



DEPARTMENT OF CLASSICS AND
PHILOSOPHY

**POSTGRADUATE RESEARCH
STUDENT HANDBOOK**

2011/2012

Telephone +44 (0)1784 443417

Department of Classics and Philosophy
Royal Holloway, University of London
Egham Hill, Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2011 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 <http://www.rhul.ac.uk/classicsandphilosophy/informationforcurrentstudents/home.aspx> where it will be possible to follow the hyperlinks to relevant webpages.

Contents

1	INTRODUCTION TO THE DEPARTMENT	4
1.1	WELCOME	4
1.2	INITIAL REGISTRATION AND PERIOD OF REGISTRATION	5
1.3	HOW TO FIND US: THE DEPARTMENT	6
1.4	MAP OF THE EGHAM CAMPUS	6
1.5	HOW TO FIND US: THE STAFF	6
1.6	HOW TO FIND US: THE DEPARTMENTAL OFFICE	7
1.7	THE DEPARTMENT: PRACTICAL INFORMATION	7
1.8	COLLEGE CONTACTS	9
	LIAISON LIBRARIAN (INFORMATION CONSULTANT):	9
1.9	STAFF RESEARCH INTERESTS	9
2	COMMUNICATION AND STUDENT FEEDBACK	12
2.1	EMAIL	12
2.2	POST	13
2.3	TELEPHONE AND POSTAL ADDRESS	13
2.4	NOTICE BOARDS	14
2.5	STUDENTS' UNION	14
3	ANNUAL REVIEW AND UPGRADE	14
4	SUBMISSION AND EXAMINATION OF THE THESIS	16
5	PREPARATION FOR THE FINAL EXAMINATION	16
6	ILLNESS AND OTHER EXTENUATING CIRCUMSTANCES	17
7	SPECIAL ARRANGEMENTS FOR THE ANNUAL REVIEW, UPGRADE OR FINAL EXAMINATION	18
8	GENERIC SKILLS PROGRAMME	18
9	ACADEMIC WRITING SKILLS	19
10	STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS)	19
11	PLAGIARISM AND OTHER ACADEMIC OFFENCES	20
12	APPEALS PROCEDURES FOR STUDENTS	20
13	COMPLAINTS PROCEDURES FOR STUDENTS	20
14	TEACHING EXPERIENCE AND TRAINING	21
15	STUDENT CHARTER	21
16	FACILITIES	22
16.1	COMPUTERS	22
16.2	GRADUATE SPACES	22
16.3	LIBRARIES	23
16.4	THE INSTITUTE OF CLASSICAL STUDIES LIBRARY / JOINT LIBRARY OF THE HELLENIC AND ROMAN SOCIETIES	24
16.5	THE LIBRARY OF THE WARBURG INSTITUTE	24
16.6	INTER-LIBRARY LOAN (ILL)	24
16.7	CAREERS INFORMATION	24
16.8	NON-ACADEMIC POLICIES	24
17	HEALTH AND SAFETY INFORMATION	25
17.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS	25
17.2	LONE WORKING POLICY AND PROCEDURES	25
18	EQUAL OPPORTUNITIES STATEMENT	25

1 Introduction to the Department

1.1 Welcome

Welcome to the Department of Classics and Philosophy 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, Classical Reception, or Philosophy. 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 (Master of Philosophy) or PhD (Doctor of Philosophy). 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 and Philosophy. 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/forstudents/studying/academicregulations/pgcop/codeofpracticefortheacademicwelfareofpostgraduateresearchstudents.aspx>

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/forstudents/studying/academicregulations/home.aspx>, which set out the regulations governing all aspects of MPhil/ PhD study from admission to completion.

A range of useful information, including information on funding for postgraduate studies, is available through the **Research Students Portal** <http://www.rhul.ac.uk/pgstudents/home.aspx>.

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

1.2 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 make 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 (see further section 3 below).

