

**EUROPEAN STUDIES**

DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS

**UNDERGRADUATE**

**STUDENT HANDBOOK**

2014/2015

Telephone +44 (0)1784 443669

European Studies

FW139

Royal Holloway, University of London

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Disclaimer

This document was published in September 2014 and was correct at that time. The Department\* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

\* Please note, the term ‘Department’ is used to refer to both ‘Departments’ and ‘Schools’. Students on European Studies degree programmes will need to use the European Studies handbook as their main departmental handbook. They should also refer to the School of Modern Languages departmental handbook and their social science/s departmental handbooks, to familiarize themselves with individual departments’ requirements e.g. course assessment, attendance requirements etc.

**An electronic copy of this handbook can be found on your departmental website** <http://www.royalholloway.ac.uk/europeanstudies/home.aspx> **where it will be possible to follow the hyperlinks to relevant webpages.**

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# Introduction to the Department

## **1.1** Welcome

Welcome to European Studies. If you are new to Royal Holloway, then a special welcome to what we all hope will be a fruitful, enjoyable and challenging period of study within the College. If you are returning to the College we hope you had a successful summer break and come back refreshed for the new academic year.

This handbook has been produced to provide you all with information you will need to assist you throughout the year. It contains a wealth of detail about your courses and those of us who will be taking you through them, as well as some information about the Department’s way of supporting you while you are with us. We very much encourage you to read through it in the first few days of term. You are bound to have questions that are not answered by this handbook but, with the benefit of what it contains, you will at least have a better idea what questions to ask the staff in the Department.

Please do not assume that this handbook is your only source of information. By far the best way of getting to know the Department and how we can support you is through personal contact with the members of staff – both academic and administrative – with whom you will deal. The European Studies staff, Dr James Sloam, and the Programme Co-ordinator, Annie Pym, are vitally important to you, and are best placed to advise you on a vast range of matters. If they cannot help directly, they can advise you who you should speak to. Other members of staff in the contributing departments, whose various duties are also listed in this handbook, will be anxious to ensure you have a successful year. Please note that they will be able to give advice about their particular subject matter and their own departments and course requirements, but not about your degree as a whole, as they may not be fully aware of European Studies requirements and regulations.

Reflecting Europe’s constant evolution, European Studies is a very dynamic subject area. With long-standing political and economic challenges and, unfortunately, grave new security ones before us, there has never been a more interesting time to study Europe. Established in

1991, European Studies based in the Department of Politics and International Relations at Royal Holloway brings together the language and social science departments to provide undergraduate

programmes in European Studies.

Twenty-first century Europe is radically different from the divided Europe of the Cold War period. With this in mind, European Studies focuses on a number of disciplines to grasp the extent of the changes through which the continent of Europe has gone.

## 1.2 Studying European Studies: One Student’s View

“*The European Studies programme at Royal Holloway is probably one of the most flexible degrees you will encounter. You have the advantage of having a year group that you will meet with at least once a week for tutorials and lectures in the core courses for the duration of your degree. You also have the advantage of meeting students in other departments and faculties, from languages to social sciences. However, you will probably find very few people doing exactly the same combination of courses as you.*

*Finding a comfortable balance between academic work, involvement in campus life and socialising is not always easy. It is worth bearing in mind that, whilst the main reason you are here is to get an Honours degree, employers now look for more than just a couple of letters after your name. Your time at Royal Holloway may be the last opportunity you have to act in a good quality drama production, play sport to a high standard, learn a new skill or get involved in politics, without the responsibilities of a 9 ‘til 5 job.*

*Take advantage of one of the country’s most active students’ unions, the best sports facilities of the University of London, an excellent language centre, the chance to get a qualification in IT, and the fact that we are no more than 40 minutes away from the heart of London. The Union is always looking for people to sit on its various committees and get involved, either in a voluntary or paid capacity (various opportunities exist for paid work, contact any of the sabbatical team.) There is also an incredibly active music life on campus, from orchestras to a jazz band, and the ecumenical college chapel, where the award-winning chapel choir is based.*

*Specifically in the European Studies and Politics and International Relations department, try to take advantage of the annual trips organized by the PIR Society and the Diplomatic Society e.g. to New York for the 2014 National Model United Nations New York Conference, and consider standing for the European Studies Staff Student Committee. Also, it is never too early to start giving some thought to where you want to spend your year abroad. Try and find out as much as you can from returning finalists; everyone will be more than happy to answer your questions.*

*If things do start going wrong, tell someone. European Studies staff have an amazing ability to find solutions. With academic problems, you can speak to a member of staff in European Studies, your personal advisor in your contributing departments, directly to any tutor who teaches you, or take an issue to the student staff committee. For other problems, the students’ union has a full time welfare sabbatical, there is a professional counselling service based in Founders and the student- run Nightline can be contacted every night during term-time.*

*When you ask people for their advice on ‘how they would do things differently’, much of what they say is clichéd but true. You actually do get more out of your academic work the more you put in. The best way to meet people is to get involved in clubs and societies. The best way to avoid regrets is to take every opportunity you can.”*

*Sean Winnett, European Studies graduate*

*Private Secretary to the Foreign Secretary, Diplomatic Service, British Foreign Office*

## 1.3 How to find us: the Department

European Studies is located within the Department of Politics and International Relations which is on the first floor of the Founders West corridor. The academic offices are all along this corridor and the administrative office is located in office FW139. Founders West is the west wing of the historic Founders Building, which can be found on the College [**campus map**](http://www.rhul.ac.uk/Shared/Maps/CampusPlan.pdf) as building 1. [**http://www.royalhollowayac.uk/aboutus/documents/pdf/campusplan.pdf**](http://www.royalhollowayac.uk/aboutus/documents/pdf/campusplan.pdf)**.**

## 1.4 Map of the Egham campus

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1. 

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.

## 1.5 How to find us: the staff

**CONTACT DETAILS**

Dr James Sloam

European Studies Programme Director Department of Politics and International Relations FW117 (Founder’s West, 1st Floor)

Tel: 01784 443144

Email: james.sloam[@rhul.ac.uk](mailto:Giacomo.Benedetto@rhul.ac.uk)

Office Hours: posted on office door

Mrs Annie Pym

European Studies Programme Co-ordinator Department of Politics and International Relations FW139, (Founders West, 1st Floor)

Tel: 01784 443669

Email: [a.pym@rhul.ac.uk](mailto:a.pym@rhul.ac.uk)

Head of Politics and International Relations Department: Dr Alister Miskimmon

FW114, (Founders West, 1st Floor) Tel: 01784 443961

Email: [alistermiskimmon@rhul.ac.uk](mailto:alistermiskimmon@rhul.ac.uk)

## 1.6 How to find us: the Departmental office

The European Studies office is located in the PIR Departmental Office, Founders West, 1st floor, room 139.

## 1.7 The Department: practical information

Please note that Annie Pym, European Studies Programme Co- ordinator’s office hours are from  **09.00 - 14.00 Monday – Thursday.** The Politics and International Relations office is open to students from 09.00 until 17.00 Monday – Friday.

## 1.8 Core staff research interests

**Dr Giacomo Benedetto** is interested in the European Parliament, Comparative Legislative Politics, the Lisbon Treaty, the EU Budget, and Euroscepticism.

**Dr Alister Miskimmon** is interested in German Foreign Policy as well as wider European and global security issues and all aspects of European integration.

**Dr James Sloam** has interests in German and European Social Democracy, British and German Foreign Policy, Political Parties, and Youth Participation in Democracy.

For the research interests of staff offering courses in the Departments of Politics and International Relations, Economics, Geography, or History or in the Schools of Modern Languages or Management, please check the relevant departmental handbook.

# 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**.**

You should also make a habit of checking the student pigeonholes in the Department.

## 2.1 Email

Royal Holloway provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the

[**student portal**](https://campus-connect.rhul.ac.uk/cp/home/displaylogin)  <https://campus-connect.royalholloway.ac.uk/cp/home/displaylogin> (Campus Connect) or direct via Office 365 <http://mail.live.rhul.ac.uk>. **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the**

**‘Sent Items’ and ‘Deleted Items’ folders regularly**. **It is your responsibility to make sure your College email account is kept in working order.** If you

have any problems contact the [**IT Service Desk**](http://itservicedesk.rhul.ac.uk/)

<http://itservicedesk.royalholloway.ac.uk/>

European Studies will only use the address in the College Global Address List and **does not** use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting <http://help.outlook.com/>and searching for **forwarding**. This process is very easy, but you do have to maintain your College account. When you delete a forwarded

message from, say, hotmail, it will not be deleted from the 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 Communication during Year abroad

**It is essential that students keep European Studies, and the departments in which they will be taking final year courses, informed of their contact details on the year abroad, and read their e-mails regularly** (at least once a week). Final year course choices are made during the year abroad and each contributing department has its own timescale for pre-registration. It is vital that students are aware of when they will be required to make their course choices, as course places are allocated on a first-come, first-served basis. Failure to pre-register for final year courses as soon as possible after receiving course choice lists will result in not being allocated your chosen courses, as courses will be over-subscribed.

