



DEPARTMENT OF HISTORY

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2012/2013

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Postgraduate Office
Department of History
Royal Holloway, University of London
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Disclaimer

This document was published in September 2012 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

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

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

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1 Introduction to the Department

1.1 Welcome

Welcome to all incoming MA students. As those of you who were undergraduates here will already know, RHUL History is a strong and lively department at the forefront of research and methodological innovation. Our stimulating range of taught postgraduate degrees contains much that will inspire and challenge you over the span of your Masters work. Although we are one of the largest History departments in the United Kingdom, our size is not at the cost of anonymity; we are committed to giving close individual attention to all members of our postgraduate community. Masters work represents a step-change from undergraduate study in both quantitative and qualitative terms. The rhythm of work too can seem intense, and the first months of an MA inevitably involve some adjustment. While we would ask you to become familiar with the work requirements and procedures contained in this MA handbook (this is your responsibility!), we would also remind you that we are here to help. So your golden rule should be to consult us early if you have problems or queries. Your first port—of-call should be the Postgraduate Administrator in History, Marie-Christine Ockenden (m.ockenden@rhul.ac.uk) who will then be able to assist, or else to re-direct your query as most appropriate. I hope you will all have a happy and memorable time as members of our department.

Helen Graham
Director of Postgraduate Study in History (Taught Courses)

1.2 How to find us: the Department

The Department

The Department is located on the third floor of the McCrea Building. Here you will find the Postgraduate Office (McCrea 319) and most of the offices belonging to your tutors. You may have some teaching within the McCrea building but lectures and seminars are held in buildings throughout the campus.

Please note that smoking is not allowed in the building or its environs.

Bedford Square

Royal Holloway's Central London Headquarters are located in two fine adjacent Georgian houses at 11 Bedford Square and 2 Gower Street, London WC1. These

are conveniently situated, close to the British Museum and to the University of London's Senate House (Malet Street), which houses the University Library. Bedford Square is open from 9 am to 9 pm Monday to Friday. There is a common room (with a payphone), a kitchen and cloakrooms in the basement for the use of Royal Holloway postgraduate students. There is also a computer room (including email facilities) for the use of students and staff. You can leave messages for each other with the receptionist. You are welcome to use the building during its open hours for private study or meetings with other students.