Section 2 of the College's **Research Degree Regulations**

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

Relevant forms for interruptions, change of mode of study (full-time to part-time or vice-versa), and withdrawal are available from the **changes to personal/study details** on the College website <http://www.rhul.ac.uk/forstudents/studying/changedetails.aspx>.

Director of Graduate Studies (for research degrees):

Professor J.G.F.Powell
Telephone 01784 443209
Room FW30
Email J.Powell@rhul.ac.uk

Consultation hours (during teaching terms: Mondays, 12 noon – 1 p.m. and Fridays, 11 a.m. – 12 noon)

For a list of academic staff and their research interests, please see section 1.9 below.

Support Staff: Mrs Margaret Scrivner
(Senior Faculty Administrator)
Telephone 01784 443203
Room FW18
Email M.Scrivner@rhul.ac.uk

Ms. Sharon Shellock
(Faculty Administrator)
Telephone 01784 443417
Room FW16
Email Sharon.Shellock@rhul.ac.uk

1.6 How to find us: the Departmental office

The Departmental office is located in Room FW16 and is open during normal working hours.

1.7 The Department: practical information

Contact details The department maintains a list of postgraduate contact details (in addition to central College records). On arrival you are asked to fill in a Personal Details Form for the departmental files. Whenever your details change, you must inform the office so that records can be updated.

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

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

Consultation times Some staff keep regular consultation hours during term, when they may be seen without an appointment on a first-come, first-served basis; others can be contacted by email. For the current DoGS's consultation times, please see section 1.5 above.

Student life The Department has an active student community and there are many opportunities for postgraduates to become involved in the Classical Society and other activities.

Student-Staff Committee The department has one Student-Staff Committee to represent both undergraduates and postgraduates. It is important that the views of postgraduates are actively represented: please consider volunteering to be a representative yourself.

The committee meets once a term. Agenda and minutes are publicised via the noticeboard in the department, and the minutes then feed into the College's formal monitoring procedures. The committee has a wide remit to consider both academic and non-academic issues; however, since its proceedings are held in public, this is not the appropriate channel for discussion of confidential issues or those involving particular individuals. Any such issue should be referred to the DoGS, the Head of Department, or the appropriate College authority.

Research expenses The Department provides a modest level of assistance with research expenses for postgraduate research students, covering e.g. attendance at conferences, travel to museums and libraries, field trips, or purchase of necessary research materials. Applications, not normally exceeding £200 in any one academic year (from September to August), should be sent in the first instance to the Director of Graduate Studies. You should contact the DoGS before incurring the expense, as the possibility of a refund depends on Departmental finances and cannot be guaranteed.

Graduate Studies Committee The Graduate Studies Committee is a departmental committee chaired by the DoGS. Its main function is to make recommendations for the allocation of College studentships to incoming postgraduates. It also has formal responsibility (normally devolved to the DoGS) for approving expenses claims for postgraduates and for ratifying the results of annual reviews and upgrades.

1.8 College Contacts

Graduate Training Administrator:

Ms Marina Mohideen-Moore

Tel: 01784 414699

Email: Marina.Mohideen-Moore@rhul.ac.uk

Liaison Librarian (Information Consultant):

Russell Burke

Tel: 01784 414065

Email: Russell.Burke@rhul.ac.uk

1.9 Staff research interests

ANCIENT HISTORY

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

r.alston@rhul.ac.uk

Room FW33

Roman history, especially Roman Egypt; urbanism in the ancient world; Roman army.

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

b.rankov@rhul.ac.uk

Room FW28 (Sabbatical leave Spring Term 2012)

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, Co-director of the Centre for Oratory and Rhetoric*

l.rubinstein@rhul.ac.uk

Room FW11

Greek history, especially history of Greek law; epigraphy; papyrology.

Dr **Christos Kremmydas** BA (Athens), MA, PhD (Lond.) *Lecturer in Greek History*

christos.kremmydas@rhul.ac.uk

Room FW9

Athenian political and social history; Greek rhetoric and oratory; papyrology.