## 2.3 Post

All post addressed to students in European Studies is delivered to the student pigeonholes (alphabetical by surname) opposite FW105. 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.

## 2.4 Telephone and postal address

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

## 2.5 Notice boards

The official European Studies student notice boards are next to FW107. 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!

## 2.6 Personal Advisers

All staff have office hours when students may visit them for help or guidance. Times are posted on their doors.

Personal Advisers for European Studies students are Dr James Sloam, European Studies Programme Director, and Dr Giacomo Benedetto, course convenor for ES2001 and ES3001. Students will be assigned to one of them and be expected to have a personal meeting with them within the first three weeks of term.

Students will also be assigned a Personal Advisor in the School of Modern Languages, but please note that this role is for advice concerning modern languages matters only. A Year Abroad Advisor will also be assigned.

If students are unsure which member of staff they should consult about an issue, please see Annie Pym for advice.

All staff have office hours when you may visit them for help or guidance. Times are posted on their doors. The role of the Academic Co-ordinator is to provide the overall academic link for their Department (please note that in the School of Modern Languages, for queries about courses (coursework, assessments etc.), please see the course convenor. Names of course conveners are posted on board outside IN123).

## 2.7 Academic Co-ordinators in Contributing Departments

**All modern language departments**

French, German, Italian, Hispanic Studies:

Dr Guiliana Pieri

Room 162, 1st floor, International Building

Tel: 01784 443234

Email: g.pieri@royalholloway.ac.uk

**School of Management**

Overall academic co-ordinator:

Dr Simon Foley

Tel: 01784 414296

Email [simon.foley@royalholloway.ac.uk](mailto:simon.foley@royalholloway.ac.uk)

1st year academic co-ordinator:

Nana Zhao

Tel: 01784 276161

Email na.zhao@royalholloway.ac.uk

(1st year administrator Maria Wright)

2nd year academic co-ordinator:

Gideon Azumah

Tel: 01784 414967

Email [gideon.azumah@royalholloway.ac.uk](mailto:gideon.azumah@royalholloway.ac.uk)

(2nd year administrator Taranjit Sanghera)

Final year academic co-ordinator:

Yu (Sunnie) Zheng

Tel: 01784 276489

Email: yu.zheng@royalholloway.ac.uk

(4th year administrator Anne Lang)

**History Department**

For 1st years Dr David Gwynn (for course place queries) Room Mc335, 1st floor, McCrea

Tel: 01784 443602

Email: [david.gwynn@royalholloway.ac.uk](mailto:david.gwynn@royalholloway.ac.uk)

Dr Emmett Sullivan (for academic queries) Room Mc328A, 1st floor, McCrea

Tel: 01784 414379

E-mail[Emmett.sullivan@royalholloway.ac.uk](mailto:Emmett.sullivan@royalholloway.ac.uk)

For 2nd & final years Dr David Gwynn (for course place queries) Contact details as above

Dr. Emmett Sullivan(for academic queries) Contact details as above

**Geography**  Professor Veronica Della Dora

Room: QB138

Tel: 01784 443642

Email: veronica.delladora@royalholloway.ac.uk

**Politics & International** Dr John Mattausch

**Relations** Room FW130, 1st floor, Founders West

Tel: 01784 443143

E-mail: [j.mattausch@royalholloway.ac.uk](mailto:j.mattausch@royalholloway.ac.uk)

**Economics Department** Dr Hui-Fai Shing

Room 215, Horton Building

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E-mail: [h.shing@royalholloway.ac.uk](mailto:h.shing@royalholloway.ac.uk)

## 2.8 Department of Politics and International Relations Staff

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| --- | --- | --- | --- |
| **ACADEMIC STAFF** | **TEL EXT** | **ROOM NO** | **E-mail** |
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| JAKOBI, Anja | (44) 3021 | FW125 | [A.P.Jakobi@royalholloway.ac.uk](mailto:A.P.Jakobi@royalholloway.ac.uk) |
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| SHEPPARD, Anne | (44) 3204 | FW020 | [A.Sheppard@royalholloway.ac.uk](mailto:A.Sheppard@royalholloway.ac.uk) |
| SLOAM James | (44) 3144 | FW117 | [James.Sloam@royalholloway.ac.uk](mailto:James.Sloam@royalholloway.ac.uk) |
| SMETS, Kaat | (44) 4255 | FW107 | [Kaat.Smets@royalholloway.ac.uk](mailto:Kaat.Smets@royalholloway.ac.uk) |
| SOMERS-HALL, Henry | (27) 6382 | FW136 | [Henry.Somers-Hall@royalholloway.ac.uk](mailto:Henry.Somers-Hall@royalholloway.ac.uk) |
| VICCARI, Cristian | (44) 4403 | FW115 | [Cristian.Vaccari@royalholloway.ac.uk](mailto:Cristian.Vaccari@royalholloway.ac.uk) |
| WIDDER, Nathan | (41) 4127 | FW132 | [N.E.Widder@royalholloway.ac.uk](mailto:N.E.Widder@royalholloway.ac.uk) |

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| --- | --- | --- | --- |
| **ADMINISTRATIVE STAFF** | **TEL EXT** | **ROOM NO.** | **E-mail** |
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| SANDERS, Sarah  Senior Faculty Administrator | (27) 6315 | FW137 | [sarah.sanders@royalholloway@rhul.ac.uk](mailto:sarah.sanders@royalholloway@rhul.ac.uk) |
| LUTLEY, Jenifer  Faculty Administrator Undergraduate | (44) 3680 | FW139 | [Jennifer.lutley@royalholloway.ac.uk](mailto:Jennifer.lutley@royalholloway.ac.uk) |
| PYM, Annie  Faculty Administrator  European Studies | (44) 3669 | FW139 | [A.Pym@royalholloway.ac.uk](mailto:A.Pym@royalholloway.ac.uk) |
| SHEDDEN, Caroline  Faculty Administrator Postgraduate | (44) 3687 | FW139 | [Caroline.shedden@royalholloway.ac.uk](mailto:Caroline.shedden@royalholloway.ac.uk) |

## 2.9 Sabbaticals

The following staff are on sabbatical during 2014/15  
Dr Henry Somers-Hall (autumn and spring term)  
Professor Nathan Widder (autumn and spring term)  
Dr Jonathan Seglow (autumn term)  
Dr Oliver Heath (spring term)

## 2.10 Questionnaires

Towards the end of each course students are asked to complete a

student feedback questionnaire about the course. The aim is to check that the objectives of the course are being fulfilled and that the intellectual demands of the course are appropriate for the subject and the year group. Students are given an opportunity to formally rate lecturers’ performances on a range of factors.

The questionnaire is completed anonymously. The student replies are helpful for the teaching staff in designing and re-designing courses and in assessing their own strengths and weaknesses.

The results are collated and monitored by the European Studies Programme Director and the staff concerned. Full details are contained in the European Studies Annual Monitoring Report located in the European Studies Office.

Students do not have to wait until they are asked to fill in a questionnaire to give feedback. They can also discuss these matters with the lecturer concerned, with their Personal Advisor or through the Staff Student Committee.

# 3 Teaching

## 3.1 Dates of terms for 2014-15

**Autumn Term**: Monday 22 September - Friday 12 December 2014

**Reading Week**: Monday 3 November – Friday 8 November 2014

**Spring Term**: Monday 12 January - Friday 27 March 2015

**Reading Week**: Monday 16 February – Friday 20 February 2015

**Summer Term**: Monday 27 April - Friday 12 June 2015

**Graduation Ceremonies:** Monday 13 - Friday17 July 2015

Please note that contributing departments may have different reading weeks, and some social science departments do not have a reading week.

[Term dates](http://www.rhul.ac.uk/aboutus/collegecalendar/home.aspx)can be found on the College website <http://www.royalholloway.ac.uk/aboutus/collegecalendar/home.aspx>

## 3.2 Attendance requirement

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency that requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see [attendance requirements](#_Attendance_requirement)). 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.

The Department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration (see section on Disciplinary action).

Students **must**

 attend all classes necessary for the pursuit of their studies,

 undertake all assessments and

 attend meetings and other activities as required by the

Department.

A class is any learning and teaching activity and the term is used to encompass such things as lectures, seminars, tutorials, workshop, field work, laboratories, advisor meetings etc. This means not simply turning up, but arriving having undertaken whatever reading, thinking, or research was identified as necessary preparation. You are also expected to arrive punctually - teaching activities are timetabled to

start at 5 minutes past the hour and finish 5 minutes before the hour. You may be marked absent if you turn up late without good reason.