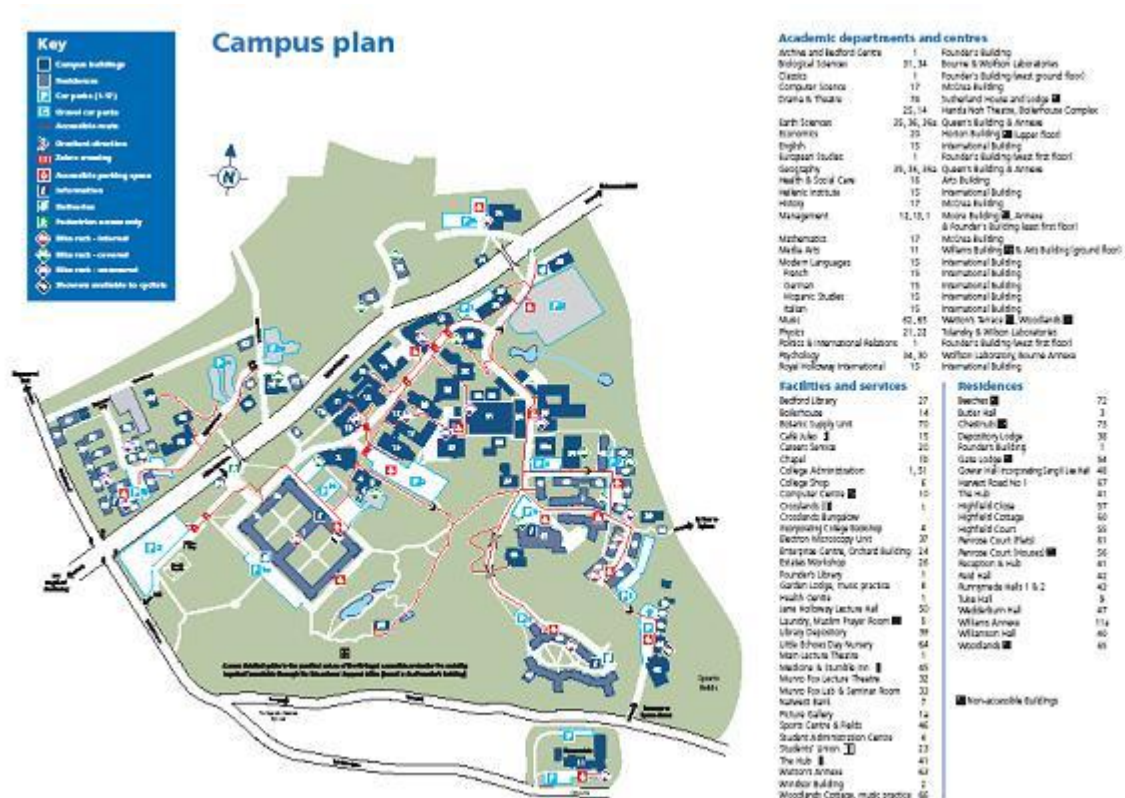
11 Bedford Square
Bloomsbury

London WC1B 3RFTel: 020 7307 8600 (Administrator)
020 7631 0495 (Basement Common Room payphone)
020 7307 8604 (Receptionist)

email: BedfordSquare@rhul.ac.uk

Tube stations: Russell Square, Goadge Street, Tottenham Court Road, Euston Square or Warren Street

1.3 Map of the Egham campus



Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: the staff

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|----------------------------|--|--------------|-------|
| Head of Department: | Dr Sarah Ansari s.ansari@rhul.ac.uk | 01784 443685 | 317 |
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| Prof Francis Robinson f.robinson@rhul.ac.uk | 01784 443300 | 308 |
| Prof Nigel Saul | 01784 443305 | 322 |

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| *Prof Dan Stone d.stone@rhul.ac.uk | 01784 443310 | 324 |
| Dr Emmett Sullivan Senior Tutor Emmett.sullivan@rhul.ac.uk | 01784 414379 | 328a |
| Dr Weipin Tsai Weipin.tsai@rhul.ac.uk | 01784 443752 | 334 |
| Dr Anna Whitelock Anna.whitelock@rhul.ac.uk | 01784 443312 | 313 |
| Dr Alex Windscheffel a.windscheffel@rhul.ac.uk | 01784 414009 | 329 |

* *Staff members on full or partial leave in 2012-13*

Support Staff:

| | | |
|--|--------------|-----|
| Marie-Christine Ockenden Graduate & Research Administrator Part Time: Tu, W, Th, F m.ockenden@rhul.ac.uk | 01784 443311 | 319 |
| Stephanie Surrey Faculty Administrator (Finance) Part Time: 8.30 – 12.30 Stephanie.surrey@rhul.ac.uk | 01784 276519 | 315 |

1.5 How to find us: the Postgraduate Office

The MA programmes are administered from the Postgraduate Office (McCrea 319) which is run by the Postgraduate Administrator, Marie-Christine Ockenden. (Tuesdays-Fridays)
m.ockenden@rhul.ac.uk Tel: 01784 443311

Stephanie Surrey is the Finance Administrator (McCrea 315 – mornings only 8:30-12:30)
Stephanie.surrey@rhul.ac.uk Tel: 01784 276519

