DEPARTMENT OF CLASSICS

POSTGRADUATE TAUGHT STUDENT HANDBOOK

MA Ancient History; Classics; Classical Archaeology
Masters by Research in Classical Reception

2016/2017
Disclaimer

This document was published in September 2016 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’ ‘Centres’ 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/informationforcurrentstudents/home.aspx where it will be possible to follow the hyperlinks to relevant webpages.
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1 Introduction to the Department

1.1 Welcome

Welcome to the Master’s programmes in Ancient Studies offered by the Department of Classics. We are delighted that you have chosen to pursue your academic careers with us, and hope that we can guide you successfully and enjoyably towards achieving your academic goals. With this in mind, this Handbook is to help you through the course and to provide you with a reference point and essential information about the Department’s Post-Graduate Taught programmes (MA Classics, MA Ancient History, MA Classical Art and Archaeology, Masters in Research in Classical Reception). It includes: details of the location of buildings and the facilities and support available to you; rules and regulations concerning assessment and attendance; and help and advice on writing essays and avoiding plagiarism. It is essential that you read this handbook carefully, retain it, and refer to it regularly over the year. Not all the information provided here will necessarily apply to you, but it is very important that you make sure that you are aware of the ground rules on which the Masters programmes operate. Students on the MA programmes should be aware that courses run by other Colleges (KCL and UCL) may have slightly different rules (including deadlines and rules on the submission of essays) and you need to ensure that you are familiar with practises in those institutions. In case of difficulty, it is to Royal Holloway that you should turn in the first instance.

The Student Handbook is one way of providing information. The information in it is updated annually, and aims to provide accurate information about the programmes and their rules and procedures. We will always inform you of any changes, most often via the notice boards in the Department. If there are issues on which you have questions which are not addressed here, you will have an opportunity to raise them either at the Departmental briefing for postgraduate students at the beginning of the academic year or at your individual meeting with the Director of the MA programmes in Classics, Professor Richard Alston. From Christmas, Dr Liz Gloyn will be directing the programmes. For Masters by Research in Classical Reception you should contact Richard Alston. You are also at liberty to raise questions at any time with your tutors, the Programme Directors or the Head of the Classics Department

1.2 How to find us: the Department

The administrative offices for the Department of Classics are located on the main campus in Egham. All departmental and College administrative business is done here. Teaching staff and administrative offices can be found in the first floor of the International Building, mostly to the right of the main entrance. This can be found on the College campus map as building 15, not building 1 as in the slightly out of date map.

1.3 Map of the Egham campus
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.

1.4 How to find us: the staff

CONTACT DETAILS

Head of Department:
Prof. N. Boris Rankov  
IB147
b.rankov@rhul.ac.uk

Academic Staff:
Prof. Richard Alston  
IB149B
r.alston@rhul.ac.uk
01784 444982

Dr Richard G. Hawley  
IB146
richard.hawley@rhul.ac.uk

Dr Liz Gloyn  
IB49D
liz.gloyn@rhul.ac.uk

Prof. Ahuvia Kahane  
IB151
On Leave
ahuvia.kahane@rhul.ac.uk
Support Staff:

Margaret Scrivner 01784 443203 IB149A
Senior Faculty Administrator (Classics)
m.scrivner@rhul.ac.uk

Sue Turnbull 01784 443417 IB149
Faculty Administrator (Postgraduate, Classics)
sue.turnbull@rhul.ac.uk

1.5 How to find us: the Departmental office

The departmental offices are located at IB149.

1.6 The Department: practical information

The Departmental administrative staff will often be your first point of contact. They are available to answer enquiries whenever the office is open. They can take phone messages, and messages can also be left on the answering machine. During teaching terms, the Departmental office at Classics is open from Monday to Friday between the hours of 10.00 a.m. and 12.00 noon, and then again between 2.00 p.m. and 4.00 p.m. Please avoid disturbing the administrative staff outside these times.

In a genuine emergency anyone in the Department will be happy to help, but otherwise it is important that students respect these rules so that the administrative staff can have time to do their work without interruption.
1.7 Staff research interests

ANCIENT HISTORY

Prof. Richard Alston, BA (Leeds), PhD (Lond.), Professor of Roman History, Roman history, especially Later Roman Empire; Economic history, urbanism in the ancient world; Reception of Roman History and political ideas.

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

Prof. 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.

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

CLASSICAL ARCHAEOLOGY

Dr Zena Kamash, BA; D.Phil (Oxon) FSA, Lecturer in Roman Archaeology Science and technology; Memory and material culture; Material culture theory; Religion and ritual; Archaeological methods and practices; Roman Britain and Near East.

GREEK AND LATIN LANGUAGES, LITERATURE AND PHILOSOPHY

Dr Liz Gloyn BA, MPhil (Cantab), PhD (Rutgers). Lecturer in Classics Latin literature, especially of the Imperial period; popular receptions of Classical culture

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

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

Prof. Jonathan G. F. Powell, MA, DPhil (Oxon.), Professor of Latin, Latin language; Latin literature, esp. Cicero, satire; ancient rhetoric, oratory and advocacy.

Prof. 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.), Reader in Latin Literature and Classical Reception, Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth.

