



Erasmus Mundus Master's  
Journalism, Media and Globalisation

# General Handbook

2016- 2018



## WELCOME

**WELCOME TO THE ERASMUS MUNDUS MASTER'S IN JOURNALISM, MEDIA AND GLOBALISATION. WE ARE LOOKING FORWARD TO WELCOMING YOU IN AARHUS AT AARHUS UNIVERSITY, AT THE DANISH SCHOOL OF MEDIA AND JOURNALISM AND AT ONE OF OUR SPECIALISM UNIVERSITIES.**

In this handbook, you can find many details about the programme: How it works, what you can expect at each stage of your studies, which service will be available to you, the structure and staffing at each institution where you will be studying, and procedures for dealing with any problems you may encounter.

**Please read this handbook carefully as it is in your interest to familiarise yourself with the regulations and procedures.**

In case you have any questions about the content of the handbook, do not hesitate to contact your coordinator. All contact details can be found in the back of this document.

We hope that you will enjoy being a member of our Mundus family and that you will find your time at each university rewarding and enjoyable.

Kind regards,

The Board of Studies, Erasmus Mundus Master's in Journalism, Media and Globalisation

### Disclaimer

The information in this Handbook is correct at the time of going to press in August 2016. The Consortium reserves the right to make amendments to:

- a) the contents of the Programme Handbook and in particular to the timetables, location and methods of delivery or the content, syllabus and assessment of any of its programmes as set out in the programme and module specifications in this Handbook and/or on the University's website; and
  - b) its statutes, ordinances, regulations, policies, procedures and fee structures, provided that such amendments are (i) as a result of student demand (or lack thereof), (ii) as a result of unforeseen events or circumstances beyond the University's control or (iii) are deemed reasonably necessary by the University.
- In the event that amendments are made, the University shall take reasonable steps to notify you as soon as is reasonably possible.

## ERASMUS MUNDUS

**THE MASTER'S IN JOURNALISM, MEDIA AND GLOBALISATION IS AN ERASMUS MUNDUS (EM) PROGRAMME. ERASMUS MUNDUS IS AN EU COOPERATION AND MOBILITY PROGRAMME THAT AIMS TO ENHANCE THE QUALITY OF HIGHER EDUCATION AND TO PROMOTE DIALOGUE AND INTERCULTURAL UNDERSTANDING THROUGH COOPERATION WITH THIRD COUNTRIES.**

In addition, by increasing mobility between EU and third countries, it contributes to the human resources development and international cooperation capacity in these countries' higher education institutions.

EM supports European top-quality Master's programmes in the effort to promote EU as an international center for excellence in learning. These are integrated one to two-year programmes in at least two universities in different European countries for a recognized double, multiple or joint degree.

The Erasmus Mundus Master's in Journalism, Media and Globalisation (EMJ) has received positive reviews by the Erasmus Mundus Master's expert panel. According to the expert panel, the programme:

- gives a chance to deepen journalistic knowledge and gather comprehensive experience about different European cultures;
- is well-structured and has comprehensive and convincing learning outcomes;
- can offer outstanding research activities due to the Consortium's widespread connections.

For more information on Erasmus Mundus see: [eacea.ec.europa.eu/erasmus\\_mundus/](http://eacea.ec.europa.eu/erasmus_mundus/)

**"IF YOU ARE LOOKING FOR MORE THAN JUST ACADEMICS,  
THE WHOLE "MUNDUS" EXPERIENCE AND  
BEING PART OF A GREAT INTERNATIONAL NETWORK IS FOR YOU."**

**FANNY CHAYS, FRANCE  
ERASMUS MUNDUS JOURNALISM STUDENT 2012-2014**

## OUR PARTNERS

**THE ERASMUS MUNDUS MASTER'S PROGRAMME IN JOURNALISM, MEDIA AND GLOBALISATION (EMJ) HAS BEEN DESIGNED BY A CONSORTIUM INVOLVING LEADING EUROPEAN INSTITUTIONS (THE PARTNERS) IN JOURNALISM AND MEDIA EDUCATION, WHICH COMBINED THE BEST ACADEMIC RESEARCH AND TEACHING FROM THE DIFFERENT NATIONAL EDUCATIONAL CULTURES.**



Aarhus University (AU) is the degree awarding institution of the Danish part of the Erasmus Mundus degree. It was established in 1928 and has more than 44.000 students. Erasmus Mundus students are taught at both the School of Communication and Culture and the Department of Political Science. Its Centre for University studies in Journalism is the coordinating institution of the Master's degree.



Being Denmark's oldest and largest institution for journalism education, the Danish School of Media and Journalism (DMJX) has well-established contacts both nationally and internationally. DMJX and Aarhus University (AU) have a long-standing close cooperation since 1946. In 1971, DMJX became a freestanding institution offering undergraduate programmes. In 2004, both institutions established the Centre for University Studies in Journalism (CJU), which enabled DMJX to offer Master's courses, with AU as the degree awarding body.



Swansea University was established by Royal Assent (as University College of Swansea) in 1920. It is an ambitious, research-led institution with a student base of more than 16,000 students. The Mundus Journalism programme is offered by the Department of Languages, Translation and Communication, which is based in the Collge of Arts and Humanities and has expertise in war and conflict reporting.

Mundus Journalism Specialism: War and Conflict



With approximately 40,000 students, the University of Hamburg (UHH) is one of the largest educational and research institutions in the Federal Republic of Germany. The first journalism programme was offered in 1982. Today, the Institute of Journalism and Communication Studies (IJK) is part of the degree awarding body, Faculty of Business, Economics and Social Sciences under the Department of Social Sciences.

Mundus Journalism Specialism: Journalism and Media Across Cultures



Founded in 1632, the University of Amsterdam (UvA) now has more than 30,000 students. EMJ is organized by the Faculty of Social and Behavioral Sciences, under the Graduate School of Communication (GSC) which ranked first in Continental Europe and 10th worldwide in the 2014 QS World University Ranking.

Mundus Journalism Specialism: Media and Politics



City University was granted a royal charter in 1966, based on its reputation as a centre for professional education dating back to 1894. The cosmopolitan university, which boasted 153 nationalities on campus, is in the heart of London and on the doorstep of the world's major news and media organizations. Its journalism department has an outstanding reputation with excellent contacts and access to the industry, with more than 5,000 journalism alumni and vast majority working in media in the UK and abroad

Mundus Journalism Specialism: Business and Finance

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## 1.0 ABOUT THE PROGRAMME

**ERASMUS MUNDUS MASTER'S IN JOURNALISM, MEDIA AND GLOBALISATION IS AN INTERNATIONAL DEGREE PROGRAMME THAT EXPLORES THE PRACTICE AND PERFORMANCE OF JOURNALISM AND THE MEDIA IN THE EVER-CHANGING ENVIRONMENT BROUGHT BY GLOBALISATION, MODERNISATION, COMMERCIALISATION AND PROFESSIONAL DEVELOPMENTS.**

The scheme offers a unique educational experience, where students will be studying in two European countries and are able to specialise in one of four distinct areas of journalism: War and Conflict, Business and Finance, Media and Politics, or Journalism and Media Across Cultures. Selected candidates will be part of a group of students from around the world, with various backgrounds and experiences.

The programme aims to prepare students for the challenge of working in the new global information society by giving participants the intellectual tools for a new and better understanding of reporting global challenges.

