Abroad Tutor as early as possible before you go abroad. No payment in advance can be made until the completed form is received.

*Department of European Languages/Adran Ieithoedd Ewropeaidd  
Year Abroad  
Students Attending University Courses Abroad*

**Financial Form: SEMESTER 2**

**Part A**

1. Full name (please print) .....

2. Course being followed at UWA .....

3. Home Address .....

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4. Bank Account Details (Name, Address, IBAN (international bank account number), SWIFT code)

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5. Country to be visited .....

6. Description of course to be followed (e.g. language course for foreigners, etc.)

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7. Dates of semesters .....

8. Full tuition fee demanded by the foreign university .....

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**Part B (Semester 2)**

I attach a Bank paying-in slip for payment of tuition fees in advance.

Signature ..... Date .....

This form is to be completed and returned to the Departmental Year Abroad Tutor as early as possible during October & November. No payment in advance can be made until the completed form is received.

**APPENDIX F : YEAR ABROAD QUESTIONNAIRE**

This questionnaire forms part of the Department's procedures for monitoring the efficiency of our courses and degree schemes. It is designed to elicit information of use both in assessing the value of the year abroad, and in enabling us to improve on what we do to prepare students for the experience.

Please complete and return to the tutor in charge of the year abroad in the relevant section. Students spending the year in one country should return the form to arrive in Aberystwyth by 15th December. Students splitting the year between two countries should send two forms back to arrive in Aberystwyth by 15th November (first semester) and 15th March (second semester).

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**Please note**

**The information you supply on this form will not be used in any way as part of the department's assessment of you. It is intended solely to help us to help you and your successors. However, should you prefer to remain anonymous, please do so: do not give your name, and leave out any information which you feel might identify you.**

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Name

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Country of residence

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Town & region / department / *land* etc.

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Current activity (language assistant, student, working, etc.)

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Name of school, university, employer etc.

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Type of accommodation

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Please outline your views on the teaching, the school, how you have been treated, on the children you teach, on the other teachers, etc.

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Were you able / allowed to organize your teaching so that you could follow a higher education course?

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**IF YOU ARE A STUDENT:**

What courses are you attending? How many hours per week do they occupy? Is there written work / an examination?

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Please outline your views on the classes you attend, how you have been treated, on provision for foreign students, etc.

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**IF YOU ARE WORKING:**

Please outline your views on your job, your employers, how you have been treated, etc.

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**GENERAL: ALL RESPONDENTS:**

What do you do in your spare time?

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Who do you find that you socialize with, and why?

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Do you read a local newspaper or newspapers? If so, which?

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How much do you think you have learnt / are learning about the country you are living in?

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Are you satisfied with your linguistic progress, and if not, is there anything you could do to improve this?

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Have you encountered any particular problems, and if so, what have you done about them?

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How satisfied are you in general with your choice of location and how you have chosen to spend this part of your year abroad?

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How satisfied are you (now) with the help the department provided prior to your departure for your year abroad? Have you any suggestions for improvements?

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**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE**

**APPENDIX G : ADDRESS FORM**

**Year Abroad Information**

Please return this form electronically to [eurolangs@aber.ac.uk](mailto:eurolangs@aber.ac.uk) by 31 October

Name

Degree scheme

Current address abroad

Telephone: (1) landline (essential)

(2) mobile (optional)

**Please indicate which of the following applies to you:**

**I am currently studying at a university as an Erasmus or non-Erasmus\* student (delete which one does not apply).**

Name of University

Address of University

**I am currently working as an Assistant at the following school(s) (please give full address/es)**

**I am currently working as an employee (please give name of company, address and state nature of work)**

**My year abroad does not come under the jurisdiction of European Languages but the following Department at UWA:**

**Finally, are there any persisting problems you wish to report that have arisen during your Year Abroad which you think we might be able to help you with? (You should, in the first instance, have reported any significant problems to your Year Abroad Sectional Tutor, but a brief statement/summary can be made here)**

## **APPENDIX H: YEAR ABROAD ASSESSMENT**

All students must return credits for the year abroad either by dissertation or by assessed attendance at approved courses. This form will be used to approve either your dissertation plan or an alternative method of assessment. ALL students should complete the Personal Details; Section A or ALL of Section B MUST then be fully completed before you return the form to the Department (answers such as 'to be confirmed' will NOT be acceptable – find the answers first).

When completed, the form should be returned to the department as follows:

Single honours students and joint honours students in the first country of residence: by 1 November. Joint honours students in the second country of residence: by 1 April.

### **PERSONAL DETAILS** (for completion by all students)

SURNAME		
FIRST NAMES		
STUDENT NUMBER		DEGREE SCHEME
RESIDENTIAL ADDRESS ABROAD		
TELEPHONE	FAX	EMAIL

<b>ALL STUDENTS NOT ALREADY EXEMPTED UNDER DEGREE SCHEME ARRANGEMENTS (e.g.LAW) MUST COMPLETE PART A OR PART B.</b>
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**PART A**

<p>TITLE OF DISSERTATION</p>
<p>BRIEF DESCRIPTION OF CONTENT</p>
<p>Signature of Student</p>

## **PART B**

*You do not need to complete Part B if you are submitting the dissertation/s and have therefore completed Part A.*

Part B is for completion by students wishing to submit marks (not covered by pre-arranged Socrates schemes) instead of a year abroad dissertation. To be considered, courses must be followed at bona fide universities or colleges and be part of that institution's normal prospectus of available degrees. If you are studying more than one course, use a separate sheet of paper where necessary but give the same information as is asked for here. Once approval is granted, students must pursue their course(s) to completion. Only in exceptional circumstances will students be permitted to opt, at a late stage in the academic year, to submit a dissertation when a course has already been approved.

1. Department and address of institution at which you are studying.
2. Name and position of academic contact at the institution.
3. Title of course.
4. Brief description of course.
5. Duration of course.
6. Number of taught hours in total.
7. At what level is this course normally studied?

*PART B continued*

8. What proportion of a full year's study by a full time student does this course contribute?  
(For example, in Aberystwyth, you may be studying EL30510 and EL30320 which are level 3 modules, contributing one quarter of a full year's study.) You should include information about special weighting if any.
  
9. How is the course assessed (ie, examination and / or continuous assessment)?
  
10. What marking system is used? (For example, in Aberystwyth, we normally allocate a percentage mark; in some European countries, marks are awarded out of 20.)
  
11. In what form and by whom will the official marks be notified to this department?

Signature of student.....

Signature of contact.....

Date.....