Disclaimer

This document was published in September 2017 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

An electronic copy of this handbook can be found on your Departmental website (https://www.royalholloway.ac.uk/geography/currentstudents/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 the Department of Geography at Royal Holloway, University of London and to the MA & MSc Programmes. This handbook is designed as your guide to the policies and procedures of RHUL and the regulations and guidelines for the courses. It should be your first port of call for regulation related questions. A separate handbook relating to the details of your MA & MSc will be provided by your course director and this will provide more detailed information about your specific programme.

1.2 How to find us: the department

The Department of Geography is located in the Queen’s Building. This can be found on the College campus map as building 35.
Student parking is limited and a parking permit is required. This can be obtained online via http://royalholloway.firstparking.co.uk.
## How to find us: the staff

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Please note: Liz works Monday & Tuesday & Karen works Wednesday to Friday

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Visiting Academics

We have a number of visiting academics who may teach on your programme and please see your Programme Module Handbook for details. If you are on the Practising Sustainability Development, Sustainability & Management or Geopolitics & Security please consult your Programme Module Handbook for members of teaching staff in Management & PIR.

1.4 How to find us: the departmental office/helpdesk

The department office/helpdesk is located in Q162

1.5 The Department: practical information

If you have any questions, please contact the Programme Director in the first instance (see above for their relevant contact details). Moya Watson, the Department Manager (Room 160) or Liz Hamilton and Karen Oliver, the Postgraduate Administrators (Room 162), will also be able to answer general queries.
1.6 Staff research interests

Staff in the department have a wide range of research interests which fall within three main research groups; The Centre for Quaternary Research (CQR), Social, Cultural and Historical Geography (SCHG) and the Geopolitics, Development, Security and Justice Group (GDSJ). Please refer to your Programme Module Handbook for specific information regarding staff research interests.

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 Tutor.

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

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

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

The Geography Department will only use the address in the College Global Address List and does not use private or commercial email addresses, such as Hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted/forwarded to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/
and searching for forwarding (you may need to use IE browser to access this as the link does not work on some browsers). This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, Hotmail, it will not be deleted from the Royal Holloway account. Please ensure you log on to your College account regularly and conduct some account maintenance or your account may become full and therefore will not forward messages.

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

2.2 Post

All post addressed to students in Geography is delivered to the student pigeonholes in the post room Q163. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Academic Services is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

Please ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the Student Portal (Campus Connect). There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

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

2.4 Notice boards

The official student notice boards are on the walls in the post room and the corridor opposite the Common Room Q144. Every effort is made to post notices relating to class times 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 (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

2.5 Personal tutors

You will be advised by your Programme Director of allocation of personal tutors. Please refer to your Programme Module Handbook.
2.6 Questionnaires

It is important that we gain feedback from you on how the programme has been delivered and what your experience has been. At the end of each term college questionnaires will take place during lectures. All questionnaires are anonymous. Please take some time to give your response to the course - these questionnaires form an important part of the way we monitor the quality of teaching and learning in the Departments. All questionnaires are seen by the Head of Department and Programme Director, and are analysed as part of the College’s 14 Page Annual Monitoring process. Constructive criticism is always welcomed and plays an important role in course development. Deserved praise is also very welcome and can make a tremendous contribution to the job satisfaction of your lecturers!

Issues, comments, observations and key recommendations raised by the Visiting Examiner and minutes of the examination sub-board meeting are recorded and reviewed by the Programme Director at the end of each academic year and are discussed with the teaching staff for future development of the programme. Key summaries of these are submitted to the College for annual monitoring of postgraduate taught courses. Annual Review of the programme takes place at the end of the academic year to enable staff to identify points for action where necessary, and to plan programme developments from a sound knowledge base. On-going feedback from students is achieved through student representation on the Staff-Student Committee as a formal liaison and feedback mechanism. A student from each programme will be encouraged to volunteer as the Staff-Student Committee Liaison. From time to time you may find another lecturer sitting in one of your classes. The Departments operate a system of ‘peer-observation’ of teaching - members of the teaching staff observe and comment on each other’s teaching during the year. Your programme may have additional questionnaires, please find further details in the Programme Module Handbook.