### Global changes and Journalism

Globalisation is penetrating cultural and social borders around the world and simultaneously reinvigorating smaller regions and feelings of local identity. It brings changes politically, economically, culturally and socially. Journalism is at the centre of these changes:

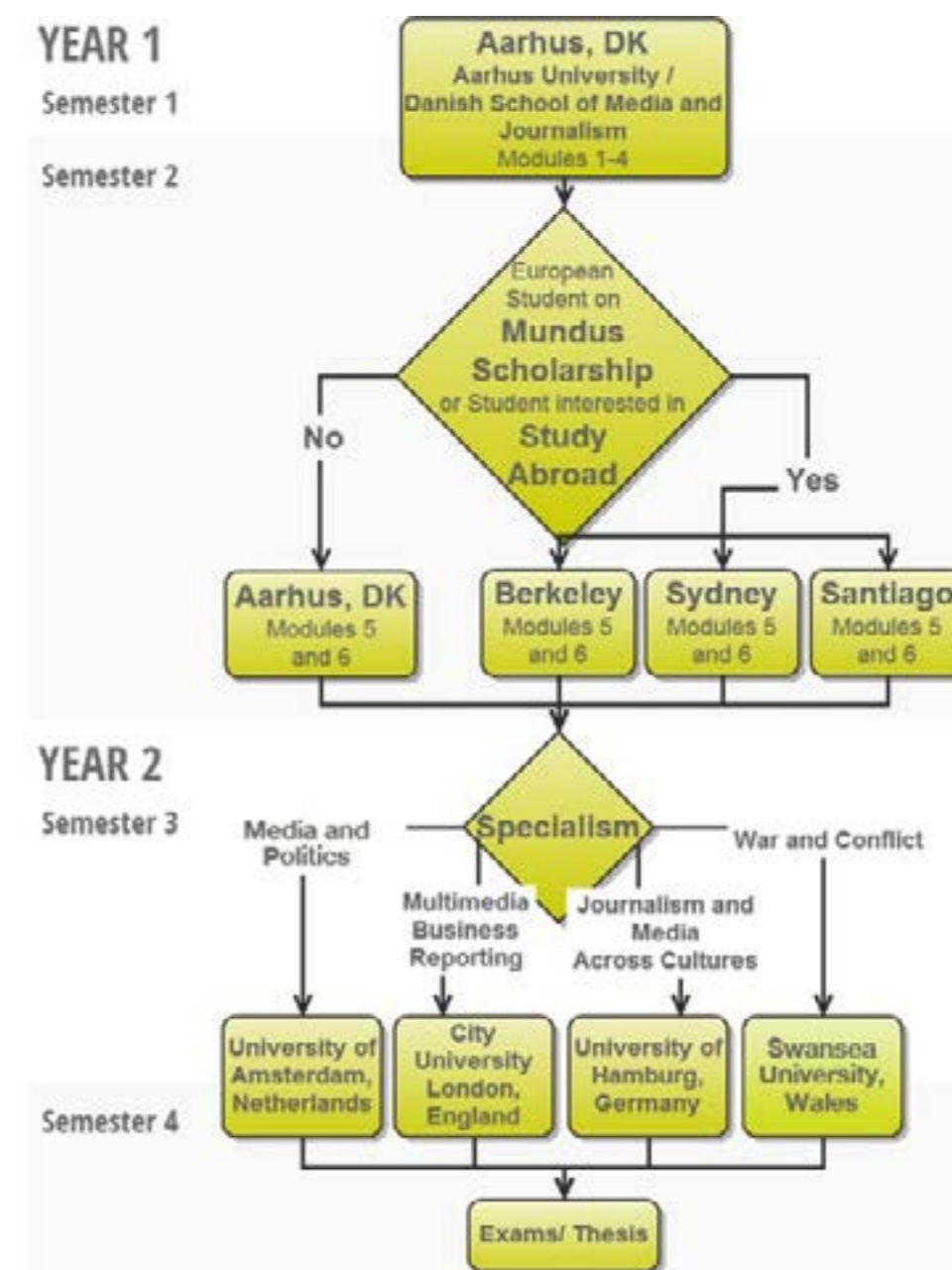
- Politically, states in Europe are coming together and falling apart at the same time. Journalists need new tools to understand and to interpret the processes of integration and disintegration.
- Economically, a global world market is creating growth and havoc at the same time. Journalists need tools to be able to describe it in clear language.
- Socially, people are getting connected in new ways through modern technologies. Journalism is the crucial field in a network society.
- Culturally, there is increasing onus on the media and journalism to explain differences and similarities between peoples and societies.

## 1.1 PROGRAMME STRUCTURE

The study programme of the Erasmus Mundus Master's in Journalism, Media and Globalisation consists of two years. The first year will take place at Aarhus University and the Danish School of Media and Journalism and consists of 6 course modules of 10 ECTS each.

Selected students may take courses worth 30 ECTS the second semester at one of the non-European partner institutions: University of Technology, Sydney (UTS); Pontificia Universidad Católica de Chile (PUC) and University of California at Berkeley.

Upon completion of the first year, all students will transfer to one of the Consortium partners in Germany, the Netherlands, or the United Kingdom to take one of the four Specialism Tracks. This specialism year consists of course modules (30 ECTS) as well as the master thesis (30 ECTS). An overview of the structure and the Specialism Tracks offered is provided in the diagram below.



## 1.2 PROGRAMME SPECIFICATIONS

In this section, the aims, teaching and learning methods and outcome of the Erasmus Mundus Master's in Journalism, Media and Globalisation are outlined.

### AIMS OF THE PROGRAMME

#### General aims:

- To enable students to acquire knowledge of European journalism and its scholarly study in a global perspective, including the political, economic, and historical contexts that affect the reporting of Europe; journalism practices and media contexts as well as disciplinary approaches and theoretical approaches.
- To specialise within a journalistic field;
- To familiarise students with the key contemporary issues and debates in the area of European journalism and to provide them with the analytical skill and techniques to make sense of them and assess the merits of different approaches and theories;
- To prepare students for employment in a wide range of contexts and to enable students to be reflective practitioners and consumers of media content;
- To provide students with a transnational perspective on journalism;
- To develop the research skills of students to prepare for related study at higher level (PhD).

#### The programme also aims to:

- develop students' critical, communicative and methodological skills, enabling them to produce high-quality research and journalistic work;
- help students use new media technologies, including the Internet, to enhance journalistic and academic research;
- develop students' ability to engage critically with journalism and generate cutting-edge approaches to reporting;
- encourage students progressively to take ownership and direction of their learning so that they may develop as independent life-long learners;
- cultivate an ethos of professional, social and ethical responsibility within the learning environment and beyond;
- contribute to increasing the diversity within Higher Education, by continuing to recruit high quality entrants irrespective of national, social or cultural background.

## INTENDED PROGRAMME OUTCOME

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in key areas identified below.

### I. Knowledge and understanding

On completion of the scheme a typical graduate will have knowledge and understanding of:

- the main political, economic, social and cultural processes of globalisation necessary to understand and report on a changing world. This includes, but is not limited to, knowledge of:
- global and European media systems;
- the economic and political contexts of globalisation;
- contemporary global trends, including the movements towards localism and political devolution, state policies, and the global flows of people, products and capital.
- policy factors affecting the place of media and publics in a global context; fundamental concepts, methods, principles and theories relevant to the study of global journalism;
- identity-formations within and across various cultural boundaries;
- how to formulate and study research questions about journalism and the media;
- the role of the journalist in democratic societies;
- the impact of cultural and national identity on the theory and practice of journalism;

### II. Intellectual skills

Upon completion of the programme a student will be able to:

- plan, conduct and communicate original research in journalism studies, whether in the form of journalistic or academic writing;
- practice a more analytical journalism in the context of global change
- critically analyse media coverage of global issues;
- identify new and creative angles on global issues;
- recognise the issues, processes and complexities of globalisation;
- contribute creatively to the development of theoretical approaches to globalisation.

