

DEPARTMENT OF CLASSICS

**POSTGRADUATE RESEARCH**

**STUDENT HANDBOOK**

2013/2014

Telephone +44 (0)1784 443417

Department of Classics

Royal Holloway, University of London

Egham Hill, Egham

Surrey TW20 0EX

Disclaimer

This document was published in September 2013 and was correct at that time. The Department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term ‘Department’ is used to refer to both ‘Departments’ and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

**An electronic copy of this handbook can be found on your departmental website (www.rhul.ac.uk/classics) where it will be possible to follow the hyperlinks to relevant webpages.**

Contents

[1 Introduction to the Department 4](#_Toc336436265)

[1.1 Welcome 4](#_Toc336436266)

[1.2 Initial Registration and Period of Registration 5](#_Toc336436267)

[1.3 How to find us: the Department 6](#_Toc336436268)

[1.4 Map of the Egham campus 6](#_Toc336436269)

[1.5 How to find us: the staff 6](#_Toc336436270)

[1.6 How to find us: the Departmental office 7](#_Toc336436271)

[1.7 The Department: practical information 7](#_Toc336436272)

[1.8 College Contacts 8](#_Toc336436273)

[1.9 Staff research interests 8](#_Toc336436274)

[2 Communication and Student Feedback 10](#_Toc336436275)

[2.1 Email 11](#_Toc336436276)

[2.2 Post 11](#_Toc336436277)

[2.3 Telephone and postal address 12](#_Toc336436278)

[2.4 Notice boards 12](#_Toc336436279)

[2.5 Students’ Union 12](#_Toc336436280)

[3 Annual review and upgrade 13](#_Toc336436281)

[4 Submission and examination of the thesis 14](#_Toc336436282)

[5 Preparation for the final examination 15](#_Toc336436283)

[6 Illness and other extenuating circumstances 15](#_Toc336436284)

[7 Special arrangements for the annual review, upgrade or final examination 16](#_Toc336436285)

[8 Generic Skills Programme 16](#_Toc336436286)

[9 Academic writing skills 18](#_Toc336436287)

[10 Students in need of support (including disabled students) 18](#_Toc336436288)

[11 Plagiarism and other academic offences 18](#_Toc336436289)

[12 Appeals procedures for students 19](#_Toc336436290)

[13 Complaints procedures for students 19](#_Toc336436291)

[14 Teaching experience and training 19](#_Toc336436292)

[15 Student Charter 20](#_Toc336436293)

[16 Facilities 21](#_Toc336436294)

[16.1 Computers 21](#_Toc336436295)

[16.2 Graduate Spaces 21](#_Toc336436296)

[16.3 Libraries 22](#_Toc336436297)

[16.4 Inter-Library Loan (ILL) 23](#_Toc336436298)

[16.5 Careers information 23](#_Toc336436299)

[16.6 Non-academic policies 23](#_Toc336436300)

[17 Health and Safety Information 24](#_Toc336436301)

[17.1 Code of practice on harassment for students 24](#_Toc336436302)

[17.2 Lone working policy and procedures 24](#_Toc336436303)

[18 Equal Opportunities Statement 25](#_Toc336436304)

# Introduction to the Department

## Welcome

Welcome to the Department of Classics at Royal Holloway, University of London! Whether you are new to London, to the College, and to the Department, or have already been with us for a number of years, we are delighted that you have decided to study here for a research degree in Classics, Ancient History, Classical Archaeology, Ancient Philosophy, Rhetoric, or Classical Reception. We shall do everything that we can to ensure that you get the most out of your time as a postgraduate student here, and we wish you every success in your work and future career.

Postgraduate research students pursue independent research in academic departments, leading to the award of the degree of MPhil or PhD. Successful progress depends primarily on their own efforts, supported by those of their supervisors, but also on the research environment in the department and on the quality of their research training.

This Handbook deals with aspects of postgraduate study that specifically relate to research in the Department of Classics. Please read it in conjunction with the following College documents:

The College’s [**Code of Practice for the Academic Welfare of Postgraduate Research Students**](http://www.rhul.ac.uk/Registry/academic_regulations/PGR_Code_of_Practice.html) <http://www.rhul.ac.uk/ecampus/documents/pdf/regulations/pgrcodeofpractice.pdf> sets out the practices and procedures which underpin these efforts and outlines, amongst others, the responsibilities of student, supervisor, advisor and the student’s department(s).

