



**QUEEN'S
UNIVERSITY
BELFAST**

**FACULTY OF
ARTS, HUMANITIES
AND SOCIAL
SCIENCES**

STUDYING ABROAD IN AHSS



WELCOME FROM THE DEAN OF EDUCATION

Welcome to Queen's University Belfast... and welcome to the Faculty of Arts, Humanities and Social Sciences!

On behalf of the Faculty of Arts, Humanities and Social Sciences, we are delighted to welcome students from across the globe to study abroad with us at Queen's University Belfast. The Faculty of Arts, Humanities and Social Sciences, is home to a large number of study abroad students who enrich our Faculty by enhancing our cultural diversity and bringing a range of new perspectives and ideas to our learning.

Whether you are studying for one semester or a full academic year we hope to inspire you to open your mind to new possibilities, allow you to create new connections locally and with peers from around the world and immerse yourself in the cultural landscape of the thriving city of Belfast.

Among the challenges you may face are setting priorities and making the most of the wonderful opportunities life at Queen's offers. You will need to think about how best to ensure you make good progress with your studies, how to adapt to being a genuinely independent learner, and how to work critically and creatively with new colleagues and fellow students. In all these challenges and others, you will find that the staff at Queen's, both academic and support staff, are eager to support you and help you make a really effective transition to study in Northern Ireland.

As a study abroad student you will almost certainly find some differences between the experiences of studying at your home




university to studying with us at Queen's. We hope that the information provided here will answer some of the initial questions you might have about these differences and equip you with some valuable practical advice to support your transition to life at Queen's. We recommend that you keep this booklet handy – and refer to it regularly during your time with us and as new challenges arise as you progress through the course of your studies.

By choosing to study at Queen's you will be at a world-class university with a global outlook that is ranked 20th in the world and you will be taught by outstanding academics who are leaders in their field. Study abroad students in the past have returned home reinvigorated and inspired, and I hope that your experience will have a lasting impact on you and shaping your future.

In addition, don't forget that you will find lots more useful information for settling into university life on the Queen's International Welcome website – go.qub.ac.uk/IWO2019

I hope your time with us will be everything you hope for, and you leave Belfast with new friends, new connections, a renewed desire to learn and, of course, lasting memories.

Professor David Phinnemore
Dean of Education, Faculty of Arts,
Humanities and Social Sciences



Much of your study will be independent, and this can take some getting used to

Introduction to studying at Queen's

Introducing the University

Queen's is a large university with more than 23,000 students. The majority of our students are undergraduates – that is a student normally taking a first degree. Each student is on a particular degree programme which is overseen by a particular School, which is located in a Faculty.

Queen's has three Faculties: the Faculty of Arts, Humanities and Social Sciences, where you are based; the Faculty of Engineering and Physical Sciences; and, the Faculty of Medicine, Health and Life Sciences.

Introducing AHSS

The Faculty of Arts, Humanities and Social Sciences (AHSS) is a busy, multidisciplinary community of learners dedicated to using the wide range of subjects within the arts and humanities to make a difference to the lives of ordinary people; locally, nationally and internationally.

We are home to some 7600 students and 700 academic and support staff, comprising five academic Schools:

- School of Arts, English and Languages;
- School of History, Anthropology, Philosophy and Politics;
- School of Law;
- Queen's Management School; and,
- School of Social Sciences, Education and Social Work.

If you are studying in AHSS you will be assigned to one of the academic Schools listed above. This allocation is usually based on your module selection and / or your home major.

Modules

Each semester you will normally study three modules at Queen's. One module is equivalent to 20 CATs points and you will take a total of 60 CATs per semester.

Study Abroad students are expected to negotiate and arrange credit transfer with their home institutions and you can view indicative grade conversions at go.qub.ac.uk/conversion

As long as you meet the pre-requisites, study abroad students can usually select modules from across Levels 1, 2 and 3. Level 1 modules are entry level modules which often

do not require previous study and Level 3 modules are final year modules which will often require prior study. However this can often vary by School and subject.