2 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Adviser.

Email to your College email address is routinely used and you should check regularly (at least daily) if any official communication has been sent to your email address. Do not ignore the email as it will be assumed that it will have been received by you within 48 hours, excluding Saturdays and Sundays.

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/cp/home/displaylogin (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 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/forwarded 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” (you may need to use IE browser to access this as the link does not work on some browsers). 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 Royal Holloway account. **It is your responsibility** to 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 students in Classics is delivered to the student pigeonholes (alphabetical by surname) in the corridor near the departmental office. 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.royalholloway.ac.uk/cp/home/displaylogin](https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin). 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

The official student notice boards are on the walls in the Classics Department. Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

It is your responsibility to check the times and venues of all class meetings and of any requirements (eg. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 Personal Advisers

The appropriate Director of the particular MA programmes acts as personal adviser to students on that programme. He/she is available to assist with the process of course choice, to deal with problems which interfere with academic progress, and to mediate between students and course tutors or the dissertation supervisor where necessary.

You will have formal meetings with him/her at the start of the first term. Other meeting may be arranged by email. You are expected to make yourself available should the Director of the programme or the Head of Department request a meeting.

Personal Advisers have a duty of confidentiality about issues raised by their advisees but also a duty of care. This means that staff have a duty to raise concerns about students who they feel may require additional support and are therefore obliged to contact the Educational Support Office. They will not need to disclose details of the student’s condition, but would simply indicate that some form of assistance may be appropriate. The student will have the option to refuse any assistance when s/he is contacted by the ESO.

2.6 Questionnaires

Questionnaires relating to the Royal Holloway courses you are taking will be distributed to students at the end of each course. These evaluations provide valuable feedback to the staff and the time you put into filling them out is much appreciated.

2.7 Space

The College has a postgraduate common room open to all postgraduates in Founders (FE241) and other areas specifically for postgraduates http://www.rhul.ac.uk/graduate-school/pages/pg-spaces.html
3 Teaching

3.1 Dates of terms

**Term dates** can be found on the College website http://www.royalholloway.ac.uk/aboutus/collegecalendar/home.aspx

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practical's etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason. Furthermore, as Master’s programmes run for one calendar year from September to September you are also supposed to be available to meet with staff after the official end of term should this be required, that is, during the summer vacation period.

3.2 Reading weeks

Please consult the tutors of your individual courses as to whether there is a reading week on your course.

3.3 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College recognises that emergencies may occur at any time throughout the year. In light of this, the Classics Department has set a minimum attendance level at 80%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.3.6 below). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your
It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Postgraduate Taught Regulations (http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorize your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Student Advisory Service (https://www.royalholloway.ac.uk/ecampus/welfare/home.aspx). The Students’ Union also operate an Advice and Support Centre, details on which can be found here http://www.su.rhul.ac.uk/advice/.

3.3.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practicals and personal tutorials);
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching will start at five minutes past the hour and finish
five minutes before the hour. You will normally be marked absent if you turn up late without good reason.

3.3.2 Departments' responsibilities for monitoring attendance

The Classics Department will monitor your attendance at all learning activities. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. Whilst attendance is compulsory at all learning activities, it is recognised that emergencies may occur at any time throughout the year and therefore as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

i. you fail to attend for two weeks without providing notification of your absence;
ii. you display a pattern of absence that the department feel is affecting or is likely to affect your work
iii. you display a pattern of absence that the department feel is a cause for concern over your wellbeing or may point to a disability which you may not have disclosed.

3.3.3 College's responsibilities for monitoring attendance

The College has a number of important obligations in relation to monitoring your attendance and engagement, including legal responsibilities under the Equality Act (2010). As a result, the College may adjust the attendance requirement for your programme but will only do this when such adjustment does not compromise competence standards or your ability to reach the learning outcomes of your programme. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (DDS) and Academic Quality & Policy Office (AQPO).

The College also has obligations places on it by UK Visas and Immigration (UKVI) – (see 3.3.7 below).

3.3.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you taking the course(s) in question and complete the relevant Notification of Absence Form, which is available online.
This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.

You should ensure:

a. that you advise the departmental office.
b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
c. that you submit the paperwork to your department by e-mail either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level
d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.
This table shows the documentation that is required should you be absent for any reason.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant</td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement must be met</td>
</tr>
</tbody>
</table>

Note:
- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx for details of what constitutes ‘acceptable’ and ‘unacceptable’ circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.3.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify Student Administration at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-administration@rhul.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are
unable to attend. Please include a brief explanation within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by Student Administration to your department so that they are aware of your non-attendance.

**Please note, this notification is not a substitute for formally notifying your department of Extenuating Circumstances.** It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to the website [https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx).

In the event that you do not complete the Extenuating Circumstances form, your department will be unable to consider the reasons for your non-attendance at your departmental Sub-Board of Examiners.

### 3.3.6 Consequences of failing to attend

As indicated in 3.3.2 above the Department may contact you if there are concerns about your attendance.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on [http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx) and in the relevant regulations [http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx).

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.