As a research student of the College you should ensure that you familiarize yourself with the content of the Code as well as with the College’s

[**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>, which set out the regulations governing all aspects of MPhil / PhD study from admission to completion. A range of useful information is also available through the Postgraduate Research Students webpage’s <http://www.rhul.ac.uk/iquad/pgr/home.aspx>

Information regarding all sources of funding for postgraduate studies can be found on the college website at:

<http://www.rhul.ac.uk/studyhere/researchdegrees/feesandfunding/home.aspx>.

If you have difficulty obtaining or accessing any of the above, please contact your Director of Graduate Studies.

## Initial Registration and Period of Registration

All students, other than those granted exemption from part of their studies, are initially registered for an MPhil degree on either a full-time or part-time basis. Those wishing to submit a thesis for the award of PhD will be required to complete a first attempt at upgrading to a PhD within the first 20 months of full-time study or the first 40 months of part-time study.

Section 2 of the College’s [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx> stipulates the maximum periods of registration permissible for MPhil and PhD study:

 **Section 2**

 Students first registered on Research Degree programmes in or after September 2006 must submit the thesis for examination within the following periods of study, otherwise their registration with the College may be terminated under the provisions of Section 10 of these regulations.

 (a) For programmes of study leading to the award of MPhil, the thesis must be submitted within three years of full-time study, or six years of part-time study.

 (b) For programmes of study leading to the award of PhD, the thesis must be submitted within four years of full-time study, or eight years of part-time study.

For further details relating to the period of study, arrangements for admission, exemptions from part of the programme of study, interruptions of study, registration and enrolment, you should consult Sections 1 – 8 of the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>. Relevant forms for change of mode of study (full-time to part-time or vice-versa), and withdrawal are available from the [**changes to personal/study details**](http://www.rhul.ac.uk/ecampus/academicsupport/changestopersonalstudydetails.aspx) on the College website<http://www.rhul.ac.uk/ecampus/academicsupport/changestopersonalstudydetails.aspx>. If you wish to interrupt your studies, you are advised to discuss this with your supervisor in the first instance. S/he can advise you on the process to be followed.

## How to find us: the Department

The Department of Classics is located in the Founder’s Building on the ground floor, on the West side of the South Quadrangle. This can be found on the College [**campus map**](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf) (see below) as building 1. Access is from the west side of Founder’s Building or from the quadrangle.

## [Map of the Egham campus](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf)



Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

## How to find us: the staff

**CONTACT DETAILS**

**Head of Department:**

Prof. Ahuvia Kahane 01784 443208 FW17 ahuvia.kahane@rhul.ac.uk

**Director of Graduate Studies:**

Prof. Jonathan G. F. Powell 01784 443209 FW30

 J.Powell@rhul.ac.uk

For a list of academic staff with their research interests see below, 1.9.

**Support Staff:**

 Margaret Scrivner (*Senior Faculty Administrator*)

 01784 443203 FW18 m.scrivner@rhul.ac.uk

 Sue Turnbull (*Faculty Administrator*)

 01784 443417 (with answering machine) FW16

 sue.turnbull@rhul.ac.uk

## How to find us: the Departmental office

The departmental office is located in Founder’s West 16. (Entering the Department from the South Quad, turn left through the double doors: FW16 is the third room on the left.) The office is open on working days (Monday to Friday) during term from 10.00 a.m. until 12.00 noon, and from 2.00 until 4.00 p.m.

## The Department: practical information

(1) **Personal Details Form** Please remember to complete a Personal Details Form and return it to the departmental office as soon as possible after you arrive.You must keep it updated with any change of termtime or home contact details, so that the department can contact you easily.

(2) **Availability of staff** For the locations of staff offices please see 1.5 above, or refer to the current list on the departmental noticeboard. Staff are available during term for regular consultation times as indicated on the doors of their offices, or by e-mail appointment.

(3) **Disabled access** to the Department during working hours is from the South Quad, by means of the ramp immediately outside the entrance to the Main Lecture Theatre.

(5) **Toilets** are located in the Classics corridor on either side of the double doors.

(6) **Postgraduate room** Room FW13 in the Classics Department is set aside for the use of PGR students and hourly-paid teaching staff. Access is by keypad (code available from the Senior Faculty Administrator). You can use the desks and computers in this room at any time when the department is open, and the room also contains the postgraduate student pigeonholes (see below, section 2.2).

(7) **Photocopying** Postgraduates may use the departmental photocopier, located in a room at the end of the corridor next to the Main Lecture Theatre, for limited amounts of photocopying (up to 300 sheets a year), with permission from the Senior Faculty Administrator. Any photocopying in excess of this must be paid for.