Usually, modules can be described as below:

Level 1 - modules are normally taken in the first year

Level 2 - modules are normally taken in the second year and may require a knowledge of material covered in Level 1 modules

Level 3 - modules are normally taken in the third year and may require a knowledge of material covered in Level 1 and Level 2 modules

Level 4 - modules are offered only in certain cases of degrees lasting four years

Flexibility of a study abroad student

An important difference between study abroad students and full-time undergraduate students is that study abroad students often have more flexibility in their choice of modules. As long as you meet the pre-requisites, study abroad students can usually select modules from across Levels 1, 2 and

3. This can mean that whilst you may belong to a particular School, you may be studying modules that are owned by other Schools. On occasion these modules may even belong to Schools in another Faculty outside of the Faculty of Arts, Humanities and Social Sciences.

A full list of contact details for Schools at Queen's is found at the back of this booklet. This can help you if you have a query about a module that falls outside your home School.

Studying at Queen's

Teaching methods

You may find that modules at Queen's, as with most universities in the UK and Ireland, involve more independent study than at your home institution, particularly if you are based in North America. The teaching of a module will usually involve lectures which will be supported by tutorials or seminars which incorporate group discussion.

Contact hours

One of the first things you may notice about your Queen's university timetable is that you may have fewer scheduled classes than you do at your home institution. This is normal





In order to get the most out of your university experience, academically and personally, you need to engage fully in university life.



but remember that if you are a full-time student you should be engaged with your studies for around 40 hours per week. The 40 hours is made up of: your scheduled classes – including attendance at lectures, seminars, tutorials and other timetabled activities for each of your taught modules; preparation for your attendance at and participation in each of these classes further independent study which might involve finding and reading relevant materials; where required, group work with peers; preparatory work for and the writing of assignments (e.g. essays, reviews, reports, presentations); and, reflection on feedback and advice.

In certain weeks and for certain modules there may be lectures by visiting speakers or other research-led seminars, meetings with your Personal Tutor, opportunities to attend development sessions around careers and employability or study skills, as well as student society activities.

In some weeks you might find that you have no timetabled teaching. These are likely to be assessment weeks when assignments may be due or examinations held, or they might be Development Weeks (Semester 2 only) when the University offers a range of opportunities for you to participate in activities that complement your studies, allow you to gain skills beyond your degree subject(s) or allow you to explore and experiment with new subject areas.

What you can be sure is that each week will be different!

As you begin the semester you should initially allocate time fairly equally to each of your modules. As a rough guide, you may have no more than three contact hours per module (e.g. two one-hour lectures and one one-hour tutorial). You will need to allocate an additional 10 hours per week of independent study for each module. Between two and three hours of this might be directed to reading and other preparatory

work for tutorials or other types of classes, leaving you around seven or eight hours for further reading, research for assessed work, completion of other tasks set by the module convenor, discussions with other students and the drafting and writing of assignments. Whilst these timings are just a rough guide to get you going, remember that there will always be something to do and there will always be something new to learn.

Independent Study

A lot of the learning that you will have to do whilst at Queen's will be independent and this may take some getting used to. For each of your modules, there will be a schedule of classes, directed learning activities (e.g. required reading, set exercises), and assessment requirements. You will be required to manage this work on your own. This means organising your time, making sure you understand module requirements, sourcing your own reading materials based on reading lists and advice from academic staff and, essentially, planning how you make the most of the opportunities that life at university offers. Motivation is the key to becoming a successful learner. Of course you will need to put the time in, but it is also important that you think about the quality of that time. You should try to work out quickly what pattern of work suits you best. Schedule your day and week in a way that works for you. Take breaks at the times that are right for you. And remember that independent study isn't just about working on your own. Schedule sessions with your peers to discuss issues raised in each of your modules, to reflect on challenges and to get the most from your feedback. This can help you get far more out of the reading, writing and other work you do than you would on your own.