2.7 Space

Students can use the study spaces in Founder’s Library and the Emily Wilding Davison Library. In the Department, students can use the Library @ Geography, and the Common Room (Q144), which also has a small kitchen.

3 Teaching

3.1 Dates of terms

Term dates can be found on the College website here.

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason. Furthermore, as Master’s programmes run for one calendar year from September to September you are required to engage with your studies and be available to
meet with staff after the end of the Summer Term until your programme end date in September. For Master’s programmes there is no summer vacation period.

3.2 Reading weeks

Only the Quaternary MSc have a reading week in the Geography Department (please see your Programme Module Handbook for dates), however if you are a student of Geopolitics & Security please check with the PIR Department for the dates of your reading week. For Sustainability & Management students, Management do not have a reading week.

3.3 Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College understands that emergencies may occur at any time throughout the year. In light of this, the Geography Department has set a minimum attendance level at 60%. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.3.6 below). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Tutor.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Postgraduate Taught Regulations stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

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

Your responsibilities around attendance and engagement include:

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

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

3.3.2 Departments’ responsibilities for monitoring attendance

The Geography Department will monitor your attendance at lectures, seminars, workshops & laboratory work. 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 or the department in which you are taking courses in the case of electives, for example.

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 as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

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

3.3.3 College’s responsibilities for monitoring attendance

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

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

3.3.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you taking the course(s) in question and complete the relevant Notification of Absence Form, which is available online. [https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx)

![Figure 1 - Notification of Absence Form – Absence Due to Illness](image)

This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.
You should ensure:

a. that you advise the department(s) by contacting the lecturer and copying to the Programme Director and to Liz & Karen - GeogPGadmin@rhul.ac.uk
b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
c. that you submit by E-Mail the Notification of Absence Form and supporting documents to Liz & Karen – GeogPGadmin@rhul.ac.uk either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level.
d. that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

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

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

Note:

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

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

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

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

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

3.3.6 Consequences of failing to attend

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

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on and in the relevant regulations. rhttps://www.royalholloway.ac.uk/ecampus/documents/pdf/regulations/postgraduate-taught-regulations-2017-18.pdf

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

3.3.7 Withdrawal of visa

If you are sponsored by Royal Holloway on a Tier-4 (General) Visa, should your registration at the College be terminated for non-attendance or a general lack of engagement with your studies, you will be reported to the UKVI and your Tier 4 visa will be withdrawn.
Alternatively, in line with the College’s legal obligations to UKVI, if you fail to meet the requirement of your Tier 4 visa to attend classes and complete assessments, the College may terminate your student registration without following the disciplinary procedures outlined in the Academic Regulations and the decision is not open to appeal.

Please see the College Postgraduate Taught Regulations.

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 Course Finder or the Programme Specification Repository.

4.1  Course Registrations

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

5  Facilities

5.1  The library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the library home page: http://www.royalholloway.ac.uk/library/home.aspx

The Ground Floor of the Library contains a High Use Collection bringing together much of the course reading into one area. The rest of the library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow to use in other study areas.

If you cannot find the specific items that you require in the library, it is possible order an Inter-Library Loan or to gain access to the online resources of Senate House Library as well as access to use the library’s physical collections or other university libraries. You can obtain further information on this here: https://www.royalholloway.ac.uk/library/usingourlibraries/otherlibraries/using-other-libraries.aspx. The Information Consultant for the Geography Department is Moya Watson, who can be contacted at Moya.Watson@rhul.ac.uk.
The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to:

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

‘Library@Geography’
In addition to the central library facilities, the Department has its own study space supported by the library: ‘Library@Geography’ (QB174) containing work space, maps and some reference material. Please see the postgraduate administrators (QB162) for access.

Library@Geography offers a quiet place for students to work – food, drink and the use of mobile phones are not permitted.

There are times when Library@Geography is used for small group teaching, during which use by other students is not possible. These are kept to a minimum, with times posted on the door at the start of each week.