### 3.3.7 Withdrawal of visa

If you are in receipt of a **Tier-4 (General) Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes
and complete assessments. This is also a requirement of the College’s academic regulations. 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 UK Visas and Immigration (UKVI). Therefore if you fail to meet UKVI 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.

Please see the College Postgraduate Taught Regulations (http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

4 Degree Structure
Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, courses which make up the programme and any programme-specific regulations are set out in the programme specification available through http://www.royalholloway.ac.uk/coursecatalogue/home.aspx or http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx

The MA in Classics, MA in Ancient History, MA in Classical Art and Archaeology are intercollegiate degree-programmes of the University of London, taught by the Departments of Classics and History, Royal Holloway, University of London, Classics and Byzantine and Modern Greek Studies, King’s College, and Greek and Latin and History, University College London. Teaching is shared between the individual colleges.

The Masters in Research in Classical Reception is taught by the Department of Classics, Royal Holloway, University of London.

The Masters programmes may be pursued

- as an end in itself, for those who wish to pursue their interest in Classics/Ancient History/Classical Art and Archaeology/Late Antique and Byzantine Studies beyond the undergraduate level; or
- as a preparation for further postgraduate study and research in the same or a closely related field.

Within the MA a diverse range of courses is offered, providing enhancement of both range and depth as compared with undergraduate courses in similar areas. There are ample opportunities to acquire or improve knowledge of the ancient languages and of technical disciplines such as papyrology, epigraphy, palaeography and textual criticism, or historical linguistics. Research skills are developed by the explicit research training elements, by means of work in
individual courses, and above all by the independent study and research that is needed to complete a successful dissertation.

The programme is delivered over one year of full-time study (50 weeks) or two years of part-time study (102 weeks). On successful completion of the programme a student should have an understanding of the area at a level appropriate for a postgraduate qualification.

The MA programmes are taught on an intercollegiate basis; that is, all three London centres (Royal Holloway, UCL and King's) contribute courses, and a postgraduate student registered at any of the centres can attend any of the courses subject to the requirements of their MA programme. All new MA students should attend an MA Induction session/Course Fair (details at https://www.royalholloway.ac.uk/classics/informationforccurrentstudents/home.aspx) which will explain what courses are on offer and how to register for those courses, and will provide a tour of the Institute of Classical Studies Library. In this meeting, students will be introduced to the various possible courses on offer. Choices will be subsequently made with the Programme Director who will be happy to assist with course choices on 24th September (details at https://www.royalholloway.ac.uk/classics/informationforccurrentstudents/home.aspx). Students registering for courses at KCL and UCL will be required to use additionally registration forms from those colleges.

- All masters students will have an induction meeting in the Department of Classics.

Students must register choice of courses on the enrolment form provided by the Department by the end of the second week of the first term at the latest.

Each student taking a MA programme must take the equivalent of 180 credits comprised of three taught courses and a dissertation of 10,000 to 12,000 words. The taught courses will normally be completed by the end of the second term, with the dissertation occupying the summer. The MA programmes in Classics, Classical Art and Archaeology, and LABS include an additional research training course which is compulsory but not assessed.

The Masters by Research in Classical Reception has two core elements, the core course and dissertation. The core course is 40 credits and the dissertation 140 credits. The PgDip option does not apply to Masters by Research.

The requirements for each programme are listed below. Where weightings are indicated in brackets, these refer to weightings within the MA. The programme structure for the PgDip is as below, with the exception that students will not undertake the dissertation. Weightings for courses within the PgDip are proportionate, but exclude the dissertation.

A full list of available courses is set out on the departmental website: http://www.rhul.ac.uk/classics/informationforccurrentstudents/home.aspx (‘select the tab ‘Postgraduate taught’). It also includes links to the UCL and KCL courses.

In the below, credit values are given (amounting to 180 credits) and the final
degree is calculated from the sum of the credit values.

**MA in Classics**
Students must take:
(i) at least 40 credits of course chosen from the current list of available MA courses.
(ii) at least 40 credits of course which tests knowledge of Greek or Latin in the original language, or one language-acquisition course
(iii) 40 further credits
(iv) CL5000: Dissertation in the field of classical language, literature or thought, or the classical tradition (60 credits)
(v) Research Training in Classics (not weighted)

**MA in Ancient History**
Students must take:
(i) CLS300 Sources and Methods in Ancient History (40 credits)
(ii) 40 further credits from courses chosen from the current list of available MA Ancient History courses
(iii) 40 further credits chosen from courses of any type from a list of available MA courses
(iv) CL5000: Dissertation in the field of Ancient History (60 credits)

**MA in Classical Art and Archaeology**
Students must take:
(i) 80 credits of courses on classical archaeological or art-historical subjects chosen from the current list of available MA courses
(ii) 40 credits of any type from a list of available MA courses
(iii) CL5000: Dissertation in the field of classical archaeology or art-history (60 credits)
(iv) Research Training in Classical Archaeology (0 credits)

**The Masters by Research in Classical Reception**
Students must take:
(i) CL5800: Making Classics (40 credits)
(ii) CL5801: Dissertation in Classical Reception (140 credits)

Part time students of the MA will take two taught courses in their first year, and a third taught course plus dissertation in their second year. Each of these elements will normally be examined in the year in which it is taken.