Dr **Ed Sanders** BSc (Oxon), BA (UCL.), MPhil (Cantab.) PhD (Lond.)
Leverhulme Early Career Fellow

ed.sanders@rhul.ac.uk

Room FW12

Greek oratory; Athenian political and social history; ancient emotions

CLASSICAL ARCHAEOLOGY

Professor. **Amanda J. Claridge** BA (Lond.), FSA *Professor of Roman Archaeology*

a.claridge@rhul.ac.uk

Room FW14

Roman archaeology, especially ancient marble trade; Roman sculpture; city of Rome.

Dr **Jari Pakkanen** MA, DrPhil (Helsinki) *Senior Lecturer in Classical Archaeology*

j.pakkanen@rhul.ac.uk

Room FW10

Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology.

Dr **Janett Morgan** BSc, BA, MA, PhD (Wales) *Teaching Fellow in Greek History and Archaeology*

janett.morgan@rhul.ac.uk

Room FW15

Greek archaeology, ancient urbanism, domesticity and religion.

GREEK AND LATIN LANGUAGES, LITERATURE, AND PHILOSOPHY

Professor **Jonathan G. F. Powell** MA, DPhil (Oxon.) *Professor of Latin, Co-director of the Centre for Oratory and Rhetoric*

j.powell@rhul.ac.uk

Room FW30

Latin language; Latin literature, esp. Cicero, satire; ancient rhetoric, oratory and advocacy.

Professor **Ahuvia Kahane** BA (Tel-Aviv), DPhil (Oxon.) *Professor of Greek*

ahuvia.kahane@rhul.ac.uk

Room FW17

Greek and Latin literature, Homer, epic tradition, the ancient novel, and the classical tradition.

Professor **Edith M. Hall** MA, DPhil (Oxon.) *Research Professor in Classics and English (joint appointment with the Department of English), Director of the Centre for the Reception of Greece and Rome*

edith.hall@rhul.ac.uk

Room FW31

Greek literature, cultural history, theatre, reception.

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

n.lowe@rhul.ac.uk

Room FW29

Greek and Latin literature, especially comedy; Greek religion.

Dr **Richard G. Hawley**, MA, DPhil (Oxon.) *Senior Lecturer* richard.hawley@rhul.ac.uk

Room FW26 (Sabbatical leave Autumn Term 2011)

Greek literature, especially Greek drama; Greek social history; later Greek literature.

Dr **Efi Spentzou** BA (Thessaloniki), MSt, DPhil (Oxon.) *Senior Lecturer*

e.spentzou@rhul.ac.uk

Room FW27 (Sabbatical leave Autumn Term 2011)

Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

Professor **Anne D. R. Sheppard** MA, DPhil (Oxon.) *Professor of Ancient Philosophy, Head of Department*

a.sheppard@rhul.ac.uk

Room FW20

Greek philosophy, especially Neoplatonism; ancient literary criticism.

MODERN PHILOSOPHY

Dr **Neil Gascoigne** B.Eng. ((Leeds), MPhil, PhD (Cantab.) *Senior Lecturer*

neil.gascoigne@rhul.ac.uk

Room FW34

Pragmatism, metaphilosophy, autobiography and epistemology.

Professor **Andrew Bowie** MA (Cantab.) PhD (UEA) *Professor of Philosophy and German (joint appointment with Modern Languages)*

a.bowie@rhul.ac.uk

Room IN104 (International Building).

Modern German philosophy, the relationship of European philosophy to analytical philosophy, literature and music.

2 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 Student-Staff Committee.
4. via the College's on-line feedback questionnaire (distributed by e-mail in June each year).
5. through the Students' Union, if your concerns or ideas relate to the College rather than to the Department.

2.1 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/> (Campus Connect) or direct via **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/>.

The Classics and Philosophy 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.

2.2 Post

All post addressed to postgraduate research students in the department of Classics and Philosophy 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.

2.3 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** (Campus Connect) <https://campus-connect.rhul.ac.uk/> and that the Department is informed 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.