5.2 Photocopying, printing and computing

5.2.1 Photocopying
The department have a PG photocopier (QB163). You will require a photocopying code which can be obtained from Liz Hamilton or Karen Oliver. Full time students will be allocated 750 copies for the year and 400 copies for part time students or if the programme is delivered across two departments. You can use copier-printers (MFDs) located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online: https://www.royalholloway.ac.uk/it/printing/home.aspx

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

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

The photocopier in QB163 also has a print function and students can print from the Geospatial & Visual Methods Lab (QB146) and retrieve the printed documents from the PG photocopier. All Full-time master students are eligible for £75, part time and joint department students are eligible for £40 per year. Any unused credit will not be carried over, but if students use their free credit and pay to top up their credit this can be carried over to the following year. There is also use of a scanner in the Geography GVML (Q146).

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, the Library, and Computer Centre. Further information on printing is available online: http://www.royalholloway.ac.uk/it/printing/home.aspx
Binding

Once your work is printed binding is available in QB137 with Jenny Kynaston or Ray Aung. One bound piece of work will cost 50p inclusive of the comb and covers. Binding is on a first come first served basis and is available Monday to Friday 09.00 – 11.00hrs, 11.30 – 13.00hrs and 14.00 – 17.00hrs. Please ensure you allow plenty of time ahead of your deadline as during busy periods there may be a queue.

5.2.3 Computing

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

There is a Geospatial & Visual Methods Lab (GVML) in the department Q146. The GVML is a post-graduate human and physical geography research space and facility. It provides hardware and software for: Geographic information Systems (GIS), including ArcGIS and QGIS; digital earth and geospatial analysis; qualitative research (video and audio editing); illustration; cartography; and quantitative data analysis.

Familiarisation with the laboratory facilities and its associated field equipment will be provided as part of MA/MSc research training programmes.

6 Coursework Essays and Dissertation

6.1 Coursework essay

The MA and MSc courses assess your learning using a wide variety of assessment types the most common of which are coursework essays. More details of these, and of other assessment types, are outlined in your Programme Module Handbook.

6.2 The dissertation

The dissertation is a major component of all of our MA and MSc courses and represents a substantial body of independent research which is written up during the summer of your course. The aim, scope, style and length of the dissertation varies between programmes and you should refer to your Programme Module Handbook for more details.

6.3 Choice of dissertation topic

The choice and process of allocation of dissertation topics varies with programme and you should refer to your Programme Module Handbook for more detail.
6.4 Research ethics

All MA and MSc students should complete a research ethics form before embarking on their dissertation research. The ethics form can be found on the Departmental webpage at: https://www.royalholloway.ac.uk/geography/currentstudents/home.aspx

Completed forms (including signature of dissertation supervisor) should be emailed to the Chair of the Ethics Committee (GeographyEthics@rhul.ac.uk) at least two weeks before research is due to commence. You can also contact the Ethics Committee on the email address if you have any queries about the ethical aspects of your research which your supervisor is unable to answer.

6.5 The dissertation supervisor

Your department will assign you a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Programme Director or your Personal Tutor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

6.6 Content of dissertation

This varies greatly between programmes please refer to your Programme Module Handbook

6.7 Presentation

This varies greatly between programmes please refer to your Programme Module Handbook

6.8 Referencing & bibliography

You are expected to reference your sources in the text, and produce a bibliography (list of your sources) at the end of your work. All assessed coursework should be properly referenced and have a bibliography. There are a range of referencing and bibliographic conventions, examples of which may be seen in current academic journals (e.g. Transactions of the Institute of British Geographers, Progress in Human Geography). The most important rule is to be consistent. The following is suggested as an appropriate standard format, based on the so-called ‘Harvard system’:-

1. References in the text should give the surname of the author and the year of publication in brackets, for example, Collins (1970) or (Smith & Jones, 2001), followed by a, b, etc when two or more references to work by one author are given for the same year - e.g. (Harris, 1996c).