(8) **Research expenses** Postgraduate research students may apply to the Department for assistance with research expenses, up to a maximum of £200 in any one year. Separate guidelines will be issued indicating the types of expenses that may be covered and the procedure for applying.

## College Contacts

**Educational Development Officer** (for Generic Skills programme)

Dr. Laura Christie Tel.: 01784 276463

graduate-school@rhul.ac.uk**.**

**Liaison Librarian (Information Consultant):**

Russell Burke Tel.: 01784 414065

Russell.Burke@rhul.ac.uk

## Staff research interests

ANCIENT HISTORY

Professor Richard Alston BA (Leeds), PhD (Lond.) *Professor of Roman History*

Roman history, especially Later Roman Empire; Economic history, urbanism in the ancient world.

Dr David Gwynn (History Department, McCrea Building) *Lecturer in* *Late Antique History* Roman History, Early Christianity, Church Fathers.

Dr Christos Kremmydas BA (Athens), MA, PhD (Lond.) *Lecturer in Greek History* Athenian political and social history; Greek rhetoric and oratory; papyrology.

Professor N. Boris Rankov MA, DPhil (Oxon.) *Professor of Ancient History*

Roman History, especially Roman Britain; Roman army; epigraphy and archaeology of the Roman empire; ancient shipping and shipsheds.

Professor Lene Rubinstein MA (Copenhagen), PhD (Cantab.) *Professor of Ancient History* Greek history, especially history of Greek law; epigraphy; papyrology.

Dr Ed SandersBSc (Oxon), BA (UCL), MPhil (Cantab.) PhD (Lond.) *Leverhulme Early Career Fellow* Athenian political and social history; ancient emotions.

CLASSICAL ARCHAEOLOGY

Professor Amanda J. Claridge BA (Lond.), FSA *Professor of Roman Archaeology* Roman archaeology, especially ancient marble trade; Roman sculpture; city of Rome.

Dr Jari Pakkanen MA, DrPhil (Helsinki) *Senior Lecturer in Classical Archaeology* Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology. (On secondment in 2013-14.)

GREEK AND LATIN LANGUAGES, LITERATURE AND PHILOSOPHY

Dr. Elizabeth Gloyn MA (Cantab) MPhil (Cantab) PhD (Rutgers) *Lecturer in Classics* Latin literature, ancient philosophy and gender studies.

Dr Richard G. Hawley, MA, DPhil (Oxon.) *Senior Lecturer, Deputy Head of Department* Greek literature, especially Greek drama; Greek social history; later Greek literature.

Professor Ahuvia Kahane BA (Tel-Aviv), DPhil (Oxon.) *Professor of Greek, Head of Department* Greek and Latin literature, Homer, epic tradition, the ancient novel, and the classical tradition.

Dr Nick J. Lowe MA, PhD (Cantab.) *Reader in Classical Literature*

Greek and Latin literature, especially comedy; Greek religion.

Professor Jonathan G. F. Powell MA, DPhil (Oxon.) *Professor of Latin, Director of Graduate Studies, MRes Rhetoric Programme Director* Latin language; Latin literature, esp. Cicero, satire; ancient rhetoric, oratory and advocacy.

Professor Anne D. R. Sheppard MA, DPhil (Oxon.) *Professor of Ancient Philosophy* Greek philosophy, especially Neoplatonism; ancient literary criticism.

Dr Efi Spentzou BA (Thessaloniki), MSt, DPhil (Oxon.)*, Senior Lecturer, MA Director* Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

HELLENIC STUDIES (Hellenic Institute, History Department, McCrea Building)

Dr Charalambos Dendrinos MA, PhD (London) *Lecturer in Byzantine Literature and Greek Palaeography* Byzantine Greek language and literature; Byzantine sources; Greek palaeography.

Dr Jonathan Harris MA, PhD (London) *Reader in Byzantine History*

Later period of Byzantine history (1100-1453), interaction between Byzantium and Western Europe, especially during the Crusades and the Italian Renaissance.

# Communication and Student Feedback

It is vital that the Department should know of any concerns you have about the progress of your work or of any suggestions for improving the research environment.

You have several ways of making your views known:

1. by talking to your Supervisor, and perhaps by following up your discussion with a letter or e-mail, so that your comments can be forwarded if appropriate.
2. by contacting the Director of Graduate Studies or the Head of Department, either to arrange a meeting or again by putting your ideas in writing.
3. through the Department’s Postgraduate Student-Staff Committee.
4. in the College’s on-line feedback questionnaire.
5. through the Students’ Union, if your concerns or ideas relate to the College rather than to the Department.

## Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the [**student portal**](https://campus-connect.rhul.ac.uk/cp/home/displaylogin)  <https://campus-connect.rhul.ac.uk/cp/home/displaylogin> (Campus Connect) or direct via [**Outlook.com**](http://outlook.com/) <http://outlook.com/> . **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the ‘Sent Items’ and ‘Deleted Items’ folders regularly**. **It is your responsibility to make sure your College email account is kept in working order.** If you have any problems contact the [**IT Service Desk**](http://itservicedesk.rhul.ac.uk/)<http://itservicedesk.rhul.ac.uk>.

The Classics Department will only use the address in the College Global Address List and **does not** use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting <http://help.outlook.com/> and searching for **forwarding**. This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the RHUL account. You **must** log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research**.**

## Post

All post addressed to postgraduate research students in Classics is delivered to the postgraduate student pigeonholes (alphabetical by surname) in FW13. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

## Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the  [**student portal**](https://campus-connect.rhul.ac.uk/cp/home/displaylogin)(Campus Connect) <https://campus-connect.rhul.ac.uk/cp/home/displaylogin>

and that you also inform the Department of any change. There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

The Department does not disclose students’ addresses and telephone numbers to anybody else (including relatives and fellow students) without the student’s specific permission to do so.

## Notice boards

The official student notice boards are on the walls in the departmental corridor in Founder’s West, ground floor. There is a notice board set aside for items of interest to postgraduates, e.g. conferences, seminars and lectures; training courses; funding opportunities; opportunities for study or research abroad; vacancies for postdoctoral fellowships and other forms of employment; and items of general interest. For urgent or important messages, e-mail will always be used.

## Students’ Union

The Students’ Union offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare and academic issues. The Advice and Support Centre, situated on the first floor of the Students' Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at

[www.su.rhul.ac.uk/support/.](http://www.su.rhul.ac.uk/support/.)

## Withdrawal of visa

If you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you regularly attend scheduled meetings as stipulated by the department. The College has a legal responsibility to **report** any student admitted to the College on a student visa who **does not appear** to be in attendance to the UK Border Agency (UKBA). Therefore if you fail to meet UKBA visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

# Annual review and upgrade

Although you will meet regularly with your supervisor during the academic year, your academic progress is formally reviewed at least once every 12 months, unless you have interrupted your studies, in which case the review will take place not more than two months after you have formally resumed your studies.

Annual reviews and upgrades are conducted in a face-to-face meeting between you and a panel consisting of your supervisor(s), adviser and at least one other academic from outside the supervisory team.

In the Department of Classics, annual reviews for most students take place in the summer, towards the end of each academic year. Students who start later than September, or who have interrupted, may have their annual reviews at other times of year by arrangement with the Director of Graduate Studies.

Upgrade meetings may be combined with Annual Review where appropriate, or may be separately arranged. For full-time students registering in September, the 20-month deadline for the first attempt at upgrade falls in April of their second academic year. For part-time students, the 40-month deadline for the first attempt at upgrade falls in January of their fourth academic year. The department encourages students to apply for upgrade when they are ready, either at the first annual review (or second for part-time students) or afterwards.

For the **annual review**, students are required to submit:

(a) a brief progress report of the year’s work,

(b) a record of supervisory meetings (dates and brief record of matters discussed)

(c) a completed copy of the research students’ training log.

Members of the review team may ask to see samples of written work as evidence of progress.

For **upgrade**, students are required to submit the following:

(a) a thesis plan,

(b) a timetable for completion,

(c) sample chapters from the thesis, usually totalling 15,000–20,000 words,

(d) updated training log.

For annual review, the required documentation does not need to be submitted in advance but can be brought to the meeting. For upgrade, all documentation (including, especially, the sample chapters) must be submitted at least 48 hours in advance of the meeting.

It is the responsibility of students to make the Director of Graduate Studies aware, in advance of the annual review or upgrade meeting, of any extenuating circumstances (medical or otherwise) which have substantially hindered their progress: please see section 6 below. In exceptional circumstances, the Director of Graduate Studies can apply to the College for a waiver of regulations to extend the deadline for the upgrade or for an extension to the submission deadline.

At the end of the annual review/ upgrade meeting the panel will fill in a [**Research Degree Student Review - Annual Review Form or Research Degree Student Review - Upgrade Form**,](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx) which will be signed by panel members present at the review/upgrade, and will provide details of the outcome of this meeting <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/upgrades.aspx> You will be given an opportunity to fill in comments at the end of the form, should you so wish.