Part-time students for Masters by Research students normally take taught elements in their first year and the dissertation mainly in their second year with preparatory work in year one.

**4.1 Course registrations**
While you have the option of changing course unit registrations within the first two/three weeks after the start of teaching (excluding Welcome Week) subject to agreement from the department, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term).
Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the
start of the academic year or before any assessment has been completed for the course.

5 Facilities

5.1 Libraries

There are 2 libraries on campus:

- **Founder’s Library**, located on the South Side of Founder’s Building, houses most language, literature, film, music and theatre material;
- **Bedford Library**, located up the hill from the Students’ Union next to the History Department, houses science, social science and history material;

Details, including further resources available, opening times and regulations, can be found online:

http://www.royalholloway.ac.uk/library/home.aspx

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. There are other libraries and archives in London which you are entitled to use. A few are listed below. It is important that you speak with the Information Consultants (Russell Burke) or staff at the enquiry desk to check whether you need prior authorisation to gain access to other collections.

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

http://www.royalholloway.ac.uk/library/helpandsupport/findinginformation.aspx

You are likely to make use of the excellent resources in Central London. Some are part of the University of London; other libraries require special access. The major libraries are here listed:

**Senate House Library**, Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) http://www.ull.ac.uk/.


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).
If you are registered for a course at UCL or KCL, you are entitled to use their libraries. You must, however, register with the library and present the required documentation.


KCL library writes the following:
As an intercollegiate student taking classes at King’s, a library account will automatically be created for you. Your student ID card is also your library card which you’ll need to access our libraries, borrow and reserve items, as well as using the print/copy/scan facilities. You’ll also need a library PIN which will be emailed to you. You may borrow up to 8 items at any time.

You’ll also receive a King’s username and password which provides access to eresources, student computers, our remote desktop (the global desktop), your print account and KEATS the College elearning service.

More information about King’s libraries is available at [www.kcl.ac.uk/library](http://www.kcl.ac.uk/library).

A library subject guide for Classics is available at [http://libguides.kcl.ac.uk/classics](http://libguides.kcl.ac.uk/classics).

**University College Library**: [http://www.ucl.ac.uk/Library/](http://www.ucl.ac.uk/Library/)

UCL library writes the following:

“As an Intercollegiate Student with study components and classes at UCL, you are automatically registered with a UCL Library account for the duration of the modules you are taking at UCL. Your UCL ID card also acts as your library card for borrowing material and using printing services in the Libraries on campus.

When KCL/RHUL students wish to take UCL modules, they need to contact their home administrator in order to complete the UCL registration form. The home administrator will then liaise with the UCL administrator in order to have the KCL/RHUL student set up on Portico (the UCL student system). This will enable KCL/RHUL students to receive their UCL username, password and email address which they should collect from the Information Systems Help Desk (Ground floor, Science Library, Malet Place). This is very important as the UCL email address is required for registering on UCL Moodle webpages which give details of all MA modules.

Students need to collect their student photo ID card from Security Systems (Andrew Huxley Building, South Quad, Gower Street Complex: see [http://www.ucl.ac.uk/estates/security/systems/](http://www.ucl.ac.uk/estates/security/systems/) for details and further information.) This UCL photo ID is also the student’s UCL library card. If you lose your UCL student ID card, please go to Security Systems for a replacement (NB. A charge may be made for replacements ID cards).”

**Institute of Historical Research, Senate House, University of London**, Malet Street, London, WC1E 7HU (020 7862 8740) [http://www.history.ac.uk](http://www.history.ac.uk).
5.2 Photocopying, printing and computing

5.2.1 Photocopying
The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow students to use it. Instead you can use copier-printers (MFDs) located in the libraries, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online: 
https://www.royalholloway.ac.uk/it/printing/home.aspx

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time.

5.2.2 Printing
Many of the PC labs are open 24 hours a day, 7 days a week. Alternatively, there are computers available for your use in the libraries and Computer Centre.

Departmental staff are unable, in any circumstances, to print anything out on your behalf. Copier-printers (MFDs) are located across the campus in the PC labs, libraries and Computer Centre. Further information on printing is available online: 
http://www.royalholloway.ac.uk/it/printing/home.aspx

5.2.3 Computing
The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats, and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to: 
http://www.royalholloway.ac.uk/it/training/home.aspx
6 Coursework Essays and Dissertation

The following important rules apply to all coursework essays and dissertations:

- Each copy of the cover sheet (see also 7.5) carries a declaration that the essay is the student’s own work and that all source materials have been properly acknowledged. By submitting the essay and cover sheet you agree to this declaration and you are presumed to be aware of the consequences of failure to comply with it. (see avoiding plagiarism 7.8)
- A word count should be entered on the cover sheet. This should include the whole of your text including any footnotes or endnotes and including quotations. Please remember that in some word-processing programmes you have to do a separate word count for the footnotes and add it in to the word count for the main text. The word count does not include the title sheet, bibliography and appendices.
- It is very important to pay attention to spelling, grammar, layout and presentation. Most word-processing programmes offer a spelling and grammar check facility (but beware of errors introduced by the spell check; the result of applying a spell check to classical names or a Latin text can often be comic or unintelligible). Regard your essays, and especially major pieces of work such as dissertations, as an opportunity to display and get credit for your presentation skills.
- Two paper copies of all coursework are required for submission. An electronic version of coursework and dissertations must be provided at the same time as hard-copy submissions. This may be submitted either through TURNITIN provision via Moodle or via e-mail. Your tutor will specify the requirements for each course.
- Essays or dissertations which fail in any way to comply with the rules set out here (e.g. lacking an electronic copy, lacking a second hard copy, lacking a cover sheet, submitted more than 24 hours after the deadline without permission, or significantly failing to follow the presentation guidelines) are liable to be returned unmarked.