2. Page numbers should be given for quotes, for example, (Collins, 1970: 42).
3. At the end of the text the references should be listed in a single bibliographical list, in alphabetical order of authors’ names and in chronological order for each author.
4. The format of references listed in the bibliography should be as follows. Please note that the bibliography should not be divided according to these categories (i.e. with sub-sections for journal articles, books, chapters etc). The following list merely indicates the appropriate format for each kind of reference.

Example of a Journal Article


Example of a Book


Example of a Chapter in Edited Book


Example of an Unpublished Working Paper


Example of an Article in On-line Journal (e.g. a journal that only exists online)


Example of an Unpublished Thesis


Example of an Official Publication


Example of an Unpublished Conference Paper


Example of a Newspaper Article


Example of a WWW page with obvious author and clear date of last update


Example of a WWW page from an organisation, no clear date of last update
SDSU Department of Geography, n.d. The Geography of Film Theatre [online]. Available from: http://typhoon.sdsu.edu/Film/Geography@SDSU.html [Accessed 18 Jan 2009]. Archival material should be cited and referenced in much the same way as the above, with the inclusion of the archival catalogue number and name and location of the archive at the end of the reference. E.g. Name, Year, Title, Place of Publication and Publisher if available, Archival details (e.g. INF/51/89H, The National Archives, Kew (thereafter TNA)).

6.9 Illustrations

Figures and tables should be used to support the text. Maps and diagrams may be of any size, but preferably within A4 and should be drawn using proper cartographic pens or produced using a computer graphics application. Photographic materials should not exceed A4 size. Be sure that illustrations are adequately explained, e.g. include such essentials as scales, orientation, etc., as well as captions. You must not download figures from the Internet and use them where copyright is held on them. Similar constraints apply to figures and tables in academic journals, books or reports. To use them you must obtain permission from the authors and/or publishers. If you re-draw the figure or adapt a table, thus significantly altering them, you can use the caption ‘based on/modified from’ giving the author and reference. Some text may be used as illustrative, such as a selection of quotes from interviews, or a long excerpt from a focus group, for example. By illustrative it is meant that the detailed content of the text may not be referred to directly or in-detail within the body of the dissertation as you would a quote. If that is the case they should be placed within a ‘box’ and will not be counted towards the word-count. More substantive support material, for example an interview topic-guide or schedule, may form the appendices (see below).

6.10 Appendices

Appendices should only contain supporting material; all substantive material germane to the core discussion should be included in the main body of text. Where appropriate the following may be included within the appendices: illustrations of the tools used in the data collection process, correspondence items including letters, a sample of (blank) questionnaires, data collection proformas, summary data, information pamphlets. All other items to be considered for inclusion in the appendices should have the prior approval of the supervisor.

6.11 Word count

All pieces of course work have maximum word lengths, and you will be informed of these when assessment information is given to you. You should be aware that the Department, in line with College policy, penalises over length work (Please see penalties 7.4).

6.12 Marking criteria

Our programmes have detailed marking criteria for each of the various forms of assessment that we use, please see your Programme Module Handbook for details.
7 Assessment Information

7.1 Illness or other extenuating circumstances

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

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

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

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

Inability to submit coursework

If you are unable to submit coursework through unexpected illness or other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your Programme Course Director. In order for an extension to be granted you will need to provide the department with adequate documentation in accordance with the guidance in the Extenuating Circumstances – Guidance for students. The decision on whether to grant an extension rests with your department.

Absence from an examination

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

Ongoing circumstances

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

It may that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/ or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and Welfare & Wellbeing services (Academic Services Directorate), whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases may be preventable. As such, it is unlikely that the Sub-board will be able to take action to mitigate such circumstances. For further information, please read the Extenuating circumstances – Guidance for students.

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

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

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

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

It is normally expected that you will word-process all assessed written work, unless a prior agreement has been made with the course leader. All assessed work should be handed in at the Departmental Office/Helpdesk (QB162) in person by 4pm on the specified deadline for each course. Dependent on your programme, the dissertation may have an earlier deadline and other notified elements may have separate arrangements (Please refer to the Programme Module Handbook). Please ensure your work is anonymous (i.e. do not put your name anywhere on it) but do include your candidate number. Please note your candidate number (7 digits) is different to your student number (which begins 1000xxxxxx). You can view your candidate number by going to the "My studies" tab in Campus Connect and then "My exams info".