The departments will monitor your attendance at all seminars, language classes etc. **It is your responsibility** to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying. Please note that you are not permitted to ask fellow students to sign the attendance register on your behalf if you cannot attend.

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities it is recognised that emergencies may occur at any time throughout the year and therefore **a minimum 80% attendance level has been set.** You should also be aware that there may be some courses which you study which have a specific course attendance requirement. If you face difficulty in attending any classes or undertaking an assessment it is your responsibility to inform the department(s) in which you are studying, and the teaching staff concerned, providing a satisfactory explanation. As long as you are meticulous in your honesty in reporting and explaining these exceptions, we aim to be understanding in our response.

You must manage your time so that any paid employment, voluntary or other activities fit into the times when you are not required to be in a class. You are reminded that

[**Undergraduate Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) (<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 are having other problems that are causing you to miss classes, you should talk to your Personal Adviser, year tutor or another member of staff, or visit the Student Advisory Service or Students’ Union before your problems get out of control. There are many people who can provide support (see Support on

<http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx> and <http://www.su.royalholloway.ac.uk/support/> ) but remember - they cannot help if you do not ask.

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services and Academic Development.

## 3.3 Notification of absence

**This guidance applies if you are absent from classes for any reason.**

You must

a. advise your department(s) by emailing both Annie Pym ([a.pym@royalholloway.ac.uk](mailto:a.pym@royalholloway.ac.uk)) and the member of teaching staff concerned. In the case of other departments, you must consult their handbooks for their requirements, but at the very least email the relevant teaching staff. If you will miss a seminar in which you are due to give a presentation, it is essential you notify the seminar leader in advance of the class.

b. complete [**the Notification of Absence Form**](http://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx) available from the

eCampus. <http://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx>. Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.

c. submit the paperwork to your department(s) 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. *The paperwork should be delivered in person to the departmental office.*

*d.* ensure 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.

Please note that filling in a Notification of Absence Form does not mean that your absence will be excused. It is your responsibility to follow up with your department to check whether or not your absence has been deemed acceptable (excused) or unacceptable (not excused).

This table shows the documentation that is required should you be absent for any reason.

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

Note:

 If you should be absent for a prolonged period it is important that you keep in touch with your department. Depending on the length of absence it may be in your best interests to interrupt your studies and return once you are able to fully engage with your studies.

 Departments will monitor the frequency of self-certified absences

and a Head of Department may request that you provide a doctor’s medical certificate in multiple and sustained instances of self-certified illness.

 It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see

<http://www.royalholloway.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 the minimum attendance level.

**If you are absent from an examination or assessment then you must follow the guidance in the** [**Essential Examinations Information**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx)

<http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx> (see also the section on [Assessment information](#_Assessment_Information))

For further details on the kinds of circumstances where absence may be deemed as ‘acceptable’ and ‘unacceptable’ and for the type of supporting evidence that you may be required to provide as justification of absence, please click on ‘Studying’ tab on the Student Home page.

<http://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/home.aspx>

## 3.4 Consequences of failing to attend

It is very important for students to take the attendance requirements set by the Departments concerned seriously, and to provide proper notification and where necessary documentation of absences*.* Failure

to do so may result in disciplinary action and/or an Absences Failure (AF)

to be awarded by the sub board of examiners. Students who receive the outcome of AF for a course have not passed the course; they are

not permitted to re-sit the assessment for the course and must repeat the

course in attendance in order to complete it. Thus the outcome of AF can prevent your progression to the next year of your degree programme, or even from graduating.

**3.5** Meetings

You are likely to be ‘invited’ to meet with a member of academic staff

in your department:

 If you fail to attend all learning activities in two consecutive weeks without providing an explanation

 where your pattern of absence is:

 considered to be having an effect on your work or causing concern for your well being

 pointing to a possible disability that you may not have

disclosed.

 where your attendance is approaching the minimum attendance level.

You should take any meeting ‘invitation’ seriously. If you should have problems you are being offered an opportunity to seek advice and assistance. At the meeting the Department’s expectation of you will be made clear and the formal disciplinary process will be outlined to you.

**3.6** Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued 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](https://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx) process and the consequences of receiving such a warning on <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>.

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

**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.

# 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>.

## 4.1 Dept Specific

R100/200/300/401/900 students follow the structure as outlined in Table 1 below. R900 students follow a three year degree as there is no year abroad. Four units are taken each year as comprised below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TABLE 1** | **European Studies core course**  **1 unit** | **Main Language (written and spoken)**  **1 unit chosen from one of:** | **Main Social**  **Science**  **1 unit chosen from one of:** | **Selected option**  **1 unit chosen from one of:** |
|  | First year  PR1500  Second year ES2001  Final year  ES3001 | French German Italian Spanish  3 yr degree  European Studies (Politics, Society & Culture):  One unit from CLC | Management History International Relations Politics Economics  Geography | Additional language (French, German, Italian or Spanish)  Additional social science  (Management, History, International Relations,  Politics, Economics or  Geography)  Further course from main language (e.g. a culture or literature course)  Further course from main social science |

In the first year, European Studies students are introduced to a range of disciplines, some of which they will not have studied at school. This gives students the time and opportunity to make well-informed choices regarding the different disciplines in which they may specialise, in combination with their language(s). The scheme of course unit combinations taken by individual students is varied and chosen in consultation with the European Studies

Programme Co-ordinator, and the appropriate departmental Academic Co-ordinator(s). Students take four units during each of the three years at Royal Holloway, adding up to 12 units. The language departments set the two units taken during the Year Abroad (the 13th and 14th units).

## 4.2 Courses

Status of European Studies courses (PR1500, ES2001, ES3001) and main language courses:

**Core**: must be first taken in a particular year of the programme if following courses in that department. These courses are typed in **bold.**

**Compulsory**: must be first taken in a particular year of the programme and passed before the student can progress onto the next year of the programme. These courses are typed in  **bold and underlined.**

**Core PR**: must be first taken in a particular year of the programme and passed by the end of the programme, in order for the student to qualify for the degree title European Studies (French), European Studies (German), European Studies (Italian) or European Studies (Spanish). These courses are typed in  **bold and double underlined.**

## 4.3 European Studies Core Courses

1st year **PR1500**  **Introduction to International Relations** (one unit)

2nd year **ES2001** **European International Relations since 1945** (one unit)

4th year **ES3001** **Issues in Contemporary Europe** (one unit)

First Year compulsory course (taught by the Department of Politics and International Relations)

**PR1500 Introduction to International Relations** (one unit) Course convener: Dr Tom Dyson

Seminar leaders: Team taught

You will be assigned a seminar, which can only be changed if you have a timetable clash.

Second Year compulsory course (taught by European Studies)

**ES2001 European International Relations since 1945 (one unit)**

Course convener: Dr Giacomo Benedetto

Lecturer: Dr Giacomo Benedetto

Seminar leaders: Dr Giacomo Benetto

Sign up for one seminar group on the board outside the PIR/European Studies office FW139.

Final year compulsory course (taught by European Studies)

**ES3001 Issues in Contemporary Europe (one unit)**

Course convener:Dr Giacomo Benedetto

Lecturers: Dr Giacomo Benedetto

Seminar leader: Dr Giacomo Benedetto

Sign up for one seminar group on the board outside the PIR/European Studies office FW139.

# 5. Main Languages

## 5.1 French

First year

**FR1009 (one unit)** **Pratique du Francais**

FR1105 (half unit) The Visual Image in French Culture and Society

FR1112 (half unit) The Individual and Society: Key Works

FR1113 (half unit) French History through Film

FR1114 (half unit) Decoding France: Language, Culture, Identity

FR1111 (half unit) Introduction to French Literature: Critical Skills

ML1301 (half unit) Visual Arts I: An Introduction to Visual Media

Second year

**FR2009 (one unit)** **Pratique du Francais II**

FR2005 (half unit) (title to be confirmed)

FR2102 (half unit) Writing Romance and Desire

FR2104 (half unit) Culture and Ideology: la France et la Francophonie

FR2106 (half unit) Cinema in France

FR2107 (half unit) The Illustrated Text in France

PY2005 (half unit) Philosophy and the Arts

ML2302 (half unit) Visual Arts II: Genres and Movements

Final year

**FR3009 (one unit)** **Pratique du Francais III**

FR3102 (half unit) Arthurian Romance: Chretien de Troyes

FR3112 (half unit) Image, Identity and Consumer Culture in Post-war Fiction and Film

FR3113 (half unit) Text and Image in France

FR3114 (half unit) Ethics and Violence: Murder, Suicide and Genocide in Literature and Film