2.4 Notice boards

There is a notice board in the Department corridor 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, email will always be used.

2.5 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.

3 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.

Annual reviews in Classics and Philosophy generally take place on a series of days in (or just before) the autumn term, but may take place at other times of year if necessary (e.g. if a student registered after the beginning of the academic year or has interrupted studies). The exact times are fixed 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 brief progress report of the year's work, together with a record of supervisory meetings, and 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) thesis plan
- (b) timetable for completion
- (c) sample chapters from the thesis
- (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 Form**, which will be signed by panel members present at the review/upgrade, and will provide details of the outcome of this meeting. The form can be found at <http://www.rhul.ac.uk/pgrstudents/home.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**. 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** in the section regarding 'Termination of registration'.

<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.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 at the end of 24 months of 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** in the section on 'Reviews of academic progress':

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

4 Submission and examination of the thesis

As the thesis is nearing completion you will need to submit a formal entry for the final examination to the Examinations and Research Degrees 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 **MPhil/ PhD Examinations** <http://www.rhul.ac.uk/registry/researchdegrees/>.

Students should also consult the **Research Degree Regulations** 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/forstudents/studying/academicregulations/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.

5 Preparation for the final examination

Viva training for research students' final examinations is offered as part of the Generic Skills training programme, with sessions run for students in Arts, and Social Sciences, Science and Economics and Management. Full details of dates and times of courses are available on the web at <http://www.rhul.ac.uk/pgstudents/home.aspx>. This training is compulsory for students.

It is possible to arrange a 'mock viva' within the department: if you would like us to arrange one, please ask your supervisor and/or the DoGS.

6 Illness and other extenuating circumstances

These sections of the Handbook should be read in conjunction with the Instructions to Candidates issued by the Examinations and Research Degrees Office and 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. A form requesting permission for an interruption of studies is available on the College website under **changes in enrolment status** at <http://www.rhul.ac.uk/pgrstudents/forstudents/home.aspx>.

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 than 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.

7 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/forstudents/studying/academicregulations/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.

8 Generic skills programme

In 2002 the *Roberts Report* identified a need for skills training for all postgraduate researchers. Supported by funding from Research Councils UK and a concordat agreed by UK higher education institutions, universities across the UK are now required to provide postgraduate research students with appropriate training. **Generic Skills training** 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** with details of courses that you should attend during the year: see

<http://www.rhul.ac.uk/pgstudents/forstudents/gsp/trainingmphlphd.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 you 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** webpage. This page also includes a guide to web registration, details on how to book, FAQs and a Research Skills Programme Handbook:

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

The College's **Code Of Practice for the Academic Welfare Of Postgraduate Research Students** provides details of training requirements.

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

The Department encourages postgraduate research students to attend relevant courses at the Institute of Classical Studies and the School of Advanced Study in Senate House, and where appropriate 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 particular areas of Classics. Please consult your supervisor regarding your choice from the available courses. Details of current courses are displayed from time to time on the Department's web page at

<http://www.rhul.ac.uk/classicsandphilosophy/informationforcurrentstudents/coursesforpostgraduateresearchstudents2011-12.aspx>

9 Academic writing skills

The College offers courses on academic writing, which can count towards your annual research skills training 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** webpage; see

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

10 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 Support** page: <http://www.rhul.ac.uk/forstudents/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 East 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** page
<http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>.

11 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/Registry/academic_regulations/Examination_Assessment_Offences.html

12 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 and the process to be followed to request an appeal pack, amongst others, can be found on the **Academic Appeals website**
<http://www.rhul.ac.uk/forstudents/studying/academicappeals/home.aspx> or in Section 21 and 22 the **Research Degree Regulations**
<http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>.

13 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 **Complaints Procedures for Students**
<http://www.rhul.ac.uk/forstudents/studying/complaintsprocedure.aspx>.

14 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 (which includes all those undertaking teaching for the Classics and Philosophy department) are required to register for the College's **inSTIL programme** (Programme in Skills of Teaching to Inspire Learning) <http://www.rhul.ac.uk/registry/educational-development/prof-dev/instil-overview.html> . 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 research skills training 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/pgstudents/forstudents/home.aspx>.