### III. Discipline-specific skills

Upon completion of the programme a student will be able to:

- use a variety of research methods useful to the field of journalism studies, including content analysis, discourse analysis, interviews, focus group research, survey research, statistical analysis, archival and policy research, and ethnographic field work;
- write journalistically, and have the knowledge and confidence to report competently on European issues, and cultural issues from at least two European countries;
- conduct independent analysis of the economic, political, social and historical factors affecting countries other than the ones studied on the programme;
- demonstrate specialisation within one field of journalism and journalism studies.

### IV. Transferable skills

Upon completion of the programme a student will be able to:

- communicate effectively, both in writing and orally, within and across national, cultural and disciplinary borders;
- access and utilise information from a variety of research resources, including libraries and the internet;
- employ a systematic approach to gathering, analysing and communicating knowledge;
- use critical reading and writing skills in broader contexts;
- work in a self-organised way, individually or in teams;
- undertake lifelong learning, particularly for continuing professional development.

## TEACHING AND LEARNING METHODS

The Erasmus Mundus MA in Journalism, Media and Globalisation comprises of two elements: Part I consisting of coursework at Aarhus University/ Danish School of Journalism and Part II consisting of course work and dissertation work at the specialism university (this part may include an optional internship period).

Teaching and learning are geared to this configuration and aim to facilitate the progressive development of independent learning among students to at least the point where they can successfully complete individually a piece of original research at the appropriate postgraduate level, whether it be presented in the form of a journalistic or academic project. This is seen as making a positive contribution to the wider aims of the development of lifelong learning.

The overall learning outcomes of the scheme are focused on the development of student capabilities in the areas of critical analysis, research, development and presentation of argument, development of journalistic skills, knowledge and understanding of the field, and communication and collaboration. It is felt to be constitutive of the postgraduate learning experience that students are exposed to a variety of teaching approaches.

Therefore, the MA does not restrict teaching to one mode, but applies the following principles:

- variety in teaching (i.e. a mix of lectures, workshops, group and individual presentations, self-directed learning and tutorials);
- variety in assessment (i.e. a mix of essays, research papers, journalistic pieces, literature reviews, group and individual projects, oral presentations, unseen examinations etc.);
- a policy of transparency in both (a) and (b) above, including the publication of learning outcomes and assessment criteria in the Student Handbooks;
- formal and informal discussions among staff and students, including general scheme meetings for Exam Boards and curriculum evaluation, meetings of the Staff/Student panel, and annual Scheme evaluation meetings with participation from students and staff, on issues of teaching and learning.

The items above describe predominantly staff-led initiatives and it is necessary to seek input actively from students, too. This is done primarily through the completion of student response forms at the conclusion of each semester. The responses are seen by members of teaching staff and/ or by the External Examiner. In addition, they are discussed annually with the staff/student panel, which is deployed more generally as the main mechanism for student feedback.

Research-led teaching and learning is seen as being embedded in the exchange of knowledge and understanding derived, on the one hand, from research undertaken by staff and, on the other hand, from the responses of students informed by a variety of cultural and practitioner experiences. The objective is to provide both staff and students with a positive learning experience founded on an acknowledgement of

- research as a primary mechanism for advancing knowledge and understanding;
- the relevance of the historical, economic, and political context of the development of the field;
- scholarship, debate and interrogation of research methods, approaches and findings.

At the same time, the programme also benefits from the experience of teachers who are journalism practitioners and are therefore able to develop in students:

- a recognition of the importance of a reflective approach to journalism practice;
- an appreciation for the rapidly changing nature of abilities required for European journalists, and journalists from third countries;
- knowledge of the latest research and information-gathering techniques to explore the impact of global change on Europe.

The Consortium shall employ a variety of methods and procedures, dependent on national circumstances, for evaluating and improving the quality and standards of learning such as annual reviews, student evaluations, and formal or informal consultations between students and staff.

## 2.0 PRACTICAL INFORMATION

**IN THIS SECTION, YOU CAN FIND PRACTICAL MATTERS REGARDING THE MUNDUS JOURNALISM STUDY PROGRAMME. IN THE FIRST SECTION, DETAILS ABOUT AARHUS, THE UNIVERSITY AND THE INVOLVED DEPARTMENTS AS WELL AS MORE SPECIFIC INFORMATION ABOUT THE DIFFERENT MODULES OF THE STUDY PROGRAMME CAN BE FOUND. ALSO, A LIST OF SERVICES AND OTHER PRACTICAL MATTERS, SUCH AS STUDENT WELFARE AND INFORMATION ABOUT EXTRACURRICULAR ACTIVITIES ARE INCLUDED.**

During your first year in Aarhus, you will receive more information about your specialism year. In the beginning of the second semester, an introduction meeting for each specialism will take place in Aarhus, where you have the opportunity to meet the academic – and/or study advisers of the specialism year and hear much more about issues such as visa, housing, and other matters relating to your move to the specialism university.

At the beginning of the second year of your studies, a specialism handbook for each of the four specialisms will be published. In this specialism handbook, you will be able to find all the latest information about the specialism university, the study programme and specific practical information.



Aarhus University Campus, Denmark

## 2.1 YEAR ONE: ABOUT AARHUS

### THE CITY OF AARHUS

A growing city with a population of more than 300,000, Aarhus is Denmark's second largest city. Although its Viking roots are apparent, Aarhus is also Denmark's youngest city when you consider the average age of its inhabitants, which is far lower than anywhere else in the country. This makes the atmosphere in the city young and vibrant, especially along the canal in the city centre, where the many cafés and restaurants are packed with students. Aarhus has many nature experiences to offer. Both the sea as well as Risskov and Marselisborg forest are located very close to the city centre. For more information: [www.visitaarhus.com](http://www.visitaarhus.com)

### THE UNIVERSITY

Aarhus University, Denmark's second oldest and second largest university was first established in 1928 with only 78 students. With more than 44,000 students now, the university has grown tremendously over the years and has become the regional centre of higher education in all the major sciences.

The campus' yellow-brick buildings, which was designed by C.F. Møller are sat in a lush greenery and hilly landscape and was listed as one of the top 15 Most Beautiful Universities in the world by Travel and Leisure website in 2012. In recent years, Aarhus University has been moving up in the top university rankings and has ranked in the top 100 among 17,000 universities worldwide included in the prestigious QS World University Ranking.

According to its preamble, the university aims to 'conduct research and provide research-based education complying with the highest international standards'. The recent years have seen the university being committed to maintain the sound positions it has already gained in an international context as well as using them to acquire a stronger and more comprehensive profile for the University. For more information, visit [www.au.dk](http://www.au.dk)

### THE DEPARTMENTS

The Mundus Journalism courses at Aarhus University will take place under the legal auspices and academic regulations of the School of Communication and Culture. The University administrative responsibility for the program, however, has been placed with the Centre for University Studies in Journalism (CJU). The centre, which has been set up as a cooperative venture between the Social Science and Arts Faculties at the Aarhus University and the Danish School of Media and Journalism, aims to facilitate close co-operation between these institutions in order to develop a series of new university degrees in journalism and to instigate and coordinate cross-disciplinary research in journalism.