FR3120 (half unit) Wanton Women: artists and writers of the French avant-garde

FR3122 (half unit) Representations of Slavery in French and Francophone Culture

FR3123 (half unit) Deadly Passions: Tragedy in 17th C France

FR3124 (half unit) Blindness and Vision in French Culture

* 1. German

First year

**GM1009 (one unit) German Language I (post A level)**

**Or GM1010 (one unit) Intensive Beginners German I (ab initio)**

GM1120 (half unit) Introduction to German Studies

GM1122 (half unit) German History & Culture: Past and Present

Second year

**GM2009 (one unit) German Language II**

**GM2010 (one unit) Intensive Beginners’ German II**

GM2122 (half unit) Death, Desire, Decline: Thomas Mann and Franz Kafka

GM2123 (half unit) Love and Marriage in Novels of Fontane

GM2124 (half unit) Representations of Childhood and Youth in Modern German Culture

Final year

**GM3009 (one unit) German Language III**

GM3129 (half unit) German Dissertation

GM3130 (half unit) Doubles, Devils and Deadly Spiders: 19th century German Gothic Literature

GM3131 (half unit) Narrative and Identity: The German Novel from the 18th to the 21st Century

GM3132 (half unit) Dream Factories: Recent German Film

PY3002 (half unit) Modern European Philosophy I: Husserl and Heidegger

## Italian

First year

**IT1000 (one unit) Intensive Italian for Beginners or**

**IT1050 (one unit) Advanced Italian *(post A level course)***

IT1230 (half unit) Politics, Religion and Love: the Italian Three Crowns (Dante, Petrarch and Boccaccio)

IT1950 (half unit) Building the Italian Nation: Heroes from

Pinocchio to The Leopard

IT1980 (half unit) Fascist Italy

Second year

**IT2000 (one unit) Advanced Italian II for post-beginners or**

**IT2050 (one unit) Advanced Italian II** (pre-requisite IT1050*)*

IT2230 (half unit) Dante’s Comedy – Themes and Ideas

IT2340 (half unit) Post-war Italian Cinema: the Auteur tradition

IT2400 (half unit) Renaissance Florence

IT2840 (half unit) Italian Crime Fiction

ML2301 (half unit) Boccaccio - Decameron

Final year

**IT3009 (one unit) Advanced Italian III**

IT3230 (half unit) Dante – The Divine Comedy

IT3430 (half unit) Of Women, Knights, Weapons and Love: the Italian chivalric tradition

IT3860 (half unit) Shooting History: Dictatorship, Terror and Crime in Italian Film (term 1 only)

IT3980 (half unit) Italian Fashion and Design (term 1 only)

IT3990 (half unit) The Postmodern in Italian Literature

## **5.4 Spanish**

First year

**SN1010 (one unit) Intensive Spanish I** *(*ab initio pathway)

or

**SN1001 (one unit) Spanish I** (post A level pathway)

**or**

**SN2001 (one unit) Spanish II** (native speaker pathway)

SN1002 (half unit) Introduction to Translation from English to Spanish and Spanish to English (not available to beginners in Spanish)

SN1101 (half unit) Modern Spanish Theatre

SN1105 (half unit) Culture and Identity in Latin America

SN1108 (half unit) Authors and readers in 20th century Spanish American Fiction

SN1109 (half unit) Comparative Hispanic Culture

ML1301 (half unit) Visual Arts 1: An Introduction to Visual Media

Second year

**SN2010 (one unit) Intensive Spanish II** (if SN1010 taken in first year)

**SN2001 (one unit) Spanish II** (if SN1001 taken in first year)

**or SN2011 (half unit) Principles and Practice of Translation (Spanish into English)** (if SN2001 taken in first year)

**with SN2012 (half unit) Principles and Practice of Translation (English into Spanish)**

SN2013 (half unit) Constructing Identity in Contemporary Spanish

Film

SN2109 (half unit) Myths of the Feminine in the Spanish Novel

SN2113 (half unit) Twentieth-Century Mexican Visual Arts and

Film

SN2118 (half unit) Religion and Society in the 16th and 17th

Century Hispanic World

SN2120 (half unit) Love in the Contemporary Spanish American

Novel

PY2005 (half unit) Philosophy and the Arts

ML2302 (half unit) Visual Arts II: Genres and Movements

|  |  |  |
| --- | --- | --- |
|  | Final year  **SN3001 (one unit)** | **Spanish III** |
| SN3002 (half unit)  N3002 (half unit)  SN3113 (one unit) | Advanced Literary Translation |

SN3108 (half unit) Research Project  
 SN3109 (half unit) Short Fiction by Spanish Woman Writers  
 SN3111 (half unit) Contemporary Mexican Cinema  
 SN3112 (half unit) Spanish American Literature: An Overview  
 SN3113 (one unit) Dissertation (8000 words)  
 SN3118 (half unit) Seducing the nation: Spanish Cinema 1940-1980  
 SN3119 (half unit) Literature and Conflict in 20th Century Latin America  
 SN3120 (half unit) Journeys of Discovery in 20th Century Spanish Literature

## 5.5 Comparative Literature and Culture (CLC)

First year

Two half units from the following list MUST be taken

ML1102 (half unit) The Birth of Film

ML1301 (half unit) Visual Arts 1: An Introduction to Visual Media  
FR1105 (half unit) The Visual Image in French Culture and Society  
FR1112 (half unit) The Individual and Society: Key Works  
GM1122 (half unit) German History and Culture: Past and Present  
GM1120 (half unit) Introduction to German Studies  
SN1105 (half unit) Culture and Identity in Latin America  
SN1108 (half unit) Authors and Readers in 20th Century Spanish American Fiction  
SN1109 (half unit) Comparative Hispanic Culture  
IT1230 (half unit) The Heritage of Dante and the Renaissance  
IT1950 (half unit) Building the Italian Nation: from Pinocchio to The Leopard  
IT1980 (half unit) Fascist Italy

Second year

ML2101 (half unit) International Film II: Readings and Representations  
ML2301 (half unit) Visual Arts II: Genres and Movements  
ML2403 (half unit) Gender and Clothing in 20th Century Literature and Culture  
FR2101 (half unit) Writing Romance and Desire  
FR2106 (half unit) Cinema in France: from Modernism to the Postmodern  
GM2122 (half unit) Death, Desire, Decline, Thomas Mann and Franz Kafka  
GM2123 (half unit) Love and Marriage in Major Novels by Theodor Fontane  
GM2124 (half unit) Representations of Childhood and Youth in Modern German Culture   
PY2005 (half unit) Philosophy and the Arts  
SN2013 (half unit) Constructing Identity in Contemporary Spanish Film  
SN2120 (half unit) Love in the Contemporary Spanish American Novel  
IT2230 (half unit) Dante’s Divine Comedy – Themes and Ideas  
IT2340 (half unit) Postwar Italian Cinema  
IT2400 (half unit) Renaissance Florence  
IT2840 (half unit) Italian Crime Fiction  
ML2301 (half unit) Boccaccio – Decameron

Final year

ML3202 (half unit) From Aestheticism to the Avant-Garde  
ML3205 (half unit) Trends in Contemporary Theory  
ML3207 (half unit) Transnational Cinema  
ML3209 (half unit) Postcolonial Literatures  
ML3208 (half unit) Dissertation 5000 words  
FR3102 (half unit) Arthurian Romance: Chretien de Troyes  
FR3112 (half unit) Image, Identity and Consumer Culture   
FR3113 (half unit) Text and Image in France: From Cubism to the Present  
FR3114 (half unit) Ethics and Violence: Murder, Suicide and Genocide   
FR3120 (half unit) Wanton Women: Artists and Writers   
FR3124 (half unit) Blindness and Vision in French Culture  
GM3130 (half unit) Doubles, Devils and Deadly Spiders  
GM3131 (half unit) Narrative and Identity: The German Novel  
GM3132 (half unit) Dream Factories: Recent German Film  
IT3430 (half unit) Of Women, Knights, Weapons and Loves  
IT3860 (half unit) Shooting History: Dictatorship, Terror and Crime   
IT3990 (half unit) The Postmodern in Italian Literature

# 6. Main Social Sciences

|  |  |  |
| --- | --- | --- |
|  | 6.1 Management |  |
|  | First year  **Two half units**  **Two**  **First year** |  |
|  | Two half units from:  MN1001(one unit) |  |
|  | MN1205 (half unit)  MN1305 (half unit)  MN1405 (half unit)  MN1705 (half unit) | International Business (Autumn term)  Markets and Consumption (Autumn term)  Accounting (Spring term)  Organisational Studies (Spring term) |
|  | Second year |  |

MN2205 (half unit) Strategic Management

MN2305 (half unit) Marketing Strategy in Context

MN2405 (half unit) Managerial Accounting

MN2705 (half unit) Human Resource Management

Final year

MN3301 (one unit) Modern Business in Comparative Perspective

If further unit chosen students must take:

MN3225 (half unit) European Business

Plus one of:

MN3145 (half unit) Multinational Enterprise

MN3215 (half unit) Asia Pacific Multinationals in Europe

MN3285 (half unit) Managing Organisational Chanage

MN3295 (half unit) The Individual at Work

MN3035 (half unit)\* Marketing Research

MN3055 (half unit)\* Consumer Behaviour

+this course has MN1041 as pre-requisite

\*this course has MN2061 as pre-requisite

## 6.2 History

First year (gateway courses)

If taking one unit in History, first year students must **one** of the following:

HS1107 (one unit) Republic, Kings and People: European Political Thought from Plato to Rousseau

HS1108 (one unit) The Rich Tapestry of Life: Early Modern England, Europe and the Wider World 1453-1789

HS1109 (one unit) Conflict and Identity in the Modern World from 1789 to the Present

If taking **two units** of History, one of the choices MUST be:

HS1108 (one unit) The Rich Tapestry of Life: Early Modern England, Europe and the Wider World 1453-1789

Second year

1. If you want to take  **two units**, you may choose:

**either:** one full-unit Group 2 course **AND** two half-unit Group 1 courses

**or**: four half unit Group 1 courses

2. If you want to take  **one and a half units**, you must take three half unit

Group 1 courses

3. If you want to take only one unit, this must be two half unit Group 1 courses

Group 2 full unit courses

HS2235 From Blood and Guts to the Worried Well: Medicine in Britain

HS2257 Spain in Conflict 1930-1953

HS2271 Modern Political Ideas

HS2317 Modern and Contemporary Italy

## 

Group 1 half unit courses

Term One

HS2014 The European Crucible 1914-1945

HS2149 Daily Life in Renaissance and Baroque Italian Cities; Social and Domestic Life

HS2212 The Victorians: British History 1837-1901  
HS2213 Modern British History 1914-1973  
HS2223 Spain 1898-1939

Term Two

HS2001 History of the British Empire 1763-1900

HS2015 The Politics of Postwar Europe 1945-2000

HS2023 Nineteenth-Century Europe: Society and Culture 1789-1890

HS2224 Spain from Dictatorship to Democracy 1939-1989

Please read descriptions of courses in the 2014-15 Course Catalogue www.royalholloway.ac.uk/history/undergrad/home.aspx ‘Information for current students’

Final year

1. If you want to take  **two units**, you must take one full unit Group 2 course AND two half unit Group 1 courses

2. If you want to  **take one and half units**, you must take one full unit

Group 2 course and one half unit Group 1 course

3. If you want to take only  **1 unit**, this  **must** be a full-unit Group 2 course.

Group 2 full unit courses

HS2235 From Blood and Guts to the Worried Well: Medicine in Britain, c. 1750-1990

HS2257 Spain in Conflict 1930-1953

HS2271 Modern Political Ideas

HS2317 Modern and Contemporary Italy

Group 1 half unit courses

Term One

HS2014 The European Crucible 1914-1945

HS2149 Daily Life in Renaissance and Baroque Italian Cities; Social and Domestic Life

HS2212 The Victorians: British History 1837-1901

HS2213 Modern British History 1914-1973

HS2223 Spain 1898-1939

Term Two

HS2201 History of the British Empire 1763-1900

HS2015 The Politics of Postwar Europe 1945-2000

HS2023 Nineteenth-Century Europe: Society and Culture 1789-1890

HS2223 Spain from Dictatorship to Democracy 1898-1939

Please read descriptions of courses in the 2014-15 Course Catalogue – www.royalholloway.ac.uk/history/home.aspx: . ‘Information for current students’

## 6.3 Geography

First year

GG1003 (half unit) Introduction to Human Geography and

GG1004 (half unit) Geographies of Development

Second year

GG2053 (one unit) Cities, Economies and Ecologies

GG2061 (one unit) Cultural Geographies and the Modern World

GG2071 (one unit) Perspectives of Development

Final year

Two of the following:

GG3053 (half unit) Regeneration and Urban Policy

GG3056 (half unit) Geography of Commodities

GG3062 (half unit) Images of Earth: Homer to Google

GG3065 (half unit) Geography of Museums and Collections

GG3067 (half unit) Geopolitics on Film

GG3068 (half unit) Creative Geographies

GG3069 (half unit) Geographies of Home

GG3076 (half unit) Gender and Development in Latin America

GG3080 (half unit) Fair Trade

## 6.4 Politics and International Relations

First year

PR1400 (one unit) Introduction to Politics and Government (Politics)

Second year

One of the following, depending on chosen stream: PR2440 (one unit) International Relations Theory

PR2450 (one unit) Introduction to Global Studies

PR2480 (one unit) Democracy in Britain

PR2490 (one unit) Contemporary Political Theory

PR2580 (one unit) International Organisations

Final Year

PR3000 (one unit) Dissertation (this can only be taken with the approval of the European Studies Programme Director as students need to have achieved

60%+ in ES2001)

PR3530 (one unit) The Politics of Modern Germany

PR3610 (one unit) Comparative Democracy and Elections

PR3670 (half unit) Comparative Foreign Policy

PR3680 (half unit) Young People’s Politics

PR3710 (one unit) Advanced Seminar in British Politics

PR3720 (half unit) Advanced Seminar in British Politics (Autumn)

PR3730 (half unit) Advanced Seminar in British Politics (Spring)

PR3770 (one unit) Defence in Post-Cold War World

PR3830 (half unit) Statecraft and Diplomacy

## 6.5 Economics\*

\*A good grade at A level Maths or equivalent is essential to study Economics within the European Studies programme. Consult Economics Academic Co-ordinator, Dr Hui-Fai Shing, for advice if in doubt about level of Maths achieved.

If you wish to take only one unit of Economics each year, the route is

EC1101 (1st year), EC2201 (2nd year) & EC2202 (final year)

First year

EC1101 (one unit) Principles of Economics (must be taken if one

Economics unit only chosen)

EC1102 (one unit) Quantitative Methods of Economics (strongly recommended if planning to take EC2201 in second year and is also required to take some final year Economics courses)

Second year

\*EC2201 (one unit) Microeconomics

or

EC2202 (one unit) Macroeconomics

If further option taken:

EC2203 (one unit) Quantitative Methods of Economics II

Taking more than one second year unit will open the choice of third year options a student can take. Please consult the Economics Co-ordinator.

Final year

\*Some final year options would be difficult to study without having taken EC2201 in the second year. Please consult the Economics academic coordinator

\*If only EC2201 taken in second year, take: EC2202 (one unit) Macroeconomics

For students who meet the pre-requisites, an up to date list of final year (EC33XX) course are available to choose from. Please see the Economics Department website during term time. Please consult the Economics academic coordinator for advice.

## 6.6 Year 1 Arts and Social Science Faculty Writing Quiz (SS1000)

This quiz is zero-weighted (the mark does not count towards your degree) but is compulsory for progression to the next year of study. The quiz is delivered through RHUL’s electronic teaching platform, Moodle. It will open early in the autumn term (date to be confirmed) and will run until early in the summer term. You may take the test as often as you wish until you pass – the quiz consists of 25 randomly generated questions. Each time you submit your answers to the quiz you will receive feedback designed to help you improve your written and literacy skills. Please note that by the end of the academic year:

 **You must have achieved a pass mark of 60% or more on this quiz in order to be eligible to progress to your second year of study.** You cannot progress to Level 2 without having passed this quiz, even if you meet the other requirements for progression as stipulated in the College’s Undergraduate Regulations.

 If you achieve a mark of 80% or more, you will be awarded a certificate of distinction.

More information on the test, and its role as a teaching tool, can be found on the MOODLE Writing Skills (SS1000) webpage.

## 6.7 Options

More courses from the above list may be taken from either:

 Your main language department (French, German, Italian or

Spanish) e.g. a culture or literature course

 Your main social science (Management, History, Geography, Politics and International Relations, Economics)

 An additional language (French, German, Italian or Spanish)

 An additional social science (Management, History, Geography, Politics and International Relations, Economics)

## 6.8 Course registrations

You can only register for four course units worth of courses in each academic year (this excludes courses which are being re-sat). While you have the option of changing courses 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

## 6.9 Change of programme

You are **only** permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week) with the following exceptions:

* if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
* if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

# 7 The Year Abroad

The third year of the four year European Studies degree is spent in a relevant European country, usually on an Erasmus exchange programme placement. If a second language is chosen, it is possible to split the year abroad between two countries. The School of Modern Languages is responsible for arranging the year abroad, which can be spent either studying, working as a language assistant, on a work placement or on an internship . For students studying French (or who are native speakers of French), European Studies has its own Erasmus link with Science Po in Strasbourg, which is a very prestigious political institution, particularly appropriate for those students wishing to follow a career in a European institution. Exemptions to the year abroad can only be granted in exceptional circumstances (full details of which can be obtained from the School of Modern Languages), and must be approved by both the Head of School of Modern Languages and the European Studies Programme Director, Dr James Sloam.