In most cases the panel will indicate that they are satisfied with a student’s progress and may also confirm that the student has successfully upgraded from MPhil to PhD, where relevant. However, in some cases the panel may feel that the work presented is not of the required standard. In the case of an upgrade, the panel may decide not to permit the student to upgrade at that time. Where work presented is unsatisfactory, details of the problems and the course of action to be taken will be noted in the [**Research Degree Student Review Form**](http://www.rhul.ac.uk/pgr/forstaff/home.aspx). Additionally, the panel may decide that it is necessary to issue a formal warning. Details of the formal warning process, which could lead to termination of registration, are outlined in the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) in the section regarding Termination of registration. <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>. Further guidance is available on http://www.rhul.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx.

If you fail to upgrade from MPhil to PhD on the first attempt, the panel may permit you to have a second and final attempt, which must take place before the end of 24 months for full-time study or 48 months of part-time study.

Full details of the regulations governing the annual review and upgrade process are outlined in the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)in the section on Reviews of academic progress <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

# Submission and examination of the thesis

As the thesis is nearing completion you will need to submit a formal entry to the final examination to the Student Administration Office. Full details on entry for the examination (or re-entry in the case of resubmissions), submission and examination of the thesis are available on [**Examinations webpage for Research Degree students**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx) <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/researchdegrees/students.aspx> . Students should also consult the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) for further details about, for example, the requirements of the thesis (word length), the conduct of the final examination, and possible outcomes of the examination <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx> .

In terms of word length you should be aware that College regulations stipulate a maximum length for MPhil and PhD theses. If you exceed the word length stated in the Regulations or produce a thesis that is deemed to be too short, the examiners may refer the thesis for resubmission requiring it to be shortened to meet the word length requirement or extended to include more content, respectively.

# Preparation for the final examination

The College offers viva training for research student’s final examination as part of the [**Generic Skills Programme**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx), with sessions run for students in Arts and Social Sciences, Science and Economics and Management. Full details of dates and times of such courses are available on the [**Generic Skills Programme** webpage](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx) <http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx>. This training is compulsory for students.

Advice on preparation for your viva is also available from the department and a ‘mock’ viva can be arranged on request; please contact your supervisor or the Director of Graduate Studies.

# Illness and other extenuating circumstances

**The Instructions to Candidates** **issued by the Examinations and Research Degrees Office should be read in conjunction with Sections 9 and 16 of the Research Degree Regulations** <http://www.rhul.ac.uk/registry/Examinations/Essential-info.html>

and

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>.

If you are a Research Degree student, you may want the annual review or upgrade panel to be made aware of how your academic performance over the year has been affected by illness or extenuating circumstances. In such cases you should submit your statement and supporting evidence to the panel chair within the deadline set by the Department for the submission of material for the upgrade or review. Ideally you should have discussed any such issues with your supervisor or the Director of Graduate Studies before the meeting. The Department may recommend that you interrupt your studies until your personal circumstances are such that you are in a position to take up your studies again. The Director of Graduate Studies will be able to inform you about the process to be followed to request an interruption.

In the case of circumstances relating only to your performance at an upgrade or review meeting, you should inform the panel members or examiners of the circumstances no later than the start of the upgrade/ review and submit the statement and supporting evidence not more than seven days later to the Department.

If you feel that your academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, you should inform the examiners of your situation no later that the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require you to submit evidence of these circumstances to the Examinations and Research Degrees Office within seven days.

# Special arrangements for the annual review, upgrade or final examination

If you have a disability or specific learning difficulty impairment and wish to ask for reasonable adjustments to be made to the conduct of the final examination (viva) you should consult Section 16 of the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>, for details of how to make such a request. Should you need similar adjustments for your annual review/ upgrade meeting, these should be discussed with your supervisor ahead of the meeting so that appropriate arrangements can be made.

# Generic Skills Programme

In 2002 the *Roberts Report* identified a need for skills training for all postgraduate researchers. Universities across the UK are therefore now required to provide postgraduate research students with appropriate training. [**Generic Skills Programme**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx) <http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx> is therefore **a mandatory part** of any postgraduate research programme at Royal Holloway.

You should discuss your training needs with your supervisor(s) and adviser soon after you start your research programme and fill out the [**Research Student Training Log**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/trainingmphilphd.aspx)with details of courses that you should attend during the year <http://www.rhul.ac.uk/pgr/genericskillsprogramme/trainingmphilphd.aspx>

Although further discussions on your training may take place during the year during your supervisory meetings, at least once a year normally at the time of the annual review you, together with your supervisor(s) and adviser, should review the training completed in the previous year and draw up a plan for the following year. The training plan is likely to include both generic research skills courses and training which is specific to the research project. You should be fully engaged with the design of your training programme, as this is an important part of your personal development planning, and should be considering what will be of benefit to you in both the short and long term.

