

# MA Linguistics (one-year programme): information for students

This document is provided specifically for students who are registered for the MA Linguistics (one-year programme) at Leiden University. This version is current to September 2016. A more recent version may be available at <http://hum.leiden.edu/linguistics/information-package>.

On the homepage (<http://hum.leiden.edu/linguistics>) of the MA Linguistics you will find current news and information about events, an up-to-date timetable and direct links to the e-Prospectus, Blackboard and the academic calendar. Students are advised to go to the homepage for further information.

Students registered for the Research MA Linguistics should go to the Research MA page (<http://hum.leiden.edu/linguistics/linguistics-research>), which provides information on this degree.

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## 1. MA Linguistics (one-year): the programme

The MA Linguistics is a one-year (60 ECTS) programme, in which students take four 10 ECTS courses (or equivalent) and write a thesis (20 ECTS). Three of the courses are taken in the first semester of the degree, while the remaining course and the thesis in the second semester.

Students can start the degree either on September 1st or on February 1st. Students starting on September 1st and completing their courses and thesis by the beginning of June can graduate at the end of June; those starting on February 1st and completing their courses and thesis by the beginning of January can graduate at the end of January.

Ten specialisations are offered within the MA:

- Chinese Linguistics
- Comparative Indo-European Linguistics
- English Language and Linguistics
- French Language and Linguistics
- German Language and Linguistics
- Italian Language and Linguistics
- Language and Communication
- Language Diversity of Africa, Asia and Native America
- Theoretical and Experimental Linguistics (formerly Theoretical Linguistics and Cognition)
- Translation in Theory and Practice (Dutch/English)

The requirements for each specialisation, and details of its structure and the courses offered, can be found on the appropriate page in the E-prospectus ([studiegids.leidenuniv.nl](http://studiegids.leidenuniv.nl)).

Most of the courses in the MA Linguistics are taught by staff members affiliated with the Leiden University Centre for Linguistics (LUCL), which is part of the Faculty of Humanities. For further information, see the LUCL site at <http://hum.leiden.edu/lucl>.

### 1.1 Research MA Linguistics

In addition to the one-year MA Linguistics, Leiden University offers a Research MA Linguistics programme, which provides intensive and comprehensive training covering the entire range of present-day linguistic research. This is a two-year programme (120 ECTS), in which students write a 30 ECTS thesis. Further information on the Research MA Linguistics can be found on their homepage (see above) and on the appropriate page in the e-Prospectus.

### 1.2 Switching from the one-year MA Linguistics programme to the Research MA Linguistics programme and vice versa

Under certain circumstances, it is possible to switch from the one-year MA Linguistics programme to the Research MA Linguistics programme and *vice versa*. In either case, you will have to submit a formal application for admission to the programme to which you want to switch. If you are considering switching to the Research MA, you should first contact the coordinator of studies of the Research MA Linguistics, Else van Dijk MSc. If you wish to switch from the Research MA Linguistics to one of the specialisations of the one-year MA Linguistics, please contact the coordinator of studies, Patsy Casse .

## 2. General information

### 2.1 Boards and committees

There are a number of boards and committees which are responsible for the administration of both the one-year MA Linguistics and the Research MA Linguistics: the [departmental board](#), the [departmental teaching committee](#) and the [board of examiners](#). Details about their responsibilities, as well as information about other relevant bodies, can be found [here](#).

The Departmental Teaching Committee in particular can be very helpful. You are always free to contact this Committee with teaching-related questions or problems, or if you are interested in becoming a member of the Committee. As a student member, you can influence various aspects of teaching within your degree.

The members of the various boards and committees in 2016–17 can be found on our website.

#### **Departmental Board**

The Departmental Board is responsible for the relevant teaching programme, i.e. for designing and implementing the teaching programme. The Board comprises a member of the academic staff as programme coordinator, generally a professor, and a student from the department in question.

The tasks carried out by the Boards of the master's programmes fall ultimately within the responsibility of the dean of the Graduate School. This dean is also the dean of the Faculty, and chairman of the Faculty Board.