# 8 Facilities

## 8.1 Libraries

**Library Services: Bedford & Founder’s Libraries, online services & resources.**

One of the most important resources for you as a student at Royal Holloway is the Library Service. There are two libraries on campus:

* Bedford Library, located up the hill from the Students’ Union next to the Bourne Building, houses European Studies, plus other social science and science material.
* Founder’s Library, located on the South Side of Founder’s Building, houses most language, literature, film, music and theatre material.

Details about the libraries, including further resources available, contact information, opening times and regulations, can be found online:   
  
[www.royalholloway.ac.uk/library/](http://www.royalholloway.ac.uk/library/)

**Books**

Library books tend to be heavily in demand at certain times (notably at essay deadlines and in the run-up to examinations) and to be under-used at others. Careful timing in your use of them (e.g. during the Summer and Christmas Vacations, or early in each term) will pay dividends. The Library has multiple copies of many of the most frequently-used works as well as a large collection of ebooks.

Books heavily in demand may be on short loan. Please consult the course tutor in good time if there are particular works which you would like to see on short loan.

We are always happy to consider students’ suggestions for more books. If you think that the Library does not have a book useful for a course you are following, or for a dissertation you are writing, or if you feel more copies of a book are required, please contact the library’s Information Consultant for your subject (and let your course tutor know). Be aware, however, that not all requests can be satisfied and that there is sometimes a delay between ordering and receipt depending on our supplier’s stock.

**Online resources**

The Library provides access to an extensive online collection of journal titles in electronic, full-text format (ejournals), ebooks, online databases and an online library of multi-media material (texts, images, audio, films and mixed-media). All of these ‘eresources’ are available via an extensive suite of student PCs in the libraries and around the campus (all connected to printers), laptops & most mobile devices (via the CampusNet wi-fi), as well as from off-campus (see below).

You will need to get used to consulting the key eresources (such as our collections of primary sources, research material & online databases), ebooks, online reference material and electronic journal collections relevant to your subject area. These can be accessed on-line using the E-resources A-Z lists & the ‘LibrarySearch’ service via links on the Library’s homepage (<http://www.royalholloway.ac.uk/library/>)

OR via the dedicated Library Subject Guides: <http://libguides.royalholloway.ac.uk/>

In order to access the Library’s extensive and growing collection of eresources off campus (e.g. from home) you will need to use the College’s CampusAnywhere (VPN) service (in some cases you may need to login direct to the e-resource). Details of how to use these services can be found on the Library Subject Guides or the Library’s ‘Help & Support’ webpages.

Ask the Library’s Information Consultant for your subject for details of how to use these eresources (there is also plenty of help information on the Library Subject Guides).

**Past exam papers**

Past exam papers can be useful as a guide to focusing your study as well as being an essential part of revision for your exams. The library provides online versions and you can search using LibrarySearch or from the Exam Papers service on the Library home page.

**Study space**  
There are large silent study areas, group study areas & bookable group study rooms available in Bedford & Founder’s Libraries (some group study rooms maybe equipped with projectors, smart boards, white boards and / or flip charts).

**Training**

All First Year Undergraduates receive an induction session about Library Services, but you will also have a training session scheduled in Autumn Term covering how to find and use the Library’s online resources for your subject area and also how to quickly and easily create effective searches that will help you find the information you need for your essays, projects & dissertations. You may also receive training on referencing and creating bibliographies using online tools & software.

It is essential that you attend these timetabled sessions as they will help you navigate through the wide array of resources available to you and be able to use the right ones for your study & research.

The Library also 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, see the ‘Training’ section of your Library Subject Guide:

http://libguides.royalholloway.ac.uk

**Help and advice:**  
If you have any questions about the Library’s services and collections or need help using the information and online services that we provide (including one-to-one training), please phone or email us, contact us via the ‘Ask a Librarian’ live chat service, or call in person at the library helpdesks.   
  
If you have a query specific to your subject, the contact details for the Library’s Information Consultant for your subject can be found on the dedicated Library Subject pages:  
<http://libguides.royalholloway.ac.uk/>

**Using other libraries:**

**Senate House Library** (University of London), Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) <http://www.shl.lon.ac.uk>.

As a student of the University of London, you have access to the University of London Library (Senate House Library), which is situated in Senate House, Malet Street, in Central London. This central Library has large reference collections and facilities for borrowing and is an important resource for print and online material for the Arts & Humanities and Social Sciences (with limited Science coverage). In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form. You also have access to SHL’s online resources and these can be accessed via the Library Subject Guides.

**The British Library**, 96 Euston Road, London, NW1 2DB (020 7412 7000) <http://www.bl.uk>.   
Please check the BL’s web pages for registration and access regulations, or contact the Royal Holloway Library for advice.

**Other libraries**

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library’s web pages before visiting. More information about using other libraries can be found on the ‘Beyond RHUL’ section of the Library Subject Guides:

http://libguides.royalhollway.ac.uk

## 8.2 Photocopying

The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow undergraduate 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:

<http://www.royalholloway.ac.uk/library/usingourlibraries/photocopyingandprinting.aspx>

## 8.3 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.rhul.ac.uk/it/printing/home.aspx>

Please note that you cannot use the computer rooms in the PIR Department which are reserved for PhD students. Students who are for example, submitting essays or preparing seminar handouts must make arrangements to print these materials themselves.

## **8.4** 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>

# 9 Coursework Essays and Dissertation

These guidelines apply to European Studies courses only. For information on other courses, including the first year core course, Introduction to International Relations (PR1500), you should refer to the relevant departmental handbook.

## 9.1 Coursework essay

Coursework essays are either formative or summative. Formative essays do not count towards the final mark for a course, whereas summative essays comprise some percentage of the overall mark. All essays are marked and receive written comments. **All essays should be handed to the seminar leader at the seminar on the same day (or nearest day if a seminar does not take place on the submission day) as the submission deadline using the essay cover sheets that the Department provides**. Marks and comments will be provided via Grademark the Turnitin essays marking system hard copies will be handed back in the same way.

The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Moodle. Electronic copies **must be uploaded by 09:00 am on the submission date or penalties for late submission may be applied** in accordance with the College rules outlined in [section 10.6 below.](#_10.6_Penalties_for) Essays submitted after 09:00 am on the day of submission must be submitted to the Moodle late box. A Late Submissions Panel, comprising of academic members of staff, meets once a term to consider all late submissions and decide on any penalty.

Cover sheets can be downloaded from the webpages <http://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx> or collected from the departmental office.

Any late essay, formative or summative, should be handed into the office together with a late submission form. **Students MUST have made prior arrangement if they want to hand essays in late.**

## 9.2 The dissertation

In the final year, in the place of a full taught unit, and subject to the authorisation of the European Studies Programme Director, students may opt to submit a dissertation in the Department of Politics and

International Relations. The topic chosen must be on a European

subject. Researching and writing a dissertation is a difficult task for which a strong background in first and second year Politics and International

Relations courses is required. Therefore students will only receive authorization for a dissertation if they have taken at least one unit

offered by the Department of Politics and International Relations in the second year and have achieved marks of 60 percent or more in both

that unit and European Integration since 1945 (ES2001).

For further details on the dissertation option please see section 6.2 of the handbook of the Department of Politics and International Relations as well as the Department’s specific dissertation handbook.

## 9.3 Essay presentation

Essays should be on A4 sized paper with the **essay title, course code and your CANDIDATE number (150XXXX)** in the header for all assessed essays. **Please note your candidate number changes every year. Please do not write your College student number (100XXXXXX) on the essay**. Remember to include the **essay title** and the final **word count** on the front page. Leave 1” margins on both the left and right-hand sides of the pages, double spacing and with a font size no smaller than 12. If you are in receipt of a green sticker from the Disability and Dyslexia Services Office (DDS) you will need to write ‘green sticker’ in the header of your submission to let the marker know. The essay must be stapled in the top left-hand corner. The essay must be legible, clearly presented and must meet the standards expected of students undertaking a university undergraduate degree.

A good essay is usually preceded by careful preparation and planning. Read the essay question carefully and make sure you fully understand what is being asked for in the question. Spend some time thinking over what the question is really about and how you can best answer it. Then construct a rough essay plan, a plan of the main points to consider for addressing the set question. The essay plan should be refined in the light of the background reading and research which you have undertaken; you will find that as you do this reading and research, further salient points will come to your attention and these will need to be included in the essay plan. When you construct the plan keep in mind the need for a clear and logical structure: the essay should have a logical structure, consisting of an introduction, a conclusion, and, in between, four or five substantial sections of well-researched discussion and analysis.