Full details of the types of training which are available to students as well as training opportunities available at other institutions are detailed on the [**Generic Skills Programme**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx) webpage. This page also includes a guide to web registration, details on how to book, FAQs and a course catalogue

<http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx>

**Online research and professional skills courses and other resources are available on the Generic Skills Programme’s moodle page (**<http://moodle.rhul.ac.uk/course/view.php?id=1861>**). This page is also the one to visit if you would like to register to attend a course. Accessing the page will require you to enrol on to the course: the enrolment key will be given out at the postgraduate induction (or email** graduate-school@rhul.ac.uk**).**

**The College’ s** [**Code Of Practice for the Academic Welfare Of Postgraduate Research Students**](file:///C%3A%5CDocuments%20and%20Settings%5Cukte160%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CVCU44XZG%5CCode%20Of%20Practice%20for%20the%20Academic%20Welfare%20Of%20Postgraduate%20Research%20Students)<http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx> provides details of training requirements.

The Department of Classics organises a programme of seminars and training sessions for postgraduate research students. Some of these events are of general interest to research students, while others are aimed at particular branches of the discipline such as rhetoric, classical reception, or classical archaeology. Full details will be made available to students via e-mail. Students are also encouraged to attend appropriate courses at the Institute of Classical Studies and the School of Advanced Study in Senate House, or in other London institutions. There are opportunities to improve language skills in Latin and Greek and in the modern European languages needed for research in Classics.

# Academic writing skills

The College offers courses on academic writing, which can count towards your annual generic skills programme requirement. Royal Holloway International (RHI) offers additional support for research students whose first language is not English. These courses do not, however, count towards your training requirements. Details of these courses and additional support are available on the [**Generic Skills Programme**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx) webpage <http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx>

# Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the Senior Faculty Administrator, Mrs. Margaret Scrivner, who is also the departmental representative for the Educational Support Office (ESO). Inevitably, problems will sometimes arise that the Senior Faculty Administrator is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the [**Student Welfare**](http://www.rhul.ac.uk/ecampus/welfare/home.aspx) page: <http://www.rhul.ac.uk/ecampus/welfare/home.aspx>

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. You must also contact the ESO (Founders West 151; tel: +44 (0)1784 443966; email: **educational-support@rhul.ac.uk**) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the ESO [**Support, health and welfare**](http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx)page

<http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx>

# Plagiarism and other academic offences

The College takes the issue of plagiarism and other assessment offences very seriously. Details of what constitutes an assessment offence (eg. plagiarism, collusion, falsification) as well as the procedures to be followed for the investigation of an alleged assessment offence and possible outcomes, etc are outlined in the College’s [**Regulations on Assessment Offences**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

# Appeals procedures for students

If you wish to appeal against an academic decision, that is, the outcome of an upgrade or final (oral) examination, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received the result of your upgrade or final examination and your complaint must fall within the grounds for appeal to be considered. Details of the grounds on which you may appeal, the process to be followed to request an appeal pack, amongst others, can be found on the [**Academic Appeals**](http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx)website

<http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx> or in Section 21 and 22 the [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

# Complaints procedures for students

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Supervisor(s), Advisor, Director of Graduate Studies or another member of staff in the Department as soon as possible. In the majority of cases complaints can be resolved through such an informal route. In those cases where the complaint cannot be resolved in this way, you may want to submit a formal complaint. Full details of how to pursue complaints through both informal and formal routes are set out in the College’s [**College Complaints Procedures**](http://www.rhul.ac.uk/ecampus/academicsupport/complaintsprocedure.aspx)for students [http://www.rhul.ac.uk/ecampus/academicsupport/complaints/complaints.aspx](http://www.rhul.ac.uk/ecampus/academicsupport/complaintsprocedure.aspx).

# Teaching experience and training

The Department may sometimes be in a position to offer research students teaching opportunities. Research students who are employed in **a lead teaching role** are required to register for the College’s [**inSTIL programme**](http://www.rhul.ac.uk/registry/educational-development/prof-dev/instil-overview.html) (Programme in Skills of Teaching to Inspire Learning) <http://www.rhul.ac.uk/registry/educational-development/prof-dev/instil-overview.html> . Those who are teaching as part of a team may choose to do this programme, but are not required to do so. Students must be teaching at the time they are participating in inSTIL, as teaching observations are an important part of the programme. The inSTIL programme is worth 15 M level credits and counts five days towards a student’s annual generic skills programme requirements. Further details about the programme can be obtained from the inSTIL Programme Director by emailing edc@rhul.ac.uk.