6.1 Coursework essay

The aim of assessed MA essays is not just to recount facts or tell a story. Since they are not written under examination conditions, you will not gain many marks just for getting your facts right, though you will certainly be penalised for getting them wrong. The aim is to present a cogent thesis or argument in answer to the question and the mark awarded will largely reflect your success in doing that.

An important point to remember is that your references to books and articles in footnotes and in the bibliography at the end should be consistent (see section 6.7).

The number of essays required, the word count and the submission dates vary depending upon the course studied. It is the student’s responsibility to submit their work in the correct format and by the advertised deadline. Requirements for submission will vary between Colleges. It is your responsibility to adhere the regulations of the course on which you are registered.

Although specific requirements vary by course, all courses require a final
submission of all coursework by June 1st or the first working day after that.

6.2 The dissertation
For the MA, this is a piece of original work of 10,000–12,000 words, usually researched and written in the months following the submission of other coursework essays although you should have undertaken some preliminary work earlier in the year.

For the Masters by Research, the dissertation is the core element of the course and attention will be focused on the dissertation from January. The dissertation is 30,000 – 35,000 words.

The deadline for submission of the dissertation is September 15th or nearest working day thereafter.

6.3 Choice of dissertation topic
Dissertations must be pieces of independent research, using original sources wherever possible. In particular, sources should not be quoted ‘second-hand’ from secondary authorities, which may err, but should be checked in the original, if possible.

It is vital that the dissertation topic is clarified as soon as possible in the academic year. Where you already have a clear idea of the broad area of interest, it may be appropriate to approach a potential supervisor directly (a list of research interests of all members of staff is given above); otherwise you should approach the appropriate programme director who will offer guidance. The process of exploring topics should begin in December and continue through January. The dissertation title must be registered with the Departmental office on the form provided by the Department by the very latest 22nd January 2016. The title will then be scrutinised and may be returned for revision.

Part-time students normally complete the Dissertation in the second year, but are advised to arrange a supervisor and make initial plans for their research by the same schedule as the full-time students so that work can begin during the summer of the first year.

6.4 The dissertation supervisor
The initial role of the dissertation supervisor is to assist you in the formulation of an appropriate topic. For the MA, your supervisor will expect to see some initial progress on the dissertation by early June. In practice this means that you should have read some of the central literature and established the issues to be addressed. Your supervisor will be available for regular consultation (subject to holiday arrangements and research projects) as necessary. In the case of supervisors who are absent on research projects for the greater part of the summer, arrangements will be made for intensive contact before the supervisor’s departure and on his/her return, and for postal or email contact during the period of absence. Your supervisor will also read
the first draft material and offer advice on content, structure and style, but is not obliged to read second or subsequent drafts. For the Masters by Research, the supervisor or supervisors will see you regularly through term 2 and 3, individually or in group, and will expect you to present and discuss your research at such meetings. As with the MA thesis, the supervisor will read a complete first draft, but will not normally read subsequent drafts.

6.5 Content of dissertation
A dissertation should begin with a brief explanation of the topic chosen and the problem(s) which the dissertation addresses. The main body of the dissertation should consist of a structured argument or survey which discusses the relevant primary material and main scholarly views. There should be a conclusion summarizing the candidate’s own response to the problem(s) raised. To aid clarity it often helps to divide a dissertation into a number of sections (and, sometimes, subsections), each clearly marked off with a typographically distinct heading. Sections may also be numbered consecutively.

6.6 Presentation
All work should be presented to a professional standard. All MA examiners value professional presentation.

Text layout
Coursework essays and dissertations should be printed in double line or 1.5 line spacing, with good left hand margin (allow 4cm/1.5inches for binding). Pages may be printed on both sides. Greek, Latin and foreign terminology (but not full quotations) should be italicised.
Each chapter of the dissertation should start on a new page. Within chapters, you may use numbered or named sub-sections at your discretion and as appropriate, but they should normally be used sparingly; please ensure that you do not use them as an alternative to properly structuring the essay/dissertation. This will be immediately apparent to the examiners.

Pagination
All items should be numbered consecutively. In the dissertation you should number the title page as page 1 and include appendices and bibliography within the same consecutive enumeration.

Binding
Essays must not be bound and should be kept together by a secure method, e.g. staples (rather than paper clips). Dissertations must be securely bound using a clear plastic cover and either a spiral binding or rigid plastic grip along the left margin.