Vacancies for hourly-paid teaching staff are advertised on the departmental website in June each year for the following year and usually include Greek and Latin language courses (especially at beginners' level), and seminars for first- or second-year course units. If you are interested in teaching, you should initially discuss the matter with your supervisor, and then, if appropriate, with the Head of Department, who will be able to advise on what vacancies are likely to occur.

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** 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/Registry/academic_regulations/Postgraduate_Research_Regulations.html and http://www.rhul.ac.uk/Registry/academic_regulations/PGR_Code_of_Practice.html.

15 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>

and will act as effective ambassadors for the College, while 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** may be found **here**

<http://www.rhul.ac.uk/aboutus/governancematters/accesstoinformation/home.aspx> and an array of helpful information about **student life** by clicking **here** <http://www.rhul.ac.uk/studentlife/home.aspx>.

16 Facilities

16.1 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/information-services/Computer-Centre/>. 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 are given in the leaflet "**Where are the PC Labs and when can I use them?**"

<http://www.rhul.ac.uk/restricted/information-services/computer-centre/facilities-and-services/pc-labs/index.html>.

16.2 Graduate Spaces

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-hours access (code provided by the Computer Centre). Please be aware that some sessions of the Research 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 that you are 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 warden of the North A30 properties. The room offers easy chairs, TV and video, and food- and drink-vending machines. The room must be vacated by 11pm.

16.3 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>

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>

which are available to all students.

SENATE HOUSE LIBRARY, Malet Street, London, WC1E 7HU. Tel: 0207 862 8461; <http://www.uol.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.uol.ac.uk/library/uol.shtml> you will need to take your Royal Holloway ID card to the Membership Desk on the 4th floor.

THE BRITISH LIBRARY, 96 Euston Road, London, NW1 2DB. Tel: 0207 412 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/inrooms/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.

16.4 THE INSTITUTE OF CLASSICAL STUDIES LIBRARY / JOINT LIBRARY OF THE HELLENIC AND ROMAN SOCIETIES

Senate House, Malet Street, London WC1E 7HU. Tel. 0207 862 8709. Probably the best Classics research library in the UK, the Institute Library is located on the third floor of the South Block of Senate House. About two-thirds of the books belong to the Hellenic and Roman Societies and can be borrowed by members of those societies. The remainder belong to the University of London and are for reference only. You are strongly encouraged to join the Hellenic or Roman Society (or both) as a Student Associate, so that you can use the Library and borrow books from it. You will need to get a form from the Library and have it signed by your supervisor. Tours of the Library can be arranged for new postgraduate students (please contact the DoGS). For further information see <http://icls.sas.ac.uk/>.

The Institute of Classical Studies runs an exceptionally rich programme of seminars in all areas of Classical Studies and publishes its own journal, the *Bulletin of the Institute of Classical Studies*.

16.5 THE LIBRARY OF THE WARBURG INSTITUTE

Woburn Square, London WC1H 0AB. Tel. 0207 862 8949. Another fine research library with particular strengths in the Classical tradition and art history. Books cannot be borrowed but you can be admitted as a reader on your supervisor's recommendation. Further information at <http://warburg.sas.ac.uk/>.

16.6 Inter-Library Loan (ILL)

<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 students and staff, though undergraduates should have their tutor's authorization to submit an inter-library loan request.

16.7 Careers information

The College has a **careers advisory service**, housed in the Horton Building, which is open to any student during normal College hours.

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

16.8 Non-academic policies

Please see the **Codes and Regulations** webpage

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

which includes information on non-academic policies, regulations, and codes of practice as well as the **Student Charter**.

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

17 Health and Safety Information

17.1 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/forstudents/documents/pdf/codesandregulations/studentharassment.pdf>

17.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found on the **Health and Safety Web pages**

<http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html>

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.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Co-ordinator 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**.

18 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.