Those not teaching, but with an interest in teaching in higher education, are encouraged to attend the ‘Introduction to Teaching and Learning in Higher Education’ workshops held each year as part of the College’s [**Generic Skills Programme**](http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx)

<http://www.rhul.ac.uk/pgr/genericskillsprogramme/genericskillsprogramme.aspx> .

If you are interested in teaching for the Department, you should initially discuss the matter with your supervisor, and then , if appropriate, with the Head of Department. Vacancies for hourly-paid teaching staff are advertised on the Department’s website in June each year for the following academic year.

For details on how much teaching and other work is permitted during MPhil/ PhD studies, students should read Section 8 of the College’s [**Research Degree Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) and the Section on ‘Teaching and other paid work’ in the [**Code of Practice for the Academic Welfare of Postgraduate Research Students**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>.

# Student Charter

We seek to bring all students into a close, harmonious relationship with the College and the wider community. We hope that all students will support us in achieving the goals set out in [**this Charter**](http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx)

<http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx>

and will act as effective ambassadors for the College, while as students and later as alumni.  It is not intended that this Charter should constitute a binding agreement; it is offered as a framework of aspirations, designed to be of benefit to all of us in ensuring that we deliver an excellent student experience.

Detailed information about our [**policies and regulations**](http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx)| may be found [**here**](http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx)| <http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx>

and an array of helpful information about [**student life**](http://www.rhul.ac.uk/studentlife/home.aspx) by clicking [**here**](http://www.rhul.ac.uk/studentlife/home.aspx) <http://www.rhul.ac.uk/studentlife/home.aspx>.

# Facilities

## Computers

There are a total of 14 open access PC Labs available on campus which you can use, including 6 in the [**Computer Centre**](http://www.rhul.ac.uk/it/servicecatalogue/devices/pclabs.aspx) <http://www.rhul.ac.uk/it/servicecatalogue/devices/pclabs.aspx>. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card. Details of these PC Labs, including access times and maps showing how to get to them can be found under the descriptions <http://www.rhul.ac.uk/it/servicecatalogue/devices/pclabs.aspx>.

## [Graduate Spaces](http://www.rhul.ac.uk/graduateschool/forstudents/home.aspx)

##

Royal Holloway offers a number of areas specifically for postgraduates.

Below is a list of these spaces together with a brief description of what they offer.

##### **International Building Common Room**, room IN030 (below Café Jules)

This room is conveniently placed on campus and within easy reach of most academic buildings and the Students' Union. IN030 offers good computer facilities with 17 PCs, a DVD/CD ROM burner and scanning/printing facilities. There are also some easy chairs. The room is available for use 24 hours a day with a card-swipe/code system for out-of-hour access (code provided by the Computer Centre). Please be aware that some sessions of the Generic Skills Programme may be running in IN030 (dates are advertised).

##### **Founders Common Room**, Founders East, second floor, room FE241

Code to enter can be obtained at the Security desk, Founders reception, by showing the College Card (as a way of proving to be a PG student). The Common Room has tables, chairs and sofas. There is also one computer and printer and wireless internet access. The kitchen area includes a fridge, microwave, kettle and toaster with shared cutlery.

##### **Arts Building**, second floor, room AS17

15 online PCs, DVD/CD ROM burner, scanning/printing facilities. The room is open to all students (PG and UG) during normal office hours and to Postgraduates and Staff between 7pm and 7am (please obtain code from the Computer Centre).

##### **Highfield Common Room**

The room is for those living in postgraduate accommodation on the Highfield site. It can be booked through the reception at Highfield. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

## Libraries

All Royal Holloway research students have access to the unrivalled library facilities of the University of London. These include:

[**Royal Holloway Libraries**](http://www.rhul.ac.uk/library/home.aspx)<http://www.rhul.ac.uk/library/home.aspx>

Royal Holloway's campus is well equipped with facilities that support teaching, learning and research across the College.  As well as department specific facilities, which include industry standard studios and editing facilities for Media students and an MRI scanner in the Department of Psychology, the College provides a range of [**library and IT facilities**](http://www.rhul.ac.uk/studyhere/libraryresourcesandit/home.aspx) <http://www.rhul.ac.uk/studyhere/libraryresourcesandit/home.aspx> which are available to all students.