The essay should be the product of wide reading. This means that you should read only a small number (say two or three) of the key texts from cover to cover and then move on to reading a larger number very selectively using indexes and chapter headings to find the information you require. Your course tutor will give you a bibliography of the more important texts for the course and this list is the basis of the reading and research for your essay. This course bibliography is, however, by no means exhaustive and should be treated as the starting point for your own background reading. Tutors will look favourably on essays which include relevant material which you yourself have discovered, and sources for the essay can include newspapers and the media as well as the more conventional academic journals and books. Most of the books and journals which you will need to consult can be found in the Social Science section of the Library. Other libraries belonging to the University are open to you and they, in common with other local and college libraries, are often useful resources for background reading and research.

As you do the background reading and research, always take careful and thorough notes. Never rely upon your memory alone. Taking notes seems laborious at first but it undoubtedly saves time and trouble in the long run. A full set of notes makes exam revision much easier. Good note-taking is a matter of practice; there is no one set method and you will soon devise your own formula. No matter what method you choose to follow it is vital that you clearly and accurately distinguish between your own notes and any quotations or material that you have copied when writing your notes; quotations and copied pieces of text must be enclosed within inverted commas. By following this procedure you will be able to avoid accidentally copying other people’s work in your essay. In addition, at the start of your notes, make sure you fully reference the source of the material (see the following section for instructions on how to reference).

Having undertaken sufficient background reading, and having constructed a cogent essay plan, you are now in a position to begin writing the essay. Most people find it necessary to write a draft first which can then be refined and corrected for the final version. Read through your draft essay and correct spelling and grammatical errors. Use a dictionary where appropriate. As you check the draft of your essay, ask yourself: “Is there any superfluous material which should be removed?”; “Does the essay properly answer the set question?”; “Is the structure of the essay logical and is there a proper conclusion?”

## 9.4 Referencing

Students should consult the ‘Referencing, Sourcing, Plagiarism and

Online Submission of Essays’ guide at the end of this handbook.

**Joint Degree Students**

Although the PIR Department encourages all students to use the Harvard reference style, joint degree students may find that other departments within college prefer or recommend a different referencing system, such as MHRA ( used in English) or Chicago Manual Style ( Used in History). For consistency, the Department will permit joint students to use the referencing system that is in use in their other department(s) provided that all references and sources are carefully acknowledged.

## 9.5 Word count

The Department expects students to adhere to the word limits set out for assigned essays. Essays that are above or below the word limit will be subject Students should adhere to the word limits set out for assigned essays. Essays that are above or below the word limit will be subject to penalties in accordance with the College rules outlined in section 7.6 below.

## 9.6 Marking criteria

**Departmental grading criteria**

The Department’s Undergraduate Handbook contains the following criteria for marking (Note: the undergraduate pass mark is 40+):

90 – 100% - Outstanding work, displaying an exceptional degree of originality and creativity and / or exceptional analytical and problem-solving skills. Shows critical understanding of current knowledge, including relevant research papers and reviews.

80 – 89% - Outstanding work which displays a high level of originality and creativity and / or the ability to suggest realistic solutions to novel problems. Evidence of wide reading which includes recent research papers and reviews.

70– 79% - Excellent work displaying a comprehensive knowledge and understanding of the subject together with the ability to evaluate critically selected aspects of current knowledge. Evidence of wide reading.

60 – 69% - Shows a good knowledge and understanding of the subject with no major gaps or omissions. Displays ability to analyse, interpret and organise information to produce coherent accounts. Evidence of reading beyond lecture notes and standard texts.

50 – 59% - Shows a satisfactory knowledge and understanding of the essentials of the subject with an ability to integrate information into a clear, well-structured account, but lacking in breadth or depth, or with some significant aspects omitted. Evidence that sources other than lecture notes and set texts have been consulted.

40 – 49% - Shows a general knowledge and understanding of the subject but very limited in depth or breadth. Little or no evidence of reading around the subject. Work displaying deficiencies and omissions but not serious enough to warrant a failure.

30 – 39% - Marginal Failure – knowledge and understanding of the subject are fragmentary, some aspects showing a very basic level of understanding but other aspects displaying fundamental errors and omissions.

20 – 29% - Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10 – 19% - Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0 – 9% - Virtually devoid of any evidence of knowledge or understanding of the subject.

In addition to the numerical mark, your course tutor will also add written comments. Please ensure that you read these comments carefully.

# 10 Assessment Information

These guidelines apply to European Studies courses only. For information on other courses, including the first year core course, Introduction to International Relations (PR1500) options you should refer to the relevant departmental handbook.

The third year of study is spent abroad in the country or countries of the language(s) that you study. Students will be assessed on the basis of study completed in a university or a work placement. This assessment takes the form of two units. The year abroad requirements are set by the School of Modern Languages. Please refer to its handbook for further details of those requirements.

## 10.1 Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Please read the **“**[**Instructions to Candidates**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx)**” issued by Student Administration** [**http://royalholloway.ac.uk/ecampus/academic support/examinations/examinations/home.aspx**](http://royalholloway.ac.uk/ecampus/academic%20support/examinations/examinations/home.aspx)for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information**.

**Absence from an examination / failure to submit coursework**

Please see the section on progression and award requirements below for further details of the impact on course outcomes of failure to attend

an examination or to submit required coursework.

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section Illness or other [**extenuating circumstances**](http://www.rhul.ac.uk/registry/Examinations/Essential-info.html#Bookmark11) in the [**Instructions to Candidates**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx) <http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx> the Sub-board of Examiners may take this into account when considering your results.

**Exam access arrangements for disabled students and those in need of support**

For all such students there is a process to apply for special arrangements for your examinations and other forms of assessment. Such requests should be made to Disability and Dyslexia Services which will carry out an assessment of your needs. Please see the section **Students in need of support** (including disabled students) for further guidance about registering with the Educational Support Office.

## 10.2 Submission of written work

See section 6.1 above and the ‘Referencing, Sourcing, Plagiarism and

Online Submission of Essays’ guide at the end of this handbook.

## 10.3 Extensions to deadlines

If you have a good reason not to submit a piece of work, then you should, in the first instance discuss the situation with one of the Extension Panel team. We always require medical or other written documentation in support . ‘Good reason’ included illness, exceptional family circumstances, etc.

**If you have been given an extension for an essay by a member of the Extension Panel please hand this essay into the office along with a late submission form. The admin staff will be required to sign off against the extension in a book that will be kept in the office.** The extension panel will consider all late submission forms at a late submission meeting once a term.

**Extension Panel Members**

Dr Jonathans Seglow

Dr John Mattausch

Dr Alister Miskimmon

Dr James Sloam

Ms Sarah Sanders

If you are absent from lectures, classes or tutorials for more than 7 days, or if coursework is handed in late through extenuating circumstances, then you should submit medical or other written documentation to the Departmental Office.

There are certain legitimate circumstances in which deadlines cannot be met – illness, for example, or a serious accident. Extensions to deadlines can be granted in these circumstances. An extension must normally be applied for in advance although the Department recognises that some circumstances will require extensions to be granted retrospectively.

Please note that computer failure cannot be accepted as a reason for late submission. You must leave enough time to print your work before handing it in, and you should make allowances for the fact that personal or College computers and printers sometimes perform erratically. In particular, if you do not back up your work onto floppy disk and the College server or your computer fails or is stolen, the Department will be sympathetic but will not accept this as a reason for a late submission.

When an extension has been granted, work submitted after a deadline will be marked and assessed in the normal way.

## 10.4 Penalties for late submission of work

**NB Please note that this policy has changed since September 2011.**

The following College policy applies to all students (new, continuing, re- sitting and repeating) on taught programmes of study with effect from September 2012. 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 submission of written work above).

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.

\*e.g. 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.

## 10.5 Anonymous marking and cover sheets

The European Studies programme is committed to the principle of anonymous marking of assessments wherever possible. To that end, cover sheets are provided for the submission of all summative essays. It

is important that students write only their 2014/15 candidate number on the cover sheet (**please note candidate numbers change each year)** and do not include their name on the essays themselves. The same applies for final year examinations. Cover sheets will be available online or from the PIR administrative office, F139.

## 10.6 Penalties for over-length work

The following College policy applies to all students on taught programmes of study:

All over-length work submitted on undergraduate programmes will be penalised as follows:

 For work which exceeds the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks\*, subject to a minimum mark of a minimum pass.

 For work which exceeds the upper word limit by 20% or more, the maximum mark will be zero.

\*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, and bibliography.

## 10.7 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. However, in European Studies we aim to return work within two weeks and no later than three weeks (not including vacation periods). 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 must be communicated to students as soon as possible.

## 10.8 Assessment Offences

The College has regulations governing [**assessment offences**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) 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 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.

## 10.9. Plagiarism

Please refer to the Referencing, Sourcing Plagiarism and Online Submission of Essays guide at the end of this handbook**.** Plagiarism is a serious academic offence, which constitutes attempting to obtain a

university degree through fraud. It can therefore lead to expulsion from the College.