6.7 Referencing
All submitted work must give clear references to all original material and modern views discussed, so that readers (and the examiners) can locate them easily. The Harvard system for referencing is recommended and described below. For alternate style guides, see the Chicago Manual of Style.
References to ancient authors can normally be incorporated in the main text (e.g. ‘Tacitus [Hist. 2.13] tells us’) but references to modern works are best given in consecutively numbered footnotes or endnotes (i.e. notes at the bottom of the page of main text to which they relate, or notes given together at the end of the main text).

A full bibliography of original texts and modern works cited must be given at the end of essays and dissertations.

6.8 Footnotes
In footnotes the full details of books and articles do not have to be given, as long as clear reference is made in an acceptable form to the full entry in the bibliography. The Harvard system (e.g. Herrin 2001; and adding specific page numbers where appropriate, Herrin 2001: 55-6) is recommended.

Footnotes should be in single line spacing – clearly demarcated from text – and numbered sequentially throughout each essay or chapter. Footnotes rather than endnotes are strongly preferred, if your word processing package permits.

Note: All notes must be clear and internally consistent, for ease of checking.

6.9 Bibliography
The bibliography should list works in alphabetical order of author/editor, and should give the name of the author(s)/editor(s), the title of the work, and – for books – place and year of publication, or – for articles in journals – the title of the journal, its volume number and year, and the precise pages of the whole article.

The sequence of citation is usually:
(1) Primary Sources
   (a) manuscript
   (b) printed – e.g. Newspapers; printed texts

(2) Secondary Studies
   (a) printed – can be sub-divided into books and articles if you prefer
   (b) unpublished – e.g. unpublished theses

6.10 Referencing style
For books
Avoid unnecessary repetition of numbers – so don’t duplicate decade; or century (i.e. 1921–5). The exception = the ‘teens, where to avoid confusion with single numbers, the ‘1’ is repeated (so 1914–18).

For essays
Shepard, J. (2003), ‘The Ruler as Instructor, Pastor and Wise: Leo VI of Byzantium

For journals
Harris, E. (1991), ‘Did the Athenians consider seduction a worse crime than rape?’, Classical Quarterly 40, 370–7

For documents
Name the archive first, then the documents, followed by the numerical ref. and pagination: eg. British Library (subsequently BL) Place Papers, Add. Ms. 35,505, f. 45. [f.= folio; ff.=folios]. Same sequence for other archives: eg. Local Record Office (subsequently LRO), Corporation Minutes, Box 350, f. 23. If folios are unnumbered, give date or details of document: e.g. Box 351, letter dated 31.1.1781. The former Public Record Office, now known as The National Archives, uses the abbreviation TNA: PRO.

For websites
Give the website address in full first, then references to any internal page or section within the site. Because websites are not stable sources and are liable to frequent updating, it is good practice also to indicate the date of the website edition that you consulted (the date of compilation or updating is often displayed on the first page). But if the date of compilation/updating is not given, then please indicate the date on which you consulted it. In the case of several site visits, indicate the succession of editions or visits. Remember that websites are not necessarily subject to quality control in the same way that books and articles are. Sources should be checked carefully before citing as authoritative.

In all this, the rules are clarity and consistency: any reasonably standard system which is consistent and clear will be acceptable, but you must avoid inventing your own system. References should be sufficiently clear that your reader can find the material you are using, where it still exists.

6.11 Illustrations
Illustrations may be included if appropriate. Please ensure that they are given proper titles and numbers, and that the source is indicated. The illustrations must be integrated into the argument i.e. not just ‘extras’. For essays on archaeological topics the use illustrations is strongly recommended.

6.12 Appendices
Statistical, documentary, or other appendices should follow the main text, but only if needed and if fully discussed within the substantive text.

6.13 Word count
A word count should be entered on the cover sheet. This should include the whole of your text including any footnotes or endnotes and including quotations. Please remember that in some word-processing programmes you have to do a separate word count for the footnotes and add it in to the word count for the main text. The word count does not include the title sheet, bibliography, illustrations (with brief identifying captions), tables of data (not including discussion) and appendices. All over-length work will be penalised as indicated in section 7.6.

If a dissertation involves extensive detailed discussion of particular passages of text or manuscript, or sites, monuments or objects, or sets of data, these should be
presented in the dissertation as quotations, illustrations or tables.

6.14 Marking criteria

85.00-100% Work of Distinction standard displaying many of the following features, depending on the nature of the assignment or task:

- publishable quality
- the ability to plan, organise and execute independently a research project to the highest professional standards
- highest professional standards of accuracy, expression and presentation
- the ability to analyse and evaluate primary and secondary sources critically and formulate questions which lead to original lines of enquiry
- an exceptional degree of creativity, originality and independence of thought

70.00-84.99% Work of Distinction standard, displaying many of the following features (marks of 80%+ may be awarded to work of publishable quality):

- excellent research potential
- ability to organise and to execute independently a research project to very high professional standards of accuracy, expression and presentation
- ability to analyse primary and secondary sources critically and to formulate questions which may lead to productive lines of enquiry
- a high degree of creativity, originality, and independence of thought

60.00-69.99% Work of Merit standard, displaying many of the following features:

- showing potential for original research, with appropriate guidance
- a very good standard of accuracy, expression and presentation
- some ability to analyse and evaluate primary and/or secondary sources critically
- the ability to solve complex, if not entirely original, problems
- evidence of some creativity, originality and independence of thought

50.00-59.99% Work of Pass standard, displaying many of the following features:

- the ability to engage in research involving a moderate degree of originality, when provided with close supervision and support
- a competent standard of organisation, expression and accuracy
- sound knowledge and understanding of key sources of information
- the ability to construct coherent and relevant answers to questions

40.00-49.99% Work of marginal Fail standard, displaying many of the following features:

- incomplete argumentation
- poor levels of clarity and accuracy in written or oral presentation
- little evidence of originality or independent thought
- work that is just below an acceptable basic standard

20.00-39.99% Work of complete Fail standard displaying some or all of the
following features, depending on the nature of the assignment or task:
- fragmentary knowledge and understanding of essential sources of information
- little grasp of the problem or topic
- a lack of clarity and accuracy in written or oral presentation
- work that is clearly below an acceptable basic standard

0.00-19.99% Work of complete Fail standard displaying some or all of the following features, depending on the nature of the assignment or task:
- no evidence of knowledge and understanding of the essential sources of information
- only the most rudimentary understanding of the question
- almost no insight into the problem or topic
- confused and incoherent written or oral presentation
- work that is far below an acceptable basic standard.

7 Assessment Information

7.1 Illness or other extenuating circumstances

Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

This means that such circumstances rarely occur. They are outside your control as they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee that you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

Inability to submit coursework

If you are unable to submit coursework through unexpected illness or
other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department. In order for an extension to be granted you will need to provide the department with adequate documentation in accordance with the guidance in Appendix B of the 

**Extenuating Circumstances – Guidance for students.** The decision on whether to grant an extension rests with your department.

**Absence from an examination**

The Sub-board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have be expected to have managed otherwise. You will, however, need to submit an **Extenuating Circumstances form** and have adequate supporting documentation in accordance with Appendix B of **Extenuating Circumstances – Guidance for students.** You should also read the section **Illness & absences from an examination and departmental assessments and extenuating circumstances** in the **Instructions to Candidates** issued by Student Administration [http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx](http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx) for full details on how to inform your department about extenuating circumstances relating to missed examinations as well as the **deadline for submission of such information.**

**Ongoing circumstances**

If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s **Support and Advisory Services** as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

It may that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/ or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and **Support and Advisory Services,** whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.
Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases are not unpreventable. There is therefore very little that the Sub-board can do, in terms of current College regulations, to mitigate such circumstances.

Please read the Extenuating circumstances – Guidance for students, in particular Section 5.

Support and exam access arrangements for disabled students and those in need of support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that Disability and Dyslexia Services can put in place support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before support and exam access arrangements (‘reasonable adjustments’) can be put in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with you when they assess your needs. Please see the section Students in need of support (including disabled students) for further guidance about registering with the Disability and Dyslexia Services Office.

Please note that if reasonable adjustments, including exam access arrangements, have been put in place for you during the academic year, the Sub-board will not normally make further allowance in relation to your disability or SpLD.

7.2 Submission of written work

All coursework must be submitted electronically by the deadline set by the department to fulfil submission requirements: the details for each course will be provided by the course tutor. The following paper copies are also required:

- Coursework essays: Two copies
- Dissertation: Two copies
Coursework essays submitted during the year must be submitted by the advertised deadlines. You must consult your tutor for the deadlines that apply to each particular course. For many MA courses this is Thursday 1 June 2017 but you must check with your course tutor. Paper copies of the coursework for the MA Classics, MA Ancient History and MA Classical Art and Archaeology should be submitted to the Classics Departmental Office by 12 noon on Thursday 1st June 2017. For the Masters by Research in Classical Reception, the written work on CLS800 Making Classics should be submitted on specified days in the first week of Spring term and the first week of the Summer term.

Dissertations for the MA Classics, MA Ancient History and MA Classical Art and Archaeology, Masters by Research in Classical Reception, and MRes in Rhetoric must be submitted to the Classics Departmental Office (FW16) by 12 noon on Friday 15 September 2017.

7.3 Extensions to deadlines

These will be given only for bona fide medical reasons (which must be documented) or for genuinely exceptional and serious personal reasons (e.g. death of a close relative). For all extensions, a special application must be made to the Programme Director.

Alleged unavailability of library books, computer failure, pressure of other work, sporting or social engagements, etc., confusion as to the deadline, transport delays, or unavailability of copies of the cover sheet, will NOT be entertained as reasons for granting an extension or as excuses for submitting work late. It is your responsibility to organise your work so that you submit your essays and other written work before the deadlines. One of the important learning outcomes of our degrees is the ability to keep to deadlines. Remember that you can submit your work in advance of the deadline. If you live away from Egham, always give yourself enough time to travel in to submit work. Please bear in mind that each College will have its own rules on submission. This must be adhered to when taking a course at that institution.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught Regulations 2016-17 (https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx)

Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see 7.2 above).

Section 13 (5)

In the absence of acceptable extenuating cause, late submission of work
will be penalised as follows:

- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;*
- for work submitted more than 24 hours late, the mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55% and a mark of 42% would be reduced to 32%.