An important element of your studies will be your effective engagement with learning resources, particularly the Library. Sometimes that will involve physically

visiting the amazing resource that is the McClay Library and sometimes it will mean using library materials online. You will receive an introduction to the Library during International Welcome Week, and your School will also make provisions for a familiarisation with the Library during the School induction week. This will ensure you are aware of the ways in which the library's resources can be accessed and the support available from librarians. Library staff can assist you greatly in making the most of the available resources, so don't be afraid to ask!

And remember that your Personal Tutor will be able to provide more advice as you settle into a productive work pattern, and as you develop further your independence as a student.

Personal Tutor and other support

Study abroad students should be allocated a Personal Tutor within their School. This varies by School and may be the same person as your Adviser of Studies who you meet at enrolment and registration during International Welcome Week. If you aren't sure who your Personal Tutor is you can contact your School Office using the contact details for Schools at the back of this booklet.

Your Personal Tutor will be a member of academic staff and will be a key point of contact for all academic issues, and sometimes other challenges, during your time as a student at Queen's. You will be invited to meet with your Personal Tutor regularly throughout the year, both in group meetings with other students and individually, to discuss everyday issues around university life and study, as well as specific issues such as feedback. Personal Tutors are knowledgeable, enthusiastic and available to support your learning. No query is too trivial or too great, so do not hesitate to contact your Personal Tutor. And remember that, if your Personal Tutor cannot assist you directly, they will be able to point you in the



*Claire McLoughlin,
AHSS Global
Mobility Officer*

direction of someone who can. However, it is up to you to keep your Personal Tutor and, as appropriate, other staff, such as your module convenors or tutors, informed of any particular difficulties you may be facing. If you don't let them know that you have a problem, they won't be able to help!

In addition to your Personal Tutor the Faculty has a Global Mobility Officer, Claire McLoughlin, who can support with any issues or concerns you may be having in AHSS. Claire works across Schools in AHSS to support the student experience of study abroad students and can help you if your Personal Tutor or School may not be able to.

Study abroad students in AHSS will be informed of regular drop-in sessions with

Claire by email. Alternatively you can contact Claire by emailing: AHSSabroad@qub.ac.uk

Schools

Handbooks and Guides

All Schools in the Faculty of Arts, Humanities and Social Sciences produce a School handbook for their undergraduate students. This will be shared with you as a study abroad student either electronically or in hard copy format. The handbook will provide you with useful information about your School, and will include essential information such as key staff contacts, School procedures, student representation and sources of student support.

If you are studying modules which are owned by a different School, you should also obtain a copy of that School's handbook. It will contain important information relating to teaching and assessment in that School. Do keep this information to hand and refer to your handbook(s) regularly during the semester or academic year. If you are having

problems obtaining a handbook for additional Schools please contact Claire McLoughlin, AHSS Global Mobility Officer, who can support you with this.

You will also receive module guides, again in either hard copy or electronic form, for the modules you take each semester. Take the time to read these thoroughly at the outset of the module and refer back to them regularly during the semester. They will give you details of the topics to be covered, the assignments to be completed, deadlines, reading lists, and information on the learning outcomes and key skills to be gained from successful completion of the module. If you have any questions about a module, raise those questions with the module convenor, whose contact details will be listed in your individual module guide.

The below diagram shows the handbooks and guides you should have to support your studies in AHSS.