Academic Enquiries

Programme Director MA in History: Helen Graham h.graham@rhul.ac.uk

Other specialist contacts

MA in Public History: Anna Whitelock anna.whitelock@rhul.ac.uk

Oral History: Graham Smith

Modern Britain: Alex Windscheffel a.windscheffel@rhul.ac.uk

Modern Europe: h.graham@rhul.ac.uk

Hellenic Studies: Charalambos Dendrinou ch.dendrinou@rhul.ac.uk

Medieval Studies: Peregrine Horden p.horden@rhul.ac.uk

Crusader Studies: Jonathan Phillips j.phillips@rhul.ac.uk

Holocaust Studies: David Cesarani david.cesarani@rhul.ac.uk

/Dan Stone d.stone@rhul.ac.uk

Student/Staff Committee (Chair) Susanne Stoddart

1.6 Staff research interests

| Academic | Field of Study | Summary of Interests |
|----------------------------|-----------------|---|
| Professor K Humayun ANSARI | Modern Britain | Race and Ethnic relations; Equality and Diversity; The historical and contemporary Muslim community in Britain; Islam and modernity |
| Dr Sarah ANSARI | Modern World | South Asian Muslim politics; migration; Muslim women; history of Pakistan |
| Dr Akil AWAN | Modern World | Modern Islam |
| Dr Bruce BAKER | American | Nineteenth and twentieth century US history; labour history; history of the American South |
| Dr Daniel BEER | Modern European | Modern Russian history/Stalinism; late nineteenth and early twentieth century intellectual history |

| | | |
|---------------------------|-----------------|---|
| Dr Evrim BINBAS | Early Modern | Early modern Asian empires |
| Dr Clive BURGESS | Medieval | Late medieval English society; piety and church music in English towns |
| Professor Sandra CAVALLO | Early Modern | Early modern Europe, especially Italy; gender and family history; social history of medicine; urban history |
| Professor David CESARANI | Modern European | Modern Jewish history and culture in Europe, Britain and North America, especially Jewish immigration and settlement; identity, ethnicity and 'race'; modern German history; genocide |
| Professor Justin CHAMPION | Early Modern | Religious and social change in seventeenth-century England; the history of political ideas; the English enlightenment |
| Professor Gregory CLAEYS | Modern British | Eighteenth- and nineteenth-century British political and social thought |
| Dr Markus DAECHSEL | Modern World | Historical sociology of 20th century Muslim South Asia |
| Dr Charalambos DENDRINOS | Byzantine | Byzantine Greek language and literature; Byzantine sources; Greek palaeography |
| Professor Helen GRAHAM | Modern European | The Spanish civil war; inter-war Europe (1918-39); comparative civil wars; the social construction of state power in 1940s Spain; women under Francoism; comparative gender history |

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|----------------------------|----------------|--|
| Dr Dawn-Marie Gibson | American | North American Islam; Nation of Islam |
| Dr. David GWYNN | Ancient | Republican and Imperial Rome, Late Antiquity and the Rise of Christianity |
| Dr Jane HAMLETT | Modern British | Modern British social and cultural history; the history of women and gender; the history of intimacy and emotion; material and visual culture |
| Dr Jonathan HARRIS | Byzantine | Byzantine history |
| Professor Peregrine HORDEN | Medieval | Social history of early medieval medicine in Europe and Byzantium; history of the family; Mediterranean studies; environmental history; theory and philosophy of history |
| Dr Zoë LAIDLAW | Modern World | The nineteenth-century British Empire; imperial and colonial governance; colonial networks; history of imperial cartography and statistics; imperial lobby groups; settler societies |
| Dr Alex MALLET | Medieval | Medieval Islamic World |
| Dr Andrea MAMMONE | Modern Europe | The Italian Right after 1945 |
| Dr Chi-kwan MARK | Modern World | East Asian International History since 1800; American, British and Chinese Foreign Policies during the Cold War |

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|-----------------------------|-----------------|--|
| Professor Vanessa MARTIN | Modern World | Modern Iranian History and Politics; the history of the modern Middle East |
| Dr Stella Moss | Modern British | Gender history |
| Dr Rudolf MUHS | Modern European | Modern European history; German history |
| Professor Jonathan PHILLIPS | Medieval | The Crusades in the Latin East |
| Professor Francis ROBINSON | Modern World | The history of Muslim societies in South Asia and the wider Islamic world since 1700. A particular interest in religious change |
| Professor Nigel SAUL | Medieval | Later English medieval history; history of the nobility and gentry; reign of Richard II |
| Dr Florian SCHUI | Modern European | Later Modern political and economic thought, history of taxation, history of capitalism |
| Dr Graham SMITH | Modern British | Oral history; history of medicine |
| Professor Dan STONE | Modern European | Interpretations of the Holocaust; history of eugenics, racism, genocide; right-wing ideology; the reception of Nietzsche; history of anthropology; philosophy of history |
| Dr Emmett SULLIVAN | Modern World | International economic history; Australian history |
| Dr Weipin TSAI | Modern World | Modern Chinese History since the 19th Century to the establishment of the PRC in 1949; Chinese Journalism; Chinese Maritime Customs Service; Chinese Postal Service; |