#### **Departmental Teaching Committee (OC)**

Each department has its own Departmental Teaching Committee (in Dutch: Opleidingscommissie, or OC). You are always free to contact the OC with teaching-related questions or complaints. You can also play a role yourself by becoming a member of the OC. As a student member of the OC, you can exercise influence on all possible aspects of teaching within your department.

The Departmental Teaching Committee is statutorily responsible for the following tasks:

- advising on the department's teaching and examination regulation (OER)
- the annual assessment of the method of implementation of the OER
- providing advice – either upon request or on its own initiative – to the Departmental Board and the Faculty Board, regarding all aspects of the departmental teaching activities

See for more information the [Co-participation website](#).

#### **Board of Examiners**

According to the statutory regulations, only lecturers are eligible for membership of a Board of Examiners. The Board of Examiners of our department is responsible for the effective organisation of the tests and examinations. The Board itself does not carry out these activities, but designates the teaching staff as examiners.

You can contact the Board of Examiners regarding e.g. exceptions (on course requirements for instance), exemptions, as well as the approval of internships. In addition, you will have to submit a thesis proposal form to the Board of Examiners once you start your MA thesis.

If you have any questions or problems, you can approach the Departmental Teaching Committee, or the student member of the Faculty Board (Assessor).

The mail address of the Board of Examiners Linguistics is [excie-linguistics@hum.leidenuniv.nl](mailto:excie-linguistics@hum.leidenuniv.nl).

## 2.2 Coordinators of studies

All the specialisation within the MA Linguistics have one coordinator of studies, who you can contact for questions related to your studies, and in case of personal circumstances affecting your progress.

The coordinators of studies are:

**Overall coordinator of studies for the MA Linguistics** Patsy Casse, MA

**Overall coordinator of studies for the Research MA Linguistics** Else van Dijk, MSc

## 2.3 Student administration

The student administration is responsible for practical matters, in particular those relating to registration for courses and examinations, deadlines, registration of grades in uSis, etc. The administration can be reached at [osz-oa-eyckhof@hum.leidenuniv.nl](mailto:osz-oa-eyckhof@hum.leidenuniv.nl), or P. N. van Eyckhof 4, room 102C. (The student administration for the Research Master can be reached at [j.i.de.la.bretoniere@hum.leidenuniv.nl](mailto:j.i.de.la.bretoniere@hum.leidenuniv.nl), or Van Wijkplaats 3, room 003a.)

## 2.4 Support and advice

More general information about seeking advice for problems which you may encounter while studying in Leiden, and which cannot be resolved through any of the channels above, can be found at <http://www.students.leiden.edu/your-study/guidance/>. You can find tips on studying, enroll in helpful workshops and find information on where to file a complaint.

## 2.5 Career Service

The Faculty of Humanities Career Service provides Humanities students with professional advice and guidance concerning (international) internships and jobs, courses in career planning and job application, and job application readers.

The internship coordinator and the career advisor assist you in exploring your individual interests and abilities, and guide you towards the most appropriate internships and job.

## 3. Courses

Information about the structure of each specialisation and the courses offered, can be found in the E-prospectus at <https://studiegids.leidenuniv.nl/en/>. You will also find details of the restrictions on the possible combinations of courses for each specialisation.

### 3.1 uSis

The student administration system is called uSis, and can be found at <https://usis.leidenuniv.nl>. It can only be accessed with your ULCN account and password.

You need to register for all ‘activities’ (i.e. courses, exams, papers, etc.), and you need to register for all components of a course separately. In the MA Linguistics there are typically two such components: the course itself and the final paper or exam. The Faculty regulations state: ‘You can register for a lecture or tutorial 90 days prior to the first meeting until Friday of the second week of class.’ Registration for the other component(s) cannot be done at the same time: ‘Registration for an examination [or final paper, or other component] can take place from 8 weeks before the week of the examination. Registration for an examination is possible up to 10 days before the examination begins.’ An email will be sent to you once the exams and final papers are open for registration. If you have missed the deadline for registration for an examination or re-sit, you can contact the student administration desk. More information can be found in the [general regulations](#) of the Faculty of Humanities concerning registration.