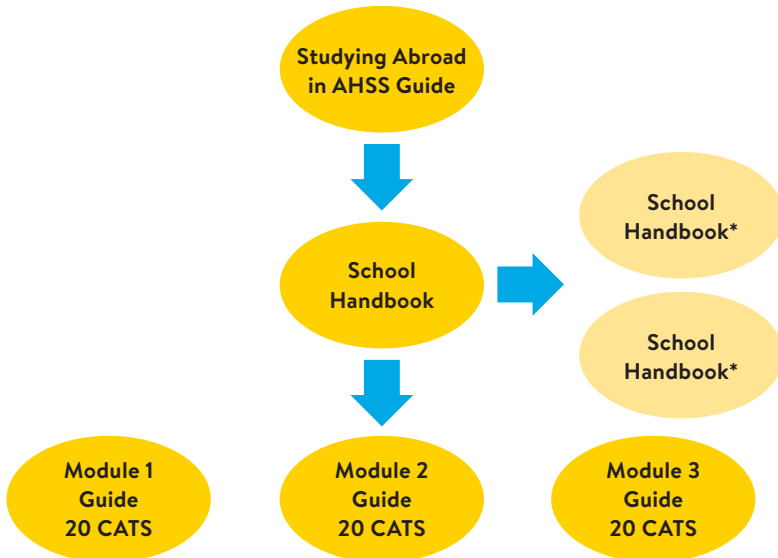
Assessment

Assignments

For each module you take, you will be required to complete a number of assignments. Most of these will involve 'summative' assessment, i.e. they will be graded against the marking criteria and contribute to your overall mark for the module. Other assignments will be formative and are designed to provide you with the opportunity to complete work on which you will receive feedback before you are required to complete an assignment involving summative assessment. You can expect feedback to be provided on all coursework assignments. Schools indicate the normal turnaround time for providing feedback on coursework assignments.

As for the type of assignments you will be required to complete, these will vary from module to module. Essays are a common form of assignment; and some modules, particularly in the second semester,

Supporting your studies in AHSS



* Only relevant for students studying modules outside of their assigned school

have examinations. Other modules are coursework only and can involve presentations, reports, briefings, reviews, portfolios. The range of assignments used is extensive. The requirements for each module will be contained in the module guide. If you have any questions about what is required of you, do speak with your module tutor or the module convenor.

Alternatives

In exceptional circumstances it may be possible to arrange an alternative to the normal method of assessment. Students who wish to request an alternative to examinations should request a Change of Assessment Form from the Global Opportunities team in the Student Guidance Centre.

Non-native English speakers may also be entitled to special arrangements in formal examinations.

More information can be found in the student information guide issued by the Global Opportunities team after you accepted your offer to study at Queen's.

Marking

Each assignment that is summatively assessed will be awarded a mark, normally out of 100 and so in accordance with the 'conceptual equivalents' scale used at Queen's. Details of this will be provided in your School handbook.

The pass mark for an assignment is 40. Most marks awarded fall within either the 50s - a 2.2 mark - or the 60s - a 2.1 mark. Excellent work will receive a 'first class' mark in the 70s or above. This marking scale - widely used in universities - is likely to be unfamiliar to you. Adjusting to it can take time. A mark in the 60s should not be met with disappointment; it is a very good mark at university level. A mark above 70 is excellent.

Feedback

Feedback is a key element of your academic progress. Staff throughout the Faculty of Arts, Humanities and Social Sciences will provide you with constructive and helpful feedback to assist you in enhancing and improving your academic work. It is important that you familiarise yourself with your School's policy on assessment and feedback (and that of any other School in which you are taking a module). This information can be found in your School handbook.

Feedback takes a variety of forms.

The most obvious accompanies each assignment that has been submitted for assessment. In addition to a mark, you will receive an explanation of the strengths and weaknesses of the assignment as well as what can be done to improve on the work in future assignments. Other forms of feedback include: general in-class advice on essay writing; individual meetings with academic staff; discussions and other oral feedback on class contributions and presentations; group sessions with tutors to discuss assignments; and some subjects will be able to share a range of sample answers showing the standards for which you should be aiming.

The people who will give this wide range of feedback include lecturers and tutors, module convenors, Personal Tutors and even fellow students. Be open to any offer of feedback, especially from academic staff, and pay attention not just to the marks you receive but to the comments. Feedback is a crucially valuable tool in your learning experience - with the key objective being to take forward any previous feedback into future assignments and learning. Again, your Personal Tutor, as well as other academic staff, can assist you in understanding the feedback you receive and using it constructively in future assessed work. For example, your Personal Tutor will also be

able to guide you on making best use of the feedback you receive so as to help you to identify any patterns in your learning.