| | | |
|----------------------|----------------|---|
| | | Modern Shanghai history. |
| Dr Anna WHITELOCK | Early Modern | Sixteenth and seventeenth century British political history, particularly issues relating to monarchy, religion, gender, court politics and political culture |
| Dr Alex WINDSCHEFFEL | Modern British | Modern British Politics; Gender and Politics; Modern London History |
| Dr. Barbara ZIPSER | Byzantine | Byzantine manuscripts |

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

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **student portal** <https://campus-connect.rhul.ac.uk/> (Campus Connect) or direct via **Outlook.com** <http://outlook.com/> **Email to this address will be used routinely for all communication with students.** Email may be

used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

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

The History Department will only use the address in the College Global Address List and **does not** use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting <http://help.outlook.com/> and searching for **forwarding**. This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the RHUL account. **It is your responsibility to log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.**

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

2.2 Post

All post addressed to students in the Department of History is delivered to the student pigeonholes (alphabetical by surname) close to the Postgraduate Office, opposite Room McCrea318. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept

up to date on the **student portal** (Campus Connect) <https://campus-connect.rhul.ac.uk/>. 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 board is on the wall to the right of Room McCrea 314.

Every effort is made to post notices relating to class times etc well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

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

2.5 Personal Advisers

The role of the Personal Adviser is to offer students advice on academic, pastoral and welfare issues. The Director of the MA acts as Personal Adviser to all students on the programme. The Director is available for consultation by students during her/his advertised office hours.

2.6 Questionnaires

Courses are evaluated every year. Towards the end of the course you will be asked by the tutor to fill in a questionnaire giving your evaluation of the teaching you have received, the effectiveness of library provision and the overall quality of the course. It is College policy that such course evaluations are completed. These are anonymous and your cooperation in making these evaluations is of great help to the Department. The results of the evaluations are considered by the Department's Learning and Teaching Committee and form part of the Annual Monitoring Report of the Department.

All programmes and courses are reviewed periodically by the Faculty and within the Department, taking into account the student evaluations as well as issues raised at the Postgraduate Student-Staff Committee.

2.7 Space

McCrea 323 is a dedicated postgraduate space equipped with PCs for student use.

3 Teaching

3.1 Dates of terms

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

3.2 Reading weeks

There is no Reading or Research Week for MA students in the department of History

3.3 Attendance requirements

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](#)) or on courses where the attendance requirements are stated in the course specification, the outcome of Attendance Fail (AF) (see the section on [Outcomes](#) of course unit assessment for further explanation of the AF outcome).

Students **must**

- attend all seminars and 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 Department will monitor your attendance. **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.

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 provide 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 **Postgraduate Taught Regulations** <http://www.rhul.ac.uk/forstaff/handbook/academicdevelopment/academicregulations.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 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** on <http://www.rhul.ac.uk/forstudents/home.aspx> and <http://www.su.rhul.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 on a case-by-case basis and discussed by the Department with the Educational Support Office and Academic Development Services.

3.4 Notification of absence

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

You must

- a. advise your department(s) either by contacting your tutor or the postgraduate administrator by email.
- b. complete the Notification of Absence Form available from the 'Studying' tab on the Student Home page.
www.rhul.ac.uk/attendance. 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.
- 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.

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 (see www.rhul.ac.uk/attendance for details of required 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.
- 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 www.rhul.ac.uk/attendance for details of required evidence) for details of 'acceptable' and 'unacceptable' absences). 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/registry/Examinations/Essential-info.html> (see also the section on [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. www.rhul.ac.uk/attendance.

3.5 Consequences of failing to attend

Students who fail to attend without mitigating circumstances will normally be subject to the College's standard disciplinary procedures.

3.6 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 absences is:
 - considered to be having an effect 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.

3.7 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

(<http://www.rhul.ac.uk/forstudents/studying/academicregulations/ugregs/ugtermination.aspx>). On courses where there is a specified attendance level requirement the Departmental Sub-Board of Examiners may judge that you have not fulfilled the learning outcomes of a course and award the outcome of AF (Attendance Fail) for the course.