If you have had extenuating circumstances which have affected your ability to submit work by the deadline these should be submitted in writing, accompanied by any relevant documentary evidence, to your department(s). As with all extenuating circumstances it is the discretion of the examiners whether to accept these as a reason for having not submitted work on time. Please see the section on applying for an extension to the deadlines set, and the section for details on submitting requests for extenuating circumstances to be considered.

7.5 Anonymous marking and cover sheets

A model cover page for all MA coursework essays/assignments can be found on the departmental website:
http://www.rhul.ac.uk/classics/informationforcurrentstudents/home.aspx (‘select the tab ‘Postgraduate taught’). Please adapt items in Italic. Every attempt is made to preserve anonymity, but sometimes this is not possible. If you have concerns about eponymous marking, please consult the Director of Post-Graduate Taught programmes.

7.6 Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (6) of the College’s Postgraduate Taught Regulations 2016-17
(https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx)

Section 13 (6)

Work which exceeds the upper word limit will be penalised as follows:

(a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper word limit by more than 10% but less than 20%, the mark will be reduced by twenty percent of the mark initially awarded;
(c) for work which exceeds the upper word limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

*eg. an awarded mark of 65% would be reduced to 55%.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

7.7 **Return of written coursework**
The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within 4 weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments. In the event that the intended deadline cannot be met, the revised deadline will be communicated to students as soon as possible.

Markers will normally not mark-up scripts, but will comment on a mark-sheet. A preliminary mark will be entered on that mark sheet. All preliminary marks are subject to moderation and scrutiny by a visiting examiner and not confirmed until after an examination board which is normally held in October. The preliminary marks and comments of the first marker will normally be released by the tutor within 4 weeks of the work being submitted. The dissertation marks and comments will be available from the Departmental office again normally within 4 weeks of submission.

7.8 **Assessment offences**

The College has regulations governing **assessment offences** which can found on the following webpage:

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

Assessment offences include, but are not limited to plagiarism (see 7.9 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as
uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Advisors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

7.9 Plagiarism

You will successfully avoid plagiarism if you always observe this simple rule: Whenever you quote or summarise the words of a modern author, you should (a) use quotation marks to show the extent of your quotation, and (b) name your source clearly each time.

You need to be careful to avoid plagiarising unintentionally. This can happen, for example, when a student
(a) quotes from a source listed in the bibliography at the end of the essay, without also referring to it in the appropriate places in the text or in footnotes;
(b) quotes directly from a source referred to in footnotes without making it clear, through the use of inverted commas or other devices, where the quotation begins and ends;
(c) relies on his or her own notes made from a book or article, and inadvertently uses words copied verbatim from a modern author without acknowledgement.

Definition of plagiarism
'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student’s work and on knowledge of sources,
practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student’s work alone, without reference to further evidence.

7.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the Disability and Dyslexia Services.
http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

7.11 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (http://www.rhul.ac.uk/coursecatalogue/home.aspx) and also more generally in the Postgraduate Taught Regulations
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

The Department cannot offer summer resits.

For details on the requirements governing the level of award please see the section on the Consideration and Classification of Candidates for the Award in the Postgraduate Taught Regulations.
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

7.12 Examination/assessment results

Please see the Examinations & Assessments website
http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/home.aspx for details of how you will be issued with your results.
http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/results.aspx

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures.
http://www.royalholloway.ac.uk/ecampus/academicsupport/academicaappealsandcollegecomplaints.aspx
8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit http://www.royalholloway.ac.uk/ssc

8.2 Students in need of support (including students with special needs)

Your first point of reference for advice within the Department is the Departmental Administrator, Mrs Scrivner. Inevitably, problems will sometimes arise that Mrs Scrivner 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 page: http://www.royalholloway.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. The Departmental Disability and Dyslexia Service (DDS) representative is Mrs Scrivner. You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.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 Support, health and welfare page http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

8.3 Academic Skills Support

The Centre for the Development of Academic Skills (CeDAS) offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English.
language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proofreader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proofreaders who are not part of this scheme.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedashul. Further details can be found on the CeDAS webpages: www.royalholloway.ac.uk/cedas.

8.4 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. For constitution see committee’s handbook under Compliance/Governance http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx

The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.

You can use the Committee to raise any issues which concern students. Notices will be circulated by email giving details of forthcoming elections or the names of current representatives.

8.5 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

8.6 Learning resources: library, IT, photocopying and printing

See 5.1 and 5.2 above.

8.7 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.royalholloway.ac.uk/careers/home.aspx

8.8 Non-academic policies
Please see the Regulations and procedures webpage http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/ which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

8.9 Complaints and academic appeals procedure

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 Personal Advisor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students http://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx . You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedures and permitted grounds for appeal can be found on the following webpage http://www.royalholloway.ac.uk/ecampus/academicsupport/academicsupport/academicappealsandcollegecomplaints.aspx

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under regulations and procedures http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/

9.2 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found at http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policies
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.

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety Coordinator 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 to students undertaking duties off campus.

10 Equal Opportunities Statement and College Codes of Practice

10.1 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.

10.2 College codes of practice
These are available on the College intranet.