The Learning Development Service (LDS) in the Student Guidance Centre can also assist with advice on using feedback, as well as providing support in other areas of your academic work. Students can contact LDS for a one to one appointment by emailing lds@qub.ac.uk

Staying Connected

In order to get the most out of your university experience, academically and personally, you need to engage fully in university life. In an academic sense, this means that you need to attend lectures and other classes, be prepared and be willing to participate fully in tutorials and seminars, engage in group work and contribute effectively to discussions. You will also need to ensure that you meet deadlines and keep on top of your work, and this is where your time management skills are important. Make sure you know your assessment deadlines and arrangements for submission: this information will be included in module guides. If in any doubt ask the module convenor.

And getting involved socially is an important element of university life too, so make sure you take advantage of the wealth of opportunities available, including sports, clubs and societies, or even just catching up with friends over coffee. Spending time on campus, and in the area around Queen's, is the best way to make sure you develop friendships and stay connected.

Volunteering

Study abroad students may find it particularly useful to volunteer while they are studying in Belfast. Often if you are an international student from outside the EU studying on a short term study visa for less than six months you will be unable to undertake paid work or voluntary work. You are however permitted to volunteer and volunteering is an excellent way to meet other students, develop employability skills and feel good by giving something back to your adopted community. You can find out more by contacting the Volunteer SU team in the Students' Union, E: volunteer@qub.ac.uk





Key Contacts

Global Opportunities Office

For support with application, registration and enrolment, transcript and liaison with home institution

E: studyabroad@qub.ac.uk

E: erasmus@qub.ac.uk

International Student Support

For support with Welcome Week and visa queries

E: iss@qub.ac.uk

Faculty of Arts, Humanities and Social Sciences

AHSS Faculty Office Global Mobility Officer

Claire McLoughlin

Tel: 028 9097 3393

E: AHSSabroad@qub.ac.uk

School of Arts, English and Languages

Tel: 028 9097 3238

Email: ael@qub.ac.uk

Web: www.qub.ac.uk/ael

School of History, Anthropology, Philosophy and Politics

Tel: 028 9097 5028

Email: happ@qub.ac.uk

Web: www.qub.ac.uk/happ

School of Law

Tel: 028 9097 5122

Email: law-enquiries@qub.ac.uk

Web: www.law.qub.ac.uk

Queen's Management School

Tel: 028 9097 4200

Email: qms@qub.ac.uk

Web: www.qub.ac.uk/mgt

Studying Abroad in AHSS 2019-2020

CDS 220792



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FACULTY OF
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AND SOCIAL
SCIENCES

School of Social Sciences, Education and Social Work

Tel: 028 9097 5941

Email: ssesw@qub.ac.uk

Web: www.qub.ac.uk/ssesw

Faculty of Engineering and Physical Sciences

School of Chemistry and Chemical Engineering

Tel: 028 9097 5418

Email: candce@qub.ac.uk

School of Electronics, Electrical Engineering and Computer Science

Tel: 028 9097 4639

Email: eeecs@qub.ac.uk

School of Mathematics and Physics

Tel: 028 9097 3517

Email: mpts@qub.ac.uk

School of Mechanical and Aerospace Engineering

Tel: 028 9097 4147

Email: mech.aero@qub.ac.uk

School of Natural and Built Environment

Tel: 028 9097 4006

Email: snbe@qub.ac.uk

School of Psychology

Tel: 028 9097 5445

Email: psychology@qub.ac.uk

Faculty of Medicine, Health and Life Sciences

School of Medicine, Dentistry and Biomedical Sciences

Tel: 028 9097 2215

Email: biomedsci@qub.ac.uk

School of Biological Sciences

Tel: 028 9097 5787

Email: biolsci@qub.ac.uk

School of Pharmacy

Tel: 028 9097 2086

Email: pharmacyinfo@qub.ac.uk