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 you from graduating.

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.

3.8 Withdrawal of visa

If you are in receipt of a Tier 4 visa you should be aware that it a **legal requirement for Royal Holloway to report any student admitted to the College on a student visa who does not appear to be in attendance to the UK Border Agency**. Such students will be issued with warnings, both formal and informal, and failure to respond to these warnings will result in the College notifying the UK Border Agency and the student having their student visa withdrawn.

Please see the College **Postgraduate Taught Regulations**

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

4 Degree Structure

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

The new *MA in History*, operational from September 2007, brings together a team of distinguished tutors and a rich field of courses.

The MA has been specially devised to study the theories, concepts and practical skills that underpin the powerful discipline of history, when studied at an advanced level. All students will take a methodology course as well as a skills course which includes visiting speakers from the fields of archives, museums, publishing, media. Students then select their own optional courses to make a bespoke programme – whether with a broader/thematic or more concentrated focus, depending on each student's interests. Finally, the dissertation or project allows students to undertake original research on a topic of their own choice, under individual supervision.

This new History MA provides an attractive advanced qualification, especially for those seeking employment in fields involving the professional creation, evaluation and dissemination of knowledge, and for those intending to

proceed to the MPhil leading to a PhD in History. The *MA in History* is available as a one-year full-time or two-year part-time course.

Students are initially registered under the general title of MA in History (Banner code 2338). Depending on the choices of option course taken, each student will exit with a specific degree subtitle tagged by an exit code. The most usual exit codes are listed below. If students have related questions, or are unclear about the impact of their option choices on their degree subtitle, they should consult the Director of the MA in History at their earliest opportunity.

MA in History: Early Modern History and Modern History (Banner Code 2470)

MA in History: Gender and Women's History (Banner Code 2354)

MA in History: Hellenic Studies (2378)

MA in History: Medieval and Modern History (Banner Code 2600)

MA in History: Modern History (Banner Code 2355)

MA in History: Modern History and Gender History (Banner Code 2356)

In addition to the MA in History, the Department participates in two programmes which are taught in collaboration with other departments at Royal Holloway:

Hellenic Studies

Medieval Studies

Programme Specification for the MA in History

This document describes the **Masters Degree programme (and Postgraduate Diploma exit award) in History** offered in 2012/13.

The aims of the programme are to:

- provide advanced study of History from one or more perspectives and time periods including British, European and World history, Gender History, Public History;
- examine critically current knowledge, and the essential concepts and theories that inform the study of History;
- provide the opportunity for advanced study of specialised topics within History that involve the critical assessment of both primary source material and secondary literature;
- examine critically current techniques of enquiry and research in the chosen specialism(s) within History;
- provide applied training in the methodologies and techniques needed for research leading to MPhil/PhD in History and related fields;

- foster the ability to learn independently, whether for further research, for career enhancement or for personal intellectual development;
- develop the written and oral presentation skills needed for effective communication of research findings at postgraduate level.

This MA has been specially devised to provide an advanced level study of the theories and practical skills that underpin the discipline of history. It does so through a Core Course, studied by all students, which examines key concepts, theories and methodologies. Additionally, students take a skills course which pursues these conceptual questions further in relation to the practical applications of historical research (e.g. media and museums). Finally students also choose a number of Option courses, which cover leading edge research in an array of key fields of Modern, World, European, British and Public History. The programme is delivered over one year of full-time study (52 weeks) or two years of part-time study (104 weeks). Teaching takes place during the day over two terms from September to March. The dissertation is submitted in September. On successful completion of the programme a student should have an understanding of the area of the MA at a level appropriate for a postgraduate qualification. Whilst being a self-contained degree in its own right, the programme provides suitable and recognised qualifications for entry to PhD study in the same or a closely related field.

Learning outcomes

Teaching and learning in the Programme are closely informed by the research interests of the staff in Royal Holloway's History Department. In general terms, the programme provides opportunities for students to develop and demonstrate the following learning outcomes:

Knowledge and understanding:

- an advanced knowledge and critical understanding of the major concepts and theories that inform the subject;
- the various explanations and theories for changes and continuities in history;
- the underlying social, cultural, economic, religious, ideological and political changes occurring during the periods studied;
- the location and organisation of primary and secondary sources of evidence, both textual and otherwise, relating to the chosen field of history;
- the variety of media and resources for the public presentation of history;
- the research skills that are commonly used in the study of history.