Coursework receipts are issued by the Postgraduate Administrators, and you should retain these until the examination process is completed for the year in the following September. In addition, an electronic copy of the coursework should be submitted to the College plagiarism system, Moodle - Turnitin, by the given deadline. A receipt of submission of work to the Turnitin system should be handed in to the Departmental office when submitting the paper copy of the assessed work the turnitin ID number and candidate number should be clearly typed or handwritten on the first page of your work. In addition you will be asked to supply an electronic copy on a USB stick and the Postgraduate Administrators will take a copy. Both paper and electronic (via Turnitin) copies of assessed work must be submitted prior to the deadline to avoid incurring the penalties specified in Section 7.4.

<table>
<thead>
<tr>
<th>Submission of Coursework Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Hardcopy of Written Work</td>
</tr>
<tr>
<td>Submit electronically on Moodle – Turnitin Submission</td>
</tr>
<tr>
<td>Candidate Number on First Page – Can be found on Campus Connect</td>
</tr>
<tr>
<td>Turnitin Paper ID number on First Page – Will be on the Turnitin Receipt</td>
</tr>
<tr>
<td>USB Stick with Electronic Copy of Written Work</td>
</tr>
<tr>
<td>Hardcopy of Turnitin Receipt</td>
</tr>
<tr>
<td>Complete a Coursework Receipt – Available at Office/Helpdesk (QB162)</td>
</tr>
</tbody>
</table>

For the dissertation and some written work there may be additional requirements which will be outlined in your Programme Module Handbook.

7.3 Extensions to deadlines - Deferrals

If you require an extension to a coursework deadline you will be required to apply to your Programme Director ahead of the deadline by E-Mail or in person.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught Regulations.
Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/or paper copies for your submission to be deemed complete (see 7.2 above).

**Section 13 (5)**

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

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

*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 for details on submitting requests for extenuating circumstances to be considered.

**7.5 Anonymous marking and cover sheets**

It is a College requirement that in respect to individual written coursework, all assignments remain anonymous until marking has been completed. You should only write your candidate numbers on individual written work, not your name. Candidate numbers will be issued to you in the first weeks of the degree programme. All summatively assessed written work is double marked.

**7.6 Penalties for over-length work**

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (6) of the College’s Postgraduate Taught Regulations.

**Section 13 (6)**

*Any work (written, oral presentation, film, performance) which exceeds the upper limit set will be penalised as follows*

- a. for work which exceeds the upper limit by up to and including 10%, the mark will be reduced by ten percent of the mark initially awarded;
- b. for work which exceeds the upper limit by more than 10% and up to and including 20% , the mark will be reduced by twenty percent of the mark initially awarded;
c. for work which exceeds the upper limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations or films.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices. Please refer to your Programme Module Handbook for specific word limits.

7.7 Return of written coursework

The following College policy applies to the return of coursework:

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

7.8 Assessment offences

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

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

Assessment offences include, but are not limited to plagiarism (see 7.9 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the 'Instructions to candidates'. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors 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.

7.9 Plagiarism

Definition of plagiarism

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

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

7.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the Disability and Dyslexia Services. Please note the deadline for making an application for Examination Access Arrangements is in January each year. Therefore it is in your interest to contact DDS as soon as you are able in the Autumn Term in order that you have time to get any necessary evidence required for the application.

7.11 Progression and award requirements

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

Summer resits are available for those on the MSc Quaternary, MSc Practising Sustainable Development or MSc Sustainability & Management.

For details on the requirements governing the level of award please see the section on the Consideration and Classification of Candidates for the Award in the Postgraduate Taught Regulations.

7.12 Examination/assessment results

Please see the Examinations & Assessments website for details of how you will be issued with your results.