This close cooperation is also reflected in the Mundus Journalism course programme. The five courses offered within the Mundus Journalism programme will be taught by professorial staff from three different departments and institutions, which are:

- the Information and Media Studies department within the Faculty of Art of Aarhus University
- the Department of Political Science and Government within the Faculty of Social Sciences
- the Danish School of Media and Journalism



## 2.2 YEAR ONE: STUDY PROGRAMME

### TEACHING AND STUDY METHODS

Teaching at Aarhus University is generally structured around lectures, seminars and practical exercises. Students are expected to take active part in academic discussions during class and interaction/dialogue between professors and students are highly encouraged. The academic atmosphere may appear relaxed and informal for many foreign students. Many professors require students to make one or two oral presentations during the semester.

Students hold a high level of responsibility for their own learning and it is up to the individual student to get the most out of what is offered. Another distinctive feature of the Danish university education is the informal academic environment where professors and staff members chat casually with students outside of class.

Study groups typically consist of three to eight students who meet to discuss the academic texts used in class as well as preparing eventual oral presentations together. The university also provides online academic assistance and resources, e.g. the [Study Metro](#), which is available in both English and Danish. This online tool is very useful for international students, as standards in Denmark may be different from their home countries.

### KEY DATES

Semester 1: September 1, 2016 – Medio December 9 (online exam December 13-16), 2016  
Semester 2: Medio January 23, 2017 – Medio June 16, 2017 (exact dates to be confirmed)

### STUDY ABROAD

Selected students may take 30 ECTS (instead of second semester in Aarhus) at one of the non-European partner institutions, each of which offer particular subjects. The partner universities are:

- [University of Technology, Sydney \(UTS\)](#)
- [Pontificia Universidad Católica de Chile \(PUC\)](#)
- [University of California at Berkeley](#)

### OVERVIEW OF COURSES IN YEAR 1

**Module 1: Globalisation: Reporting Global Change (Semester 1)** **Credits: 10 ECTS**  
**Lecturer and Location: Roger Buch, Danish School of Media and Journalism (DSMJ)**

The course forms the basis for the subsequent modules and focuses on introducing global change, the global agenda and globalisation. Which are the key international issues? What are the main viewpoints on these issues? How are these issues reported globally? Through case studies of war reporting, famine and reporting Europe, students will gain insight into both issues and reporting.

**Module 2: Globalisation and World Order (Semester 1)** **Credits: 10 ECTS**

**Lecturer and Location: Tonny Brems Knudsen and Mette Skak, Dept. of Political Science, AU**

The aim of the course is to give a comprehensive introduction to the debates about a changing world order. At the end of the Cold War, scholars were discussing the 'end of history': the possible triumph of liberal values and the liberal system. Today, the academic debate about world order is dominated by quite different questions: will some groups of states (meaning the West) have to hand over their international leadership to others (for instance modernizing or rising powers like Brazil, Russia, India, China and South Africa (BRICS)? What is on the other side of the international economic and financial crisis? Are the institutions of international society sufficiently strong to support international order rather than disorder? How can national and international value differences be overcome?

**Module 3: Social Science Methods for journalists (Semester 1)** **Credits: 10 ECTS**

**Lecturer and Location: Emily Cochran Bech, Dept. of Political Science, Aarhus University (AU)**

The main purposes of this course are: to teach students to (1) assess methodological aspects of social science studies and journalistic presentations; (2) assess, select and apply different methods for minor case-based studies; (3) make objective presentations of study results and statistics; and (4) frame questions and develop research designs.

**Module 4: Media and Journalism Research in the Context of Globalisation (Semester 2)** **Credits: 20 ECTS**

**Lecture and Location: Henrik Bødker, Teke Ngomba, Dept. of Information and Media Studies, Aarhus University (AU)**

This course aims to explore a range of scholarly debates that address news organisations, journalism practices as well as the consumption of news with the aim of understanding how various implications of journalism are interlinked with wider processes of society. Based on this theoretical foundation, the course progresses to make students capable of formulating relevant research questions in relation to contemporary journalism. By implementing a range of the methodologies introduced in the preceding course – Social Science Methods for Journalists – the students transform selected questions into actual group projects that are integrated into the course. Throughout, it will be discussed how the implications of journalism theory and research are related to professional practices.

**Module 5: Analytical journalism (Semester 2)** **Credits: 10 ECTS**

**Lecturer and Location: Flemming Tait Svith, Danish School of Media and Journalism (DSMJ)**

This course aims to explore and produce analytical forms of journalism. The principles and argumentation of the various narrative forms of analytical journalism will be introduced and discussed. The student will learn how to produce journalism that deals with values, ideas and trends with a special focus on global and international issues. Through practical analysis and the production of various types of text the students' ability to vary, criticise and innovate analytical forms of journalism are enhanced.

## 2.3 YEAR ONE: SERVICES AND PRACTICAL MATTERS

### ARRIVAL

The International Centre at Aarhus University has prepared a very adequate [Pre-Arrival Guide](#) at their website where, among other things, you will be guided on how to arrive in Aarhus and what to bring for daily life and formal registration in Denmark. The guide also has a very useful 'Planning your stay' checklist.

In August we will arrange a Facebook group for all Mundus Journalism students, so that you can get to know each other before the start of the course. But already by the end of June smaller Facebook groups will be launched. These Facebook groups are so-called 'Buddy-groups' where six to eight Mundus students with different nationalities across the continents will be grouped together. The groups are arranged so that students within each group will live in the same neighborhood in Aarhus.

Each group will have their own Danish buddy. A buddy is a Danish student studying at Aarhus University, who will assist you with practical issues prior to course start. Your buddy will facilitate the contact and the information sharing within the group and make sure that you all feel well prepared for arrival. Within the groups you can share your travel plans, your expectations, and your experiences, as well as ask all the questions you have related to practical side of your new study programme.

### THE INTERNATIONAL CENTRE (IC)

IC provides many services to support foreign students during their time in Aarhus. It guarantees accommodation to all Erasmus Mundus Master's students who submit their application before a deadline. The reception, 'Ekspedition', is open to students on all week days for enquiries and concerns. For further information, go to [au.dk/en/internationalcentre](http://au.dk/en/internationalcentre).

### LANGUAGE CLASSES

Danish courses for foreign students are organised by AU in cooperation with the Municipality of Aarhus. More information on these free language courses will be given at the start of the semester.

### STUDENT RECORDS

The School of Communication and Culture, under whose legal auspices and academic regulations the degree programme is placed – will maintain records of examination results, assessment essays and correspondence pertaining to re-examinations. A copy of the student records will be sent to the specialism university.

NOTE: Your student records are confidential. Details are only available to members of staff of the Centre/the School of Communication and Culture and other authorised persons within the University. We do not disclose anything to any other parties, including your family, unless you give your written permission.

### STUDENT FEEDBACK

In case you have any comments or feedback about the study programme, you are encouraged to contact your lecturer. We are always happy to receive constructive feedback that can help us improve and develop our programme. A formal evaluation procedure involving questionnaires as well as an oral feedback session is organized in each course period and at the term-end.

### SPORTS AND EXTRAMURAL ACTIVITIES



**Aarhus University Sports (AUS)** acts as an umbrella organization for 14 independent member clubs that offers 17 different sporting and leisure activities and as a sports organization with its own student gym. All the clubs have connections to the student environment in Aarhus and have both student and nonstudent members. They offer (cheap) sporting activities for different levels from beginners to advance levels and also provide opportunities for other social activities and parties. To join as a member, get in touch with different contact persons in the clubs. Most clubs admit new members all year round but most seasons start up around August or September. More information can be found at [aus.dk](http://aus.dk).

**Film Klub** Furthermore, the university has a long established film society. For further info, go to [filmklub.au.dk](http://filmklub.au.dk).

