

School of Law

Guide for new students



Welcome to Royal Holloway and the School of Law. You have joined at an incredibly exciting time for the School and for the University as a whole. This new academic year sees the launch of two new programmes within the School, the LLB Law and the MSc Forensic Psychology.

The School is also currently home to two other undergraduate programmes, the BSc Criminology and Sociology (commonly referred to as CrimSoc) and the BSc Criminology and Psychology (commonly referred to as CrimPsyc).

We understand that the first few weeks at university can be an incredibly daunting time. For many of you this will be the first time you are away from home and in a new environment. In light of this we have compiled this leaflet which should help you navigate around the Welcome Week activities and should answer some of the most frequently asked questions.

If at any point, either during the first few weeks of term, or throughout your entire time with us here, you encounter problems or have difficulties, whether they are of an

academic or personal nature we hope that you will get in contact with us to help you resolve them. Your personal advisors are always happy to help with any issues you may be experiencing. Alternatively, you can come and speak to a member of the administration team (who can be found in MBo-10 in the Moore building) who will be happy to assist and to point you in the right direction.

To keep up to date with the latest department news and events like us on Facebook (Royal Holloway School of Law) follow us on Twitter (@crimsocRHUL) or like us on Instagram (@Royal_Holloway_Law)



Event	Date and time	Location	Is this event compulsory?
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We've organised a whole programme of events just for the School of Law students to get you settled into the department. The College also has lots of other events for all students that aren't listed here – make sure you check the Welcome Week website at royalholloway.ac.uk/welcome to find out what they are.

Welcome presentation from Prof Rosie Meek, Head of School	Monday 21 September, 9.30am	Founders Main Lecture Theatre	Yes
Meet your academics	Monday 21 September, 9.45am	Founders Main Lecture Theatre	Yes
Presentation from Dr Vicki Harman & Rita D'Alton-Harrison, Director of Learning & Teaching	Monday 21 September, 10.00am	Founders Main Lecture Theatre	Yes
Support & Advisory Services presentation	Monday 21 September, 10.20am	Founders Main Lecture Theatre	Yes
Community Support presentation	Monday 21 September, 10.30am	Founders Main Lecture Theatre	Yes
Break	Monday 21 September, 10.45am		
Presentation from your Student Society	Monday 21 September, 11.00am	Founders Main Lecture Theatre	Yes
Careers Service presentation	Monday 21 September, 11.30am	Founders Main Lecture Theatre	Yes
CeDAS presentation	Monday 21 September, 12.00pm	Founders Main Lecture Theatre	Yes
Departmental Administration and Q&A	Monday 21 September, 12.15pm	Founders Main Lecture Theatre	Yes
Programme Director presentation	Monday 21 September, 2.00pm	LLB Law – Moore Lecture Theatre CrimSoc – Arts Lecture Theatre 1 CrimPsyc – Arts Lecture Theatre 3	Yes
Personal Advisor Meeting	Monday 21 September, 3.00pm	See welcome letter or notice board	Yes



Welcome events cont'd

Event	Date and time	Location	Is this event compulsory?
Library Information Session CrimSoc & CrimPsyc only	Tuesday 22 September, 10.00am	Moore Annexe 034	Yes
Welcome Party	Tuesday 22 September, 12.00pm	Picture Gallery	No but we'd like you to come!
CeDAS Workshop CrimSoc only	Tuesday 22 September, 1.00pm	Horton Lecture Theatre 1	Yes
CeDAS Workshop CrimPsyc only	Tuesday 22 September, 2.00pm	International Building 007	Yes
Library Information Session Law only	Tuesday 22 September, 2.00pm	Moore Annexe 034	Yes
RHUL IT Essentials	Tuesday 22 September, 4.00pm	Computer Labs	Yes – computer lab confirmed during induction.
CeDAS Workshop Law only – Group 1	Wednesday 23 September, 10.00am	ABS21	Yes – see noticeboard for group information.
CeDAS Workshop Law only – Group 2	Wednesday 23 September, 11.00am	ABS21	Yes - see noticeboard for group information.
CeDAS Workshop Law only – Group 3	Wednesday 23 September, 12.00pm	ABS21	Yes - see noticeboard for group information.
Psychology Induction CrimPsyc only	Wednesday 23 September, 2.00pm	Boilerhouse Auditorium	Yes
Psychology Cup Cake Party CrimPsyc only	Friday 25 September, 2.00pm	Medicine	No



Frequently Asked Questions

I can't make it to a lecture or seminar, what should I do?

Email the lecturer or seminar leader, copying in the administration department, and explain that you won't be attending. You will then need to complete an absence form and hand it in to the administration department with supporting evidence. If you are experiencing difficulties on a regular basis then please contact your personal advisor to discuss this.

I have a question about my course, who should I contact?

Email your lecturer or seminar leader if the question can be resolved over email. Alternatively, you can arrange to see that member of staff during their office hours to discuss your question.

Is attendance to lectures and seminars compulsory?

Attendance at all lectures and seminars is compulsory. If you need to miss a lecture or seminar then please follow the absence procedure. Attendance at all lectures and seminars is monitored and there is a minimum expected attendance level of 80%.

Can I choose which seminar group I attend?

No. Seminar groups are automatically allotted. You should always arrange medical appointments etc. for a time when you do not have any lectures or seminars timetabled. If, however, you have an unavoidable appointment you can email your seminar leader, copying in the administration department, requesting to join a different seminar group for one week only. You must make sure you sign the correct register to prove your attendance. If you have not got permission prior to attending a different seminar this will be classed as an unauthorised absence. If you have extenuating circumstances that mean you will not be able to attend the seminar you have been allotted to then please visit the administration department as soon as possible.

Are all assignments compulsory?

Yes, it is imperative that you hand in all assignments, whether they are formative or summative, as failure to do so may mean that you are unable to sit your exams and progress to the next year.

Can I hand an essay in late?

All essays (both the paper copies and the submission to Turnitin) are expected to be in before the deadline set. If you have a valid reason for being unable to complete an essay on time please visit the administration department BEFORE the essay is due bringing any supporting evidence with you and an extension may be considered. If you have not been granted an extension and you submit your essay late then a penalty will be applied. If the essay is submitted up to 24 hours after the deadline 10 percentage marks will be deducted from the final mark, if the essay is submitted over 24 hours past the deadline then you will automatically receive a zero for that assignment.

I am struggling with the course or with adjusting to university life, is there anyone I can talk to?

Your personal tutor should always be your first port of call for any troubles you are facing at university. If for some reason you cannot talk to your personal tutor the administration team are always happy to help to try and assist with any problems you may be encountering. The administration team can also organise for you to talk to someone from the University's counselling service, or you can go directly to them to discuss your difficulties.

Useful numbers

Sandra Walton
Faculty Administrator
01784 414085
Sandra.walton@royalholloway.ac.uk

Vicky Titchmarsh
Programme Administrator
01784 414235
Vicky.titchmarsh@royalholloway.ac.uk

Student Counselling
01784 443128
counselling@royalholloway.ac.uk

Health Centre
01784 443131

Campus Security
01784 443063
securityRHUL@royalholloway.ac.uk

Residential Support
01784 443237
residentialsupport@royalholloway.ac.uk



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