Skills and Other Attributes

- assimilating, interrogating and evaluating critically a wide range of material required for research into history, including both documentary and other sources;
- interpreting developments within a long-term framework;
- the ability to analyse and assess complex historical debates in a variety of areas and topics within history and to engage in constructive debates with other students and with course teachers;
- analysing and synthesising complex and often contradictory material to create coherent and logical arguments supported by relevant evidence;*
- addressing complex problems of history, and making judgements on the basis of incomplete data;
- making productive use of research institutions: libraries, record offices, museums, world-wide web and other useful sources of information;*
- the capacity to evaluate when it is appropriate to employ aggregative and historical methodologies such as historical databases, prosopography, and various cliometric techniques;
- independently planning and executing an original Skills Project;
- independently planning and executing an original and extended piece of research for the Dissertation;
- the ability to reflect critically on the results of research investigations and the methods used to obtain these;*
- the ability to convey the results of research clearly and systematically in a manner comprehensible to the non-specialist, both orally and in writing;*
- independent learning and scholarship;*
- In addition to the above skills, the programme fosters the development of a range of personal attributes that are important to the world of work, and that strengthen the ability to engage in continuing professional development and to contribute to the wider community. These include: personal motivation; the ability to work, as appropriate, both autonomously and with others; self-awareness and self-management; critical reflection; intellectual integrity; flexibility, adaptability; and creativity.*

* transferable skills

Teaching, learning and assessment

The interest and enthusiasm of students are nurtured through their close involvement with the current research of established scholars. As befits an advanced research programme, all teaching is highly interactive, with an emphasis on open discussion within a 'community of scholars'. Methods used to develop knowledge and understanding are seminars, discussion groups and student oral presentations. In the Core course, assignment sheets are given to students each week to provide suggested reading and advance notice of topics for forthcoming discussion. In the skills courses, teaching involves small groups with presentations from the tutor and/or visiting speakers

and/or weekly reports from students. Options are taught on the basis of themes intensively prepared by students themselves and then debated collectively with the group and the tutor.

Discipline-specific and transferable skills are developed throughout the programme by means of group discussion; a range of other participative activities (e.g. short student papers; the reciprocal pre-circulation of discussion points by all students in a class) and by guided independent research or study. All courses will contribute to the acquisition of these skills but the compulsory Core course in Modern History and the Dissertation or Project are particularly important in this respect. Research skills are developed to a professional level through the design and production of the independent research dissertation or project, which also serves to integrate knowledge and skills acquired throughout the programme.

Assessment of knowledge, understanding and skills is by coursework essays, by other related coursework as appropriate (e.g. skills project) and by independent dissertation or project. The assessment methods used for a particular course will vary in accordance with the knowledge and skills being developed by that course (see next section for details).

Details of the programme structure

The MA in History programme consists of taught courses (75% of the final award) and a Dissertation or Project (25% of the final award). The taught components are usually each worth half a unit, although a minority are full unit courses. Each MA student must take taught courses to the value of three course units. They must also write a dissertation or complete a project worth a full course unit. Thus the value of the MA overall is four course units. The programme structure for the PgDip is the same as below, with the exception that students do not undertake the dissertation or project.

Full-time students will complete the equivalent of three full units taught courses in the first two terms, and complete their dissertation in the summer months for submission in early September.

Part-time students will normally complete methodology, skills and option courses, to the total value of two units in the first year of study. In the second year of study, they choose more courses (to the value of one unit) and also complete the dissertation.

Core Course

Compulsory for all students:

| | | |
|--------|--|----------|
| HS5450 | History Past and Present: Definitions, Concepts and Approaches | 0.5 unit |
|--------|--|----------|

Skills course:

Compulsory for all students:
HS5455 Studying and Communicating the Past 0.5 unit

Option or other courses

Students choose other courses to a total value of **TWO** units. RHUL options are usually worth 0.5 units, so students would normally choose **FOUR** in total. The list of available options varies from year to year. Students should consult the departmental literature and/or online postgraduate course catalogue.