**Religious Services – Student Minister** The university chaplain (Protestant Christian) is one of a number of counselling services for students at Aarhus University. The counseling is free, and you can remain anonymous. All matters discussed with the university chaplain are held in strict confidence. For an appointment, contact Jens Munk at +45 6020 2640.

### WHERE TO GO FOR ASSISTANCE?

We can offer you supportive and clarifying sessions in relations to several study-related issues, study-related problems, syllabus organization, exam preparations and study techniques. The focus will be on managing your study.

#### Student Counselling

Mundus coordinator Bettina Andersen  
phone: +45 2338 2025  
E-mail: [band@au.dk](mailto:band@au.dk)

Specific questions pertaining to your study programme, including any aspect of rules and regulations or for any type of more general counselling and practical advice  
Note: More substantial advice on the course's content and direction or your personal progress, you should approach the relevant professors of each of your six course modules directly.

#### Issues related to the EU and Mundus Scholarship

Inger Munk (DSMJ)  
Phone +45 8944 0440  
E-mail: [imu@djh.dk](mailto:imu@djh.dk)

Any questions related to the relation between the Erasmus Mundus programme and the EU.  
Any issues related to Mundus scholarships.

#### Social and Psychological Counselling (Student Advisory Office ('Studenterrådgivningen'))

More information: <http://www.srg.dk/en-GB>

A group of state-employed social workers and psychologists can assist students on personal matters. An initial psychological consultation is given to assess whether the services offered can meet the student's need and there might be a waiting period of a few weeks for a consultation before the consultation. This service is free of charge and completely confidential.

#### Counselling and Support Unit

More information: <http://studerende.au.dk/en/csu/>

At this centre, we offer special educational support aims at compensating for specific, study-related difficulties caused by for example, dyslexia (reading and writing difficulties), mental and neurological problems and language difficulties. The centre aims at improving the learning capability of students with special needs with strong focus on curriculum. Both counselling and support are offered for free and the staff has extended professional secrecy.



## 2.4 YEAR TWO: SPECIALISM YEAR

All students within the Mundus Journalism programme transfer to one of the Consortium partners in Germany, the Netherlands, or the United Kingdom after the completion of the first year to specialise in the subfield of journalism studies of their choice. This specialism year consists of coursework (30 ECTS) and the writing of the Master's thesis (30 ECTS) involving the conduct and writing-up of an academic-level research project in one of the four specialism areas.

### SWANSEA UNIVERSITY: WAR AND CONFLICT

**Semester 3** Sept 2017 - Jan 2018  
*War Reporting; War, Risk Reporting;  
Reporting Terrorism and Political Conflict.*

**Semester 4** Jan 2018 - Jun 2018  
*Master's Thesis*

### CITY UNIVERSITY LONDON: BUSINESS AND FINANCE JOURNALISM

**Semester 3** End Sept 2017 - Mid Dec 2018  
*Global capitalism: Past, Present, Future;  
World of Business Journalism;  
World of Financial Journalism*

**Semester 4** Jan 2018 - Mid May 2018  
*Master's Thesis*

### UNIVERSITY OF AMSTERDAM: MEDIA AND POLITICS

**Semester 3** Sept 2017 - Jan 2018  
*Communicating Europe;  
Journalism and the Media; Transformations  
in European Media, Journalism & Governance*

**Semester 4** Feb 2018 - End of June 2018  
*Elective  
Thesis*

### UNIVERSITY OF HAMBURG: JOURNALISM AND MEDIA ACROSS CULTURES

**Semester 3** 1 Oct 2017 - 30 March 2018  
*Media Systems and Journalism Cultures in  
an International Comparative Perspective;  
Processes of Transcultural Communication;  
Research Module in Journalism Studies*

**Semester 4** 1 Apr 2018 - 30 Sept 2018  
*Method workshop, Master's Thesis*

At the beginning of the second year, a fully updated specialism handbook will be made available for each specialism. The specialism handbook will include all information about the specific university, city, the course programme, practical information and specific rules and regulations.

It might be necessary to already start your visa application procedure well before the start of the second year. More information about visa regulations and the procedure of applying for a visa can be found here:

[Swansea University](#)  
[City University London](#)  
[University of Amsterdam](#)  
[University of Hamburg](#)

## 2.5 UPON COMPLETION

### DIPLOMA AND GRADUATION

On successful completion of the course, you will be awarded a joint Master's (MA) degree from the institutions where you start and end the course. The title of the degree is '**Master of Arts in Journalism, Media and Globalisation**'.

Graduates receive their diploma at a ceremony or degree congregation, organised by the specialism university. The degree certificate(s) and / or transcripts to be issued shall include reference to the collaborative nature of the degree and shall include the name of each institution involved in the teaching. Exit qualifications shall not normally be awarded to candidates at a ceremony, but such awards shall be conferred upon candidates administratively. Each specialism university organises its own degree ceremony. Dates and more detailed information will be given at the specialism universities.

### TRANSCRIPTS AND DIPLOMA SUPPLEMENTS

The degree certificates include an academic transcript of records and a Diploma Supplement (free of charge). The Diploma Supplement is a document, which aims to facilitate academic and professional recognition of qualifications across Europe. It provides a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named.

### CAREER INFORMATION

Career information and advice is available at each institution at which you will be studying. A work placement component is not part of this degree. However, if you are suitably qualified, opportunities do exist to gain work experience during the programme. In the past, some Mundus Journalism students used the summer period between the first and second year of their studies for internships to gain more professional experience, either in Denmark or in the country of their specialism university. Students previously found internships at content-writing companies, newspapers, a press agency and NGO's. Some tips from previous students on how to find internships:

- start searching early, preferably at the beginning of the year;
- when doing an online search, do not only look at typical print news agencies, but broaden your search (for example also consider the more commercial side of writing);
- use your network.

Please note that visa regulations might make it more difficult to find paid work and/or internships for non-EU students.

### THE ERASMUS MUNDUS STUDENTS AND ALUMNI ASSOCIATION (EMA)

The Erasmus Mundus Students and Alumni Association (EMA) is a network for students and alumni of all Erasmus Mundus Masters Course (EMMC) programmes. Since its establishment through an initiative of the European Commission in June of 2006, EMA has been working constantly to advance the Erasmus Mundus programme, and offers a platform where students and alumni can exchange information and experiences. All EMA activities are performed by members on a voluntary basis, and in cooperation with the European Commission.

The association is free to join for Erasmus Mundus students. You can register at the webpage and get instant access to an online student forum, a newsletter and a database of students and former students. For more information about the association, visit [www.em-a.eu](http://www.em-a.eu).

## 3.0 RULES AND REGULATIONS

**BY ENROLLING IN THE MUNDUS JOURNALISM PROGRAMME, STUDENTS AGREE TO ABIDE BY THE GENERAL RULES AND REGULATIONS AND THE EXAMINATION AND ASSESSMENT RULES INCLUDED IN THIS SECTION. MOREOVER, EACH UNIVERSITY MAY HAVE ITS OWN GENERAL REGULATIONS THAT STUDENTS WILL ALSO NEED TO ADHERE TO. INFORMATION ON THESE REGULATIONS WILL BE PROVIDED BEFORE THE START OF YOUR SPECIALISM YEAR AT YOUR SPECIALISM INSTITUTION OR WILL BE PUBLISHED AT THE UNIVERSITY'S WEBSITE.**

This section contains an overview of the general rules and regulations of the Mundus Journalism Programme. For the rules and regulations that apply to all students of Aarhus University, please visit the online Studieordning that you can access through [mit.au.dk](http://mit.au.dk).



In case you have any questions about the rules and regulations outlined in this section, please contact your mundus coordinator at Aarhus University and/or check your specialism handbook. For a full list of contact details, see the final page of this handbook.