**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.

## 10.10 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>

## 10.11 **Progression and award requirements**

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

If you do not pass a course unit at a first attempt you may be given an opportunity to ‘re-sit’ or ‘repeat’ the course unit.

**Re-sit of a failed course unit** - Normally the opportunity to re-sit any failed parts of a course unit not passed will be during the following academic session. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 40%.

**Repeat of a failed course unit** – if you are given the opportunity to repeat a course unit in attendance you will need to register for the course unit for the following academic year and satisfy afresh all the assessment and attendance requirements, that is, you are expected to attend all classes and redo all required coursework and examinations for the course unit. No marks from the previous attempt at the course unit are carried forward and no work from completed as part of the first attempt at the course may be resubmitted for assessment. The mark for a course repeated in attendance is not capped.

Please note that it is **not** possible to re-sit or repeat a course unit which

you have passed.

**Summer re-sits are available to:**

 **All first year undergraduate students, who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the**

[**Undergraduate Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)**.**

 **Second year undergraduate students on BA, BMus, BSc or BSc**

**(Econ), who would not otherwise be in a position to progress onto the next stage prior to the following year of study, provided they meet the criteria set out in the** [**Undergraduate Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)**.**

Any second year MSci student who does not meet the requirements to progress from one stage to the next at the first attempt will be transferred onto the BSc programme and will be given the opportunity of summer resits in order to progress onto the next stage of the BSc programme, provided they meet the criteria set out in the

[**Undergraduate Regulations**.](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

To qualify for summer resits the following criteria, which are set out in the [**Undergraduate Regulations**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)<http://www.royalholloway.ac.uk/forstudents/studying/academicregulations/home.aspx,>must be met:

(a) the student must already have passed, been allowed, or been granted exemption from courses to a value of at least two units;

(b) the student may only re-sit the assessment from courses in which s/he has achieved a mark of at least 30% on the first attempt, except where his/her performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

This opportunity will be offered **only** to students who would be in a position to satisfy all the criteria to progress onto the next stage prior to the start of the next academic year.

## 10.12 Outcomes of course unit assessment

The Undergraduate Regulations require that for a student to qualify for final consideration in a course unit, the Sub-board of Examiners will take into consideration:

(a) whether the candidate has satisfied the attendance requirements stated in the course specification;

(b) whether the candidate has satisfied the assessment requirements stated in the course specification.

The Sub-board of Examiners will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive for each candidate, as follows:

(a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has gained a mark of 40% or above overall and in all elements of the assessment which carry an individual pass requirement;

(b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has gained a mark of 39% or below overall or in any element of the assessment which carries an individual pass requirement.

Where a student's performance in the assessment was affected by adequately documented extenuating circumstances, the Sub-Board of Examiners may return alternative course outcomes as set out in the Undergraduate Regulations. In some cases this will require the student to complete additional work or a resit of affected assessment. For further details please see

[**Undergraduate Regulations.**](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx) <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>

Students entered to resit an examination will normally not receive an overall percentage mark greater than 40% for that course unit.

For details on the requirements for degree classification please see the section on the [**Consideration for the Award**](http://www.royal.ac.uk/ecampus/academicsupport/regulations/home.aspx)in the Undergraduate Regulations. <http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx>

## 10.13 Examination results

Please see the [**Examinations & Assessments**](http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/home.aspx)website <http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/home.aspx> for details of how you will be issued with your [**results**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx)**.** <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx>

The Examinations & Assessments website is the place where you can access the “[**Instructions to Candidates**](http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx)” and details of the examinations [**appeals**](http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx) procedures. <http://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>

# 11 Student Support

## 11.1 Non-academic related enquiries and 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>

## 11.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is the European Studies Programme Co-ordinator, Annie Pym. Inevitably, problems will sometimes arise that the Programme Co-ordinator is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the [**Student Welfare**](http://www.rhul.ac.uk/ecampus/welfare/home.aspx) page: <http://www.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 Disability and Dyslexia Services Office (DDS) representative is Dr Jonathan Seglow (from January 2015), Autumn term representative to be confirmed, and for European Studies Mrs Annie Pym. You must also contact the DDS (Founders West 151; tel: +44 (0)1784 443966; email: [disability-dyslexia@royalholloway.ac.uk](mailto: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 DDS [**Support, health and welfare**](http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx)page <http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx>

## 11.3 Centre for the Development of Academic Skills (CeDAS)

**CeDAS Academic Skills Programme 2014-15**

CeDAS (the Centre for the Development of Academic Skills) offers a range of courses, workshops and 1-to-1 tutorials that aim to ensure all students at Royal Holloway reach their full academic potential. Here is an outline of our services for 2014-15.

**Academic Skills for All**

CeDAS runs a number of interactive workshops in the Autumn and Spring terms that are open to *all students.* These workshops give you a sound introduction to many of the key skills you need to perform well in your university studies. You can develop skills for most aspects of academic writing as well as for seminars, presentations and groupwork. If you attend these workshops, you can earn Royal Holloway Passport points.

**Academic English for International Students**

CeDAS offers a suite of courses specifically designed for international students (including EU students) whose first language is not English. By attending these courses you can pick up the skills and language you need to communicate successfully in your academic studies. Courses run in the Autumn and Spring terms and comprise either 4 weekly classes, or, for our longer courses, 8 weekly classes. If you attend these courses, you can earn Royal Holloway Passport points.

**Academic Skills for Your Subject**

CeDAS also run workshops that are embedded into the curriculum of academic programmes. These have proven to be highly effective because the skills you learn are closely connected to particular academic tasks - especially writing tasks - within a specific discipline. Further details about this provision are to be found in the course information of participating departments.

**1-to-1 Writing Tutorials**

CeDAS offers all taught students the opportunity to gain help and advice on their academic writing. You can book up to three 30-minute tutorials per term with a specialist tutor who can provide input on many elements of your academic writing.

Please note: 1-to-1 Writing Tutorials are developmental. It is an opportunity for you to clarify the way you express ideas through face-to-face discussion with a reader. Your tutor will not proof-read your work.

**Maths and Statistics Support**

From January 2015, CeDAS will begin offering 1-1 Maths and Statistics Support sessions for undergraduate and post-graduate (taught) students in selected subjects. The aim of these sessions will be to develop your confidence and skills, and ultimately to help you solve mathematical problems independently. The 1-to-1 sessions will be available to book from January 2015; details to be confirmed and publicised at the end of Autumn term 2014.

**Online Resources**

There are several online resources to support students' academic skills development and language learning. Here are some subscription resources available to Royal Holloway students.

**Skills4Study Campus** is an interactive e-learning resource that helps you understand, practise and improve core skills needed for successful study: writing, critical thinking, reading and note-making, referencing and understanding plagiarism, and exam techniques.

**EAP Toolkit** offers a set of 100 learning activities (75+ hours of study) which provides an introduction to a wide range of academic study skills for international students.

**Tips and Techniques for Exam Success** provides a collection of resources that will help you meet the challenges of summer term exams at Royal Holloway.

**Further information** - CeDAS is based in the International Building, ground floor. To access CeDAS resources or to book a workshop, course, or tutorial, simply go to: **www.royalholloway.ac.uk/ecampus/cedas**

## 11.4 Student-staff committee

There is a European Studies student-staff committee on which students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views. For constitution see committee’s handbook under Compliance/Governance

<http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx>

You can use the Committee to raise any issues which concern students. Notices will appear on the European Studies notice board giving details of forthcoming elections or the names of current representatives. There are also Student Staff Committees in all the contributing departments.

## 11.5 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.royalholloway.ac.uk/support](http://www.su.royalholloway.ac.uk/support)

## 11.6 Careers information

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

## 11.7 Non-academic policies

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

## 11.8 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**](http://www.rhul.ac.uk/ecampus/academicsupport/complaintsprocedure.aspx)for students <http://www.royalholloway.ac.uk/ecampus/academicsupport/complaintsprocedure.aspx>. You should raise your complaint **as soon as possible**.

If the complaint concerns an academic decision, there is an [**academic appeals process**](http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx). 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**](http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx) and permitted grounds for appeal can be found on the following webpage <http://www.royalholloway.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>

# 12 Health and Safety Information

## 12.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations <http://www.royalholloway.ac.uk/forstudents/regulations/home.aspx>

## 12.2 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/documents/pdf/healthandsafety/loneworkingpolicy2010.pdf>

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

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.

# 13 **Equal Opportunities Statement and College Codes of Practice**

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## 13.1 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 beliefand 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.

## 13.2 College codes of practice

A complete list of the College’s codes of practice that are relevant to students is available at <http://golive.royalholloway.ac.uk/registry/onlinestudenthandbook/regulations.html>