[**Senate House Library**](http://www.ull.ac.uk/), Malet Street, London, WC1E 7HU. Tel: 020 7862 8461; [http://www.ull.](http://www.ull.ac.uk)[ac.uk](http://www.ull.ac.uk). This is the central library of the University of London. Up to twelve books can be borrowed. To be issued with a library ticket (<http://www.senatehouselibrary.ac.uk/membership/join/>) you will need to take your Royal Holloway ID card to the Membership Desk on the 4th floor.

[**The British Library**](http://www.bl.uk/), 96 Euston Road, London, NW1 2DB. Tel: 020 7412 7000; <http://www.bl.uk>. Because it is the national collection, the British Library possesses copies of all books published in the UK and Ireland, and many from other countries too. It also has an impressive collection of medieval and modern manuscripts. Books must be ordered at least an hour in advance and cannot be borrowed. A [**Reader Pass**](http://www.bl.uk/reshelp/inrrooms/stp/register/howreg/howtoregister.html) <http://www.bl.uk/reshelp/inrrooms/stp/register/howreg/howtoregister.html> will be issued subject to your need to see specific items in the collections. Other libraries or sources may be more appropriate to your research and [**British Library staff will advise you accordingly**](http://www.bl.uk/reshelp/inrrooms/stp/refteam/refteam.html).

**Institute of Classical Studies, Senate House, University of London**, Malet Street, London, WC1E 7HU (020 7862 8709). <http://www.sas.ac.uk/icls/>.

All postgraduate students are eligible to join the library at the Institute of Classical Studies but if you wish to borrow books you will need to join the Society for the Promotion of Hellenic Studies or the Society for the Promotion of Roman Studies; please note that there is a reduced rate for students (which includes subscription to the *Journal of Hellenic Studies*/*Journal of Roman Studies/Britannia* as appropriate).

**The Warburg Institute**, Woburn Square, London, WC1H 0AB (020 7862 8949). <http://www.sas.ac.uk/warburg>. Specialist library for the study of the Classical Tradition, with particular strengths in Art History.

**Training**

You will have the opportunity to attend training sessions in the use of the Library and resources. The sessions for students of Classics will be advertised via the Library and the Department at the start of the Autumn term. The purpose of these sessions is to help you find your way around the collections and to make best use of the Library’s collections and online resources relevant to your subject area. There are various training sessions available to help you make the best use of the library’s resources. For details and to book a place online please go to the computer centre webpage.

**Help and advice**

If you have any questions about the Library’s services and collections or need help using Library provide information and online service (including one-to-one training), please contact the Information Consultants for Classics, visit the Library’s Help & Enquiry Desks or use the ‘Ask a librarian’ (live chat) virtual reference service. Contact details can be found on the ‘Contact us’ section of the Library web pages.

## [Inter-Library Loan (ILL)](http://www.rhul.ac.uk/library/usingourlibraries/interlibraryloans.aspx)

<http://www.rhul.ac.uk/library/usingourlibraries/interlibraryloans.aspx>

Inter-library loans (ILL) are used to acquire items for study and research purposes that we do not hold in our collections. They are available to all postgraduate students and staff. Please see the Library website for details.

## Careers information

The College has a [**careers advisory service**](http://www.rhul.ac.uk/careers/)**,** housed in the Horton Building, which is open to any student during normal College hours.

<http://www.rhul.ac.uk/careers/home.aspx>.

## Non-academic policies

Please see the[**Codes and Regulations**](http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx)webpage<http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx> which includes information on non-academic policies, regulations, and codes of practice as well as the [**Student Charter.**](http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx) <http://www.rhul.ac.uk/aboutus/governancematters/studentcharter.aspx>

# Health and Safety Information

## Code of practice on harassment for students

This can be found on the student home pages under codes and regulations

<http://www.rhul.ac.uk/ecampus/onlinestudenthandbook.aspx>

## Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at <http://www.rhul.ac.uk/iquad/documents/pdf/healthandsafety/loneworkingpolicy2010.pdf>

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant:

* Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication.
* It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number).
* Inspections/risk assessments of the work area are by the Departmental Health and Safety Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid etc.).

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Co-ordinator (the Senior Faculty Administrator) or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply also to **students undertaking duties off campus**.

# Equal Opportunities Statement

The University of London was established to provide education on the basis of merit above and without regard to race, creed or political belief and was the first university in the United Kingdom to admit women to its degrees.

Royal Holloway, University of London (hereafter 'the College') is proud to continue this tradition, and to commit itself to equality of opportunity in employment, admissions and in its teaching, learning and research activities.

The College is committed to ensure that:

* all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
* both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
* it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
* teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
* all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
* it creates a positive, inclusive atmosphere, based on respect for diversity within the College
* it conforms to all provisions as laid out in legislation promoting equality of opportunity.