## 3.1 GENERAL RULES AND REGULATIONS

### ATTENDANCE

You are expected to attend all lectures, seminars and tutorials and to submit all the work required for each module. Students should report absences and reasons for them to the scheme coordinator at whichever institution they are studying. You may be required to present a medical certificate where this is appropriate.

Students should announce any circumstances they feel might adversely affect their performance. Failure to do so will result in you not having legitimate grounds for appeal of assessment decisions. The local coordinator will be responsible for informing the appropriate Examining Board.

### THE CONSORTIUM'S ATTENDANCE POLICY

Please note that this section contains general guidelines. Any disciplinary issues will be dealt with at the institutional level, in accordance with the specific institution's procedures.

*Definitions:*

- Definition teaching session: A teaching session represents a means of offering tuition to students. Examples of teaching sessions include lectures, seminars, practical classes, example classes, tutorials and field trips.*
  - Unsatisfactory attendance includes: Failure to attend seminars, lectures, tutorials, or any other activity defined as compulsory by a University, in the Module Handbooks, without providing a satisfactory reason for absence.*
- The Consortium expects students to attend all the teaching sessions associated with each module, which they have elected to pursue.
  - Non-attendance by students at teaching sessions will result in the department initially investigating the reason for the absence. Prolonged absences will result in the application of sanctions, either at departmental level or, in the more serious cases, by the University/Consortium.
  - The Consortium may notify sponsors of any known prolonged absences, taking 28 days as a measure of prolonged absence.
  - A student who has been absent from an examination may be asked to submit an explanation without delay to the Departmental/scheme Co-coordinator of the institution in which he/she is currently studying. In the case of illness, he/she may be asked to submit a medical certificate.

### COMPLAINTS AND APPEALS

The Consortium is committed to ensuring a high quality educational experience for its students, supported by appropriate academic, administrative and welfare support services and facilities within each of its institutions. In order to help us to help you and improve our delivery and support, you are under an obligation to raise and resolve any issues that you may be dissatisfied about at the institution in which you are studying as soon as they arise. Most issues can be resolved quickly. If problems persist issues can be raised with the course coordinator, and – in Britain - at Student/Staff committees.

Should a student be unable to resolve a complaint to their satisfaction within the institution concerned, he/she may approach the Board of Studies of the Consortium. An independent member of

the Board will be asked to conduct an investigation into the complaint.

Details of institutions' appeal procedures shall be made available to you during your study in the institutions concerned and shall be stated in your result letter. If, after exhausting the institutions appeals procedure you are still dissatisfied you may apply to the Consortium for a review of the decision.

Appeals to the Consortium should be based upon one or more of the following grounds:

- Irregularities in the conduct of the relevant procedures, which are of such a nature as to cause reasonable doubt whether the party/parties concerned would have reached the same decision had they not occurred;
- Exceptional personal circumstances which were not known to the party/parties concerned when the candidate's case was considered and which can be shown to be relevant to the case. (In appeals based on these grounds the appellant must show good reason why such personal circumstances were not made known prior to the decision being made. Where a candidate could have reported exceptional personal circumstances prior to the decision being made, those circumstances cannot subsequently be cited as grounds for appeal.);

The Consortium Board of Studies will review the case based on the written evidence provided and will decide whether to:

- (i) Dismiss the appeal;
- (ii) Permit the appeal to proceed; and refer the case back to the institution concerned to reconsider the case in light of the new evidence; establish an independent appeals committee before which the student could present his/her case;
- (iii) In consultation with the relevant institution modify the severity of the penalty (non-academic decisions only).

Once the appeal process has been completed the Consortium will issue the student with a Completion of Procedures letter.

## DISCIPLINARY REGULATIONS

Any disciplinary issues will be dealt with at the institutional level, in accordance with partner institutions own disciplinary procedures. It is the responsibility of the institution to monitor such cases and report any problems that they deem to be sufficiently serious to the Consortium Board of Studies.

Details of the institutions disciplinary procedures will be available as you commence studies in that institution. More information about this can be found in the institutional rules and regulations (see specialism handbooks for more information).

## ENROLMENT

The enrolment at Aarhus University will automatically secure enrolment at the specialism university as well, provided that the student passes all courses of Year 1. However, on arrival at each institution students may need to complete a further enrolment process. Information on this will be provided to you before your departure from Aarhus University.

The enrolment process is a means of recording data on students and for institutions to provide important information to students. During the enrolment process students also declare that they will abide by the regulations of the universities concerned.

## GENERAL CONDUCT AND BEHAVIOUR

Students shall conduct themselves in an orderly manner. Please note that:

- If you willfully damage University property you must pay for its repair and may be subject to disciplinary action.
- If you attempt to obstruct teaching, study, research or the administration of any University within the Consortium you will be liable to disciplinary action.
- Unauthorized absence from any part of your course without proper cause will render you liable to disciplinary action and may result in the withdrawal of a student's study visa.
- You are under an obligation to inform the Consortium of any criminal conviction prior to and during your period as a student.

Each institution operates its own disciplinary procedures. Information on these will be provided to students during their introduction at that institution.

## NOTIFICATION OF CHANGE OF CONTACT DETAILS

The Consortium needs to be informed of any change of contact details, while the student is enrolled in the Mundus Journalism programme. Normally students should inform the Scheme coordinator or administrator at whichever institution they are studying (for contact details, please see the final section of this handbook). The coordinator will then have the responsibility for informing all other institutions within the Consortium.

## STUDENT SUPPORT

On arrival at each institution you will be given details of the appropriate person to whom you may refer queries. Each institution is committed to offering you appropriate advice and guidance. The way in which this support is offered may differ slightly from one institution to another and you must familiarise yourself with the way in which you can raise concerns or share worries.

Your study advisor is one of the ports of call you have if things are becoming difficult. Their responsibility is to help you, advise you and make sure that any problems you have can be dealt with properly.

## SPECIAL NEEDS

A student requiring specific provision for assessment due to special needs should submit a written application to the Departmental/ Scheme Coordinator at the institution concerned. The application must be supported by documentary evidence. The Consortium Board of Studies will review all such requests. The institutions are permitted to disregard requests for specific provision if not supported by appropriate documentary evidence.

Where a student's circumstances are known to be prolonged or permanent and identified prior to the start of the session, a student requiring specific provision for classes or assessment should contact the Consortium prior to the start of the course. The universities concerned may then assess the level of support required and advise whether they are able to provide it.

Each institution has appropriate departments to support students with special needs. The specialists in the various fields will be at hand to advise the departments on providing students with necessary support. Specific provision may be considered for circumstances including dyslexia; visual impairment; hearing impairment; physical impairment; medical impairment;

## WITHDRAWING OR SUSPENDING YOUR STUDIES

### Withdrawing

Before deciding to withdraw from studies, please speak to the relevant professor/tutor or administrator at whichever institution you are currently studying for advice on your decision. All institutions at which you are studying offer advice and counselling services which may also help you with your decision. If you are sure you cannot continue with your studies, it might be better for you to suspend studies instead.

### Suspending

You should think carefully before deciding to suspend studies. The nature of the programme whereby students must pass each semester before progressing to the next, and the geographical consideration that the first and the second year are spent in different countries, mean that it would be difficult to make up time lost by suspending. You may have to repeat the entire year or wait until the following year before proceeding, even if you are only planning to suspend for a short period of time. Consider why you are thinking of suspending and seek advice accordingly. Each university offers advice and counselling services to support students. You can talk to them about why you wish to suspend and they may be able to advise you on other options available to you.