If you are registered for a course in uSis, and subsequently withdraw from the course, you should inform your coordinator of studies, and also cancel your registration in uSis. In case of difficulty, you can consult the student administration.

More information on uSis, including the answers to frequently asked questions, can be found at <http://www.students.leiden.edu/student-life/study-facilities/usis/>. If you encounter any problems which cannot be resolved by reviewing the FAQ section, please contact the Faculty [student information desk](#).

### 3.2 Blackboard

There is a [Blackboard](#) site for most courses offered in the MA Linguistics. Blackboard is an online platform for accessing day-to-day relevant information about your courses. Your lecturers may post readings and assignments on Blackboard, or use it to make announcements about the course. As Blackboard and uSis are not connected, you will have to register separately in Blackboard, again using your ULCN account. A student manual for the use of Blackboard can be found at <http://media.leidenuniv.nl/legacy/student-manual-blackboard-9.1-fgw.pdf>.

## 4. The thesis

It is essential that you do not delay starting to work on your thesis, and to strictly observe the deadlines below. If you do not meet these deadlines this may jeopardise graduation within one year of your registration for the MA Linguistics degree, which will in turn require you to re-register and pay extra tuition fees.

Before you can start writing your thesis, you will have to choose a topic or area of study, and approach a member of the [teaching staff](#) to act as your supervisor. Once you have agreed on a suitable topic with the supervisor, you will have to submit a formal thesis request to the [board of examiners](#), via your coordinator of studies. This must be done by **March 1st**, for students intending to graduate before the end of the academic year (August 31st), and by **September 15th**, for students intending to graduate before the end of the 1st semester (January 31st). After approving your thesis request, the board of examiners, in consultation with your supervisor, will assign a second reader, whose role is to assess the final version of the thesis. S/he will not be involved in the supervision.

You must give yourself – and your supervisor – sufficient time to prepare your application to the board of examiners, and to give yourself enough time to complete your thesis. The programme is structured in such a way that the bulk of the second semester of your degree is devoted to the thesis (20 ECTS, i.e. 560 hours, or two-thirds of the time which you have available for study in that semester). You are advised to approach your intended supervisor no later than **December 1st** (for students starting in September) or **June 1st** (for students starting in February), with a view to starting work on the thesis at the beginning of the second semester of your degree.

If you are not sure about any aspect of starting your thesis (e.g. who you might approach as a possible supervisor), you should contact the [coordinator of studies](#) for advice.

Students starting in September are encouraged to complete their thesis and courses in time to graduate by the end of June. To achieve this, the final version of your thesis should be submitted to your supervisors no later than **June 1st**. Students wishing to graduate by January 31st must submit the final version of their thesis by **December 1st**.

### **Timeline for the MA Linguistics thesis**

These are the latest possible dates – if at all possible, you should ensure that you are earlier.

<b>For students starting in:</b>	<b>September</b>	<b>February</b>
Approach supervisor	December 1st	June 1st
Submit request to board of examiners	March 1st	September 15th
Submit final version	June 1st	December 1st

## **5. Staying connected**

The Leiden University Centre for Linguistics (LUCL), to which most members of staff teaching in the MA Linguistics belong, hosts a wealth of events throughout the year which are open to interested students and visitors. These colloquia, seminars and conferences are often followed by drinks and provide a stimulating yet friendly environment for connecting with members of staff, researchers and fellow students outside class time. For a complete list of all LUCL-related events, see what is happening this month and throughout the year [here](#).

The MA Linguistics has its own [Facebook page](#) as well as a [Facebook group](#), where students can stay in touch with each other and the teaching staff.

There is also a newly established LinkedIn group: [LinkedIn group](#) where you can connect with other students and alumni of the MA Linguistics programme.