The Examinations & Assessments website is the place where you can access the Instructions to Candidates and details of the examinations appeals procedures.
8 Student Support

8.1 Non-academic related enquiries & support

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

8.2 Students in need of support (including disabled students)

Your first point of reference for advice within the Department is your Programme Director Officer. Inevitably, problems will sometimes arise that the Programme Director is not qualified to deal with. The College offers a high level of student welfare support which, includes a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing, financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder’s East. Further details of each service can be found on the College web on the Student Welfare page: https://www.royalholloway.ac.uk/students/help-support/help-and-support.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Disability and Dyslexia Service (DDS) representative is Mike Dolton (QB173). You must also contact the DDS (Founders West 143; tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who advise on appropriate sources of help. Further information is available on the College web on the Support, health and welfare page https://www.royalholloway.ac.uk/students/help-support/disabilities-and-dyslexia/home.aspx

8.3 Academic skills support

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

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

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

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

8.4 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. For constitution see committee’s handbook under Compliance/Governance http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx
The Committee meets four times each year and plays an important role in the Department as a forum for airing student views.

You can use the Committee to raise any issues which concern students. Notices will appear by E-Mail giving details of forthcoming elections or the names of current representatives and their contact details.

8.5 Students’ union

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

8.6 Learning resources: library, IT, photocopying and printing

There are a number of libraries and computing facilities on campus where photocopying and printing can also take place. Details can be found on the Library (http://www.rhul.ac.uk/information-services/library/) and Computer Centre (http://www.rhul.ac.uk/Information-Services/ComputerCentre/index.asp) web pages.

8.7 Careers information

The College has a Careers & Employability Service, housed in the Emily Wilding Davison Building, which is open to any student during normal College hours. http://www.royalholloway.ac.uk/careers/home.aspx

8.8 Non-academic policies

Please see the Regulations and Procedures webpage which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

8.9 Complaints and academic appeals procedure

If you have a complaint relating to any aspect of the Department or its staff or to any academic or College matter, you should first discuss it informally with your Personal Tutor or with another member of staff in the Department. We would hope that the majority of
issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the College Complaints Procedures for students. You should raise your complaint as soon as possible.

If the complaint concerns an academic decision, there is an academic appeals process. Please note that an academic appeal can only be submitted once you have received your results via the College portal. Details of the appeals procedures and permitted grounds for appeal can be found on the following webpage.

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under the Your Responsibilities as a Student section of the webpage.

9.2 Lone working policy and procedures

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

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 (other than laboratory work where specific guidance will be issued prior to the commencement of work) is classified as a low risk activity and as such the following advice is relevant.

Working out of hours counts as lone working - and the rule is the usual "If you arrive and leave the department outside of 9-5 then you must call security on 3063 to let them know you are in the building and again to let them know when you leave." There is an open access phone in the Queens foyer to use for this purpose.

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.

9.3 Field trips

Opportunities for field study vary between programmes, please refer to your Programme Module Handbook for more details.

9.4 Placements

Some programmes may offer the opportunity for placements during the course of your studies, please refer to your Programme Module Handbook for more details.
9.5 Practicals

Practical work is an integral part of many of our MA and MSc programmes, please refer to your Programme Module Handbook.

9.6 Specialist equipment

Field equipment

The Geography Department has equipment you might want to borrow for your fieldwork, video cameras, stills cameras, voice recorders, sound recorders,. These are held by Ray Aung (QB137). Physical geographers can also borrow core and surveying equipment which are held by Marta Perez & Katy Flowers (QB127). All equipment can be booked out and borrowed for research purposes. You will be required to fill in a Field Equipment form held at the office/helpdesk (QB162) and you will need to pay a £100 deposit refundable on return of the equipment. Please note there is often a high demand so please book equipment in advance and be ready to share it. Please be aware whilst every effort will be made to allow you to borrow the equipment during your preferred dates, we reserve the right to amend these during peak equipment use. Where necessary this will be discussed in advance of equipment collection.

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

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

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

The College is committed to ensure that:

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
• teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

• all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

• it creates a positive, inclusive atmosphere, based on respect for diversity within the College

• it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

https://www.royalholloway.ac.uk/students/study/our-college-regulations/your-responsibilities-as-a-student.aspx
11 Map of Department

Department of Geography - Queen’s Building - Level 1

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