If you decide to suspend your studies, you will need to make a formal application to the Board of Studies (e-mail to: [band@au.dk](mailto:band@au.dk)). The Board of Studies will then consult the involved universities. You will receive a formal reply, when your case has been considered.

## PAYMENT OF TUITION FEES

The tuition fee for the whole Master's programme is €8000 for EU students and €16.000 for non-EU students.

Tuition fees are payable in instalments. The payment details will be given by Aarhus University and your specialism university in the enrolment letters.

Non-payment of fees will normally result in sanctions, which may include the withholding of library and computer facilities, results and non-examination of dissertation/project or exclusion from the university.

**Repayment policy in case of withdrawal** Please contact the programme coordinator at the university from where you will be withdrawing to get information about the repayment policy.

## 3.2: EXAMINATION AND ASSESSMENT RULES

### ASSESSMENT

One of the objectives of the Consortium is to ensure that assessment is fair. To achieve this, the Consortium has produced an assessment policy, which is summarised below.

Assessment on the Erasmus Mundus Masters in Journalism degree is based on assignments and project dissertation taken in Part One/Two respectively. To complete the degree you will need to obtain a total of 120 ECTS credits points in the two parts. Students must accumulate 60 credits in the first year of studies, consisting of the substantial course modules, before they can progress to the second year of studies at the specialism university.

The award of the Erasmus Mundus Masters in Journalism, Media and Globalisation degree will be based upon your successful completion of both year one and year two. Due to national requirements relating to assessment there will be different practices adopted by each institution to convey to students their performance in assessment. For instance, results will be given as grades in Aarhus, Amsterdam and Hamburg, but as percentages in Swansea and London.

### ASSESSMENT REQUIREMENTS OF A MODULE

Students are strongly advised to take note of the various methods, which your institution/ department has decided to adopt for the assessment of students and to raise any queries that you may have with your lecturers early in the session. You should also know in advance whether an essay/ practical report would contribute to the overall mark for the module. Please also note any deadlines set by your Institution/Department for the submission of work and the consequences of failing to meet them. Students are also advised that they are required to complete all elements of a module's assessment pattern.

### EXTENSION OF DEADLINES

Please contact the coordinator at whichever institution you are currently studying for advice if you believe you have extenuating circumstances, which might be affecting your studies. Seek advice on whether to apply for an extension to any course assessment deadline or to your overall deadline and ask about the appropriate administrative procedures that you will have to follow.

#### Extending the deadline for individual assessments

You will receive clear information about the assessment deadlines for each course at the outset of each course. There should be no excuse therefore for missing these deadlines. In exceptional circumstances due to ill health or exceptional personal reasons you may find that you are unable to meet a deadline. In this case you should contact the relevant professor and/or follow the relevant administrative procedure as soon as you become aware that there is an issue and before the submission date in question. (please note: only for City University London specialism students: it is possible to apply for an extension after the submission date. For more information about how to do this and which form to use, please see the City University London Specialism Handbook.)

#### Extending the time limit for completion of the degree

You should be aware that the time limit for assessments and, in the case of Swansea and City University London, the time limit for the final completion of the degree may be extended in exceptional cases only. In this case you should contact the relevant professor/tutor or administrator as soon as you

become aware that there is an issue. A reasoned application, supported by appropriate independent evidence, must be submitted to the Board of Studies and the appropriate academic committees within the institution.

## LATE SUBMISSION OF WORK

In the event that you are unable to meet a deadline, you will need to check your specialism handbook. Here, the appropriate procedure will be explained. In general, you will have to contact the relevant teacher and/ or administrator as soon as possible.

## RE-ASSESSMENT

In the event that you failed a course, you will need to consult the course information that has been made available to you at the beginning of the semester / course, as the exact re-assessment policy may vary for each university and the stage of your studies. If in doubt, please contact your study adviser and check your specialism handbook.

## GENERAL ASSESSMENT RULES

- G1 The Pass mark for modules will be set at 50% Grade E (ECTS); 50% (UK); 02 (Denmark); 4,0 (Germany); 5.5 (Netherlands). Credits will be awarded to candidates who pass a module. All modules pursued must be passed (see G5 below).
- G2 Modules shall be assessed individually, as prescribed by the relevant institution(s). The assessment method of a module may take the form of an unseen written examination paper, set projects or other course work assignments, but must be appropriate to assess whether a student has met the learning outcomes of the module. If group work is assigned, the assessment methods must be designed to assess the performance of each student individually. At City University London and at Universität Hamburg, group assessment may take place.
- G3 In order to proceed from one semester to another, a candidate must aim to accumulate 30 ECTS credits by passing modules (see G1 above). To qualify for an award, students must accumulate credits as follows: Master of Arts in Journalism, Media and Globalisation, 120 ECTS  
Postgraduate Diploma in Journalism, Media and Globalisation: 90 ECTS (awarded only for the Swansea specialism)
- G4 Due to national regulations of both Denmark and the Specialism Universities, an overall classification with distinction. may not be possible to obtain. Please check the specialism handbook or contact your study adviser for more information.
- G5 Candidates who have qualified to proceed to the next semester shall not be allowed to repeat any module for which credit has been awarded in order to improve their performance.
- G6 The Consortium reserves the right to charge a re-examination fee in respect of the re-submission of a dissertation. Students who repeat failed modules may be charged fees as appropriate.

- G7 A candidate who is absent for the whole of a written examination (or who fails to submit set projects or coursework by the required date(s)) will be deemed to have failed the modules(s) in question. In the case of illness or other exceptional circumstances the University may grant an extension to the submission date or permit a supplementary examination to be held as appropriate.
- G8 The consequences of late submission of work is determined for each independent module by the lecturer. The late submission of assessed work may result in a mark of 0% being awarded and a decision of fail being recorded, unless an extension has been granted prior to the deadline. Only at City University London, it is possible to apply for an extension after the submission date (see the City University London)
- G9 Both years of the degree must be completed successfully before a candidate may qualify for the award of a degree.
- G10 A candidate who fails to submit the dissertation/project by the deadline specified for the scheme, and who has not been granted an extension of candidature due to special circumstances will fail the degree.
- G11 The time limit for the completion of the degree may be extended in exceptional cases only. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's tutor for consideration, to the Consortium Board of Studies, and any appropriate institutional academic committees.

Requests for an extension shall be considered with reference to the following criteria:

- (a) Normally, suspensions/extensions will be granted only on compassionate grounds, or in cases of illness, serious domestic difficulties or exceptional commitments, which can be demonstrated to have adversely affected the candidate. A full and reasoned case, supported by appropriate, satisfactory, medical or other independent evidence, and a work-plan for completion of the thesis within the extension requested, must be made by the department for consideration by the Consortium Board of Studies, in the first instance, and thereafter by the appropriate committee of the awarding institution.

(b) In cases which arise as a result of illness:

- (i) Satisfactory medical or other relevant documentary evidence must be supplied. (The extent and nature of the illness as described in the certificate are invaluable in assessing the case.)
- (ii) A clear statement must be supplied, showing that the institution concerned has evaluated the situation in which the candidate finds himself / herself as a result of the illness and that it considers the requested extension to be appropriate for completion in accordance with the work-plan. Such a statement will, wherever possible, follow direct contact between candidate and institution.

## UNFAIR PRACTICE AND PLAGIARISM

Gaining unpermitted advantage in any element of the programme is not tolerated by the Consortium. Therefore considerable emphasis is given to preventative measures both at departmental and University level and to warn students against engaging in any form of unfair practice. Unfair practice, here, is defined as any act whereby a person may obtain for himself/herself or for another, any unpermitted advantage.

This applies whether candidates act alone or in conjunction with another/others. An action or actions may be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of an academic or professional qualification at any institution within the Consortium.

Each institution shall consider cases in accordance with their procedures and regulations, and report the outcomes to the Consortium Board of Studies.

Examples of Unfair Practice include the following:

- Plagiarism,
- Collusion (i.e. sharing information or results or receiving outside help in individual exams, whatever their form), and
- Falsification of the results of data collection and analysis.

In the experience of the Consortium universities there is a particular necessity of explicating and explaining the regulations against plagiarism in academic work, as cases of this type of unfair practice appear to be increasing in number. Plagiarism means using the phrases or words or ideas of someone else and passing them for one's own. More concisely it may be defined here as using, without acknowledgement, another person's work and submitting it for assessment, as though it were one's own work, for instance, through copying or unacknowledged paraphrasing.

The Consortium partners concur with, and strongly urge all students to read, the text by Professor Dale Carter, *Beyond the Loan Word: Plagiarism in Academic Writing*, published at <http://studerende.au.dk/en/studies/subject-portals/arts/exams/regulations/guides/plagiarism/>, on the Website of Aarhus University's English Department. Other texts may be given to students in connection with sessions on avoiding plagiarism and academic writing in the course of study.

### Examples of plagiarism

Firstly, the use of any direct quotation(s) from the published or unpublished work of other persons which have not been clearly identified as such by being placed in quotation marks and acknowledged with reference to author, source (publication), year, and page number. Plagiarism, here, is involved whether a person uses, without proper acknowledgment, long passages of texts, such as entire paragraphs or short ones of a sentence or a few words. They may include all forms of written sources including web sites.

Secondly, plagiarism is involved, in cases of summarising – 'paraphrasing' - another person's ideas, judgments, figures, software or diagrams without reference to that person in the text and the source in the bibliography. Here, although the words (or figures etc.) or most of the words are changed, while the meaning remains, plagiarism is still involved. The boundary between plagiarism and non-plagiarism is slightly less easy to specify in the abstract, than in the case of unacknowledged quotation. However, you should be on the safe side and make a habit of citing your sources whenever you use the ideas and arguments of someone else (which you invariably must do in academic writing). Dale Carter's *Beyond the Loan Word*, which was noted above, contains some examples of illegitimate paraphrase.

Quotation (of verbatim sections of texts) and referencing (of arguments, ideas, descriptions, and analyses) should follow established rules of citation (Harvard, Chicago, MLA, APA etc.). Students should acquaint themselves with such rules of citation or academic styles and will be given opportunity to do so early in the course of the study programme. In particular, it is important that your citation and referencing reflects the real degree to which another author's work is actually used (i.e., citing once in a paper is not enough if the work in question is used several times). It should be noted,

also, that the same basic principles of do's and don'ts hold regardless of your choice of style.

In cases where the unacknowledged use of other people's work takes place collectively, such as in group work, plagiarism is still involved. Whenever written work for assessment is produced jointly by a group of students, the responsibility for this work is shared.

In cases of oral presentations the rules regarding plagiarism also apply. This holds for presentations where texts are read aloud or a rehearsed talk is delivered. Here, it may often be enough to use expressions such as 'as argued by Jürgen Habermas', but even though oral presentations by their nature may involve less formality, the principle of never presenting ideas and arguments of others as if they are one's own still applies. The cases of power point presentations and slides should be treated on a par with other written work such as essays and assessment papers.

Finally, plagiarism is involved in cases where a student submits another student's work as his or her own, as well as where a student uses essay writing agencies/internet sites in the preparation of assessed work.

A specific instance of unfair academic practice is 'self-plagiarism', i.e., re-using your own previous work (e.g. extracts from, or the entire text of essays, examinations papers or any other written material previously authored by yourself). Using specific ideas or arguments previously expressed by yourself is of course legitimate, but here it will often be appropriate to cite yourself as the source, certainly when such re-use is substantial, or when sections of texts are paraphrased (e.g. in the fashion: 'The following section is substantially based on my account in "....."')

### Consequences of Plagiarism

The universities in the Consortium use a variety of electronic detection software, which some of your work – and in all circumstances your final dissertation – will be run through to identify cases of unfair practice, although the results of such electronic detection are always subjected to scrutiny by academic staff before any action is taken. Such software has proved particularly effective in detecting plagiarism based on sources accessed via the internet and purchased essays.

Course tutors are often able to detect cases of plagiarism and take appropriate action in accordance with the procedures of the relevant university. It is possible that an oral examination on any piece of work may be conducted if the institution suspects a candidate of unfair practice. The institution may require students to provide copies of notes/earlier drafts of assessed work as proof that the final submission was their own.

Students should not underestimate the consequences associated with plagiarism and other forms of unfair academic practice. If they are caught, the penalties imposed could be enough to ruin a career.

The penalties vary in degree, and different universities – in accordance with the overall principle of the Consortium – have slightly different procedures and, to some extent, slightly different modes and degrees of punishment. However, all the universities of the Consortium adhere strictly to the rules outlined above, are determined not to tolerate detected breaches, and will take action in measured relation to the severity of each case.

If a student takes the risk and is found guilty, the likelihood is that all the marks for the semester will be cancelled, i.e. 0 for each module, and he or she may even be required to withdraw. Also, pleading un-intentionality, ignorance of rules, excessive work load, or other personal circumstances as an excuse for plagiarism, is not likely to be effective.



Teachers in the programme on some occasions have been given to understand that some students, in some countries or universities, are not accustomed to the rules against plagiarism and other unfair academic practice such as those laid out here. In particular, it appears to be the case that some students during their bachelor studies have encountered 'teaching cultures', which permit or even to some degree encourage students to submit work, which basically repeats the words and ideas of a teacher – or by extension of some other authority (i.e. authors of the specific books assigned in a course).

What should be stressed here is that the standards of excellence, which the universities of the Consortium seek to encourage in students – standards which are shared by advanced institutions of learning across the globe – do not agree with unquestioningly referring the words and ideas of a few authors or teachers, as if these were the only, incontestable truth. On the contrary, students are encouraged to independently reflect upon, compare, discuss, and indeed even question any of the texts they are required to read and any of the lectures they hear. And it is their ability to produce reasoned arguments and analyses in class and at exams, which reflect such academic stances, which will be rewarded.

The vast majority of students would not of course consider using plagiarism and would agree that it is against the very nature of honest academic pursuit. In order to avoid plagiarism it is important, as already noted, to reference your work and attribute all information meticulously to the relevant sources. Methods of referencing and attribution will vary for academic and practical coursework. In particular, it may be that journalists, given the habits of the trade, are somewhat less accustomed to these practices. If a student feels that this is the case for him or her it is particularly important – and the students own responsibility – to make an effort to get acquainted with the appropriate rules and standards. Tutors will explain the relevant and acceptable forms of referencing and attribution required in their coursework.

## CONTACT LIST

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### AARHUS UNIVERSITY

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Centre for University Studies in Journalism (CJU)  
Helsingforsgade 14, 8200 Aarhus N, Denmark  
Tel.: +45 23 38 20 25  
Email: [band@au.dk](mailto:band@au.dk)

### THE DANISH SCHOOL OF MEDIA AND JOURNALISM

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Inger Munk (Head of International Department - Journalism)  
Danish School of Media and Journalism  
Tel.: +45 89 440440, Fax: +45 86 168910  
Email: [imu@djh.dk](mailto:imu@djh.dk)

### UNIVERSITY OF AMSTERDAM

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Tel.: +31 20 5253003  
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### SWANSEA UNIVERSITY

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