N.B.

Subject to the agreement of the Director of the MA in History, students (except Public History takers) may also choose option courses to a maximum value of ONE unit from a cognate MA within Royal Holloway or from another History MA programme within the University of London (i.e. those courses offered by other London Colleges within the federal basketing system).

| | | |
|--------------|-----------------------------------|----------|
| Dissertation | | |
| HS5410 | Dissertation (compulsory) | 1.0 unit |
| HS5463 | Project Dissertation (compulsory) | 1.0 unit |

Assessment details and dates

The compulsory elements - Core Course (12.5%) and Skills Course (12.5%) are each assessed by ONE essay (4,500-5,000 words) or skills project as appropriate. The core essay is designed to assess historical concepts and the skills course work is designed to demonstrate skills in practice linked to an appropriately critical historical question. Submission dates: first Friday in June (and for 1st year part-time students first Friday in September).

Half unit options are normally assessed by ONE essay (4,500-5,000 words): whole unit options are usually assessed by TWO essays (4,500-5,000 words). Submission dates for full-time students: first Tuesday of spring term for option taught in autumn term; first Tuesday of summer term for options taught in spring term. Part-time students usually submit two half-unit option essays per year, end April and beginning June.

The Dissertation is a piece of original research work of 12,500-15,000 words. It must be word-processed and supported with full references, bibliography, and appropriate documentation. For the MA History: Public History, students prepare an original project dissertation. Submission date: first Friday in September.

Non-language courses are assessed by course work, usually essays. Language courses are assessed by examination and/or in-course tests. Note also that provision is also made for students to submit ONE detailed plan for each essay/assignment on which tutors will provide feedback.

Note: MA in History Workbooks (available on Day 1 of MA) give full advice on the preparation and presentation of assessed work (including the dissertation and project).

Award and Progression requirements

In order to progress into year two, part-time students must normally pass taught courses to the value of two course units by the end of year one.

Progression throughout the year/s is monitored through performance in oral presentations, contributions to seminar discussion and coursework. To pass the programme a student must achieve an overall weighted average of at least 50.00%, with no mark in any element which counts towards the final assessment falling below 50%. Failure marks between 40-49% can be condoned in courses which do not constitute more than 25% of the final assessment, provided that the overall weighted average is at least 50.00%, but a failure mark (i.e. below 50%) in the dissertation cannot be condoned.

The Masters degree with Merit may be awarded if a student achieves an overall weighted average of 60.00% or above, with no mark in any element which counts towards the final assessment falling below 50%.

The Masters degree with Distinction may be awarded if a student achieves an overall weighted average of 70.00% or above, with no mark in any element which counts towards the final assessment falling below 50% and normally with a mark of at least 70% in the dissertation. A Distinction will not normally be awarded if a student re-sits or re-takes any element of the programme. In exceptional circumstances a viva may be held for a student at the request of the Examiners.

The **Postgraduate Diploma** may be awarded if a student achieves an overall weighted average of at least 50.00%, with no mark in any taught element which counts towards the final assessment falling below 50% *and* has either chosen not to proceed to the dissertation, or has failed the dissertation on either the first or second attempt. Failure marks in the region 40-49% are not usually condoned for the award of a Postgraduate Diploma, but if they are, such condoned fails would be in courses which do not constitute more than 25% of the final assessment.

The Postgraduate Diploma with Merit may be awarded if a student achieves an overall weighted average of 60.00% or above, with no mark in any element which counts towards the final assessment falling below 50%.

The Postgraduate Diploma with Distinction may be awarded if a student achieves an overall weighted average of 70.00% or above, with no mark in any element which counts towards the final assessment falling below 50%. A Distinction will not normally be awarded if a student re-sits or re-takes any element of the programme. In exceptional circumstances a viva may be held for a student at the request of the Examiners.

Timetabling of MA Classes

MA courses are timetabled at the start of the Year. (Teaching will take place at Royal Holloway and at 11 Bedford Square, the RHUL teaching facility in Bloomsbury, central London – see Page 6. Students should consult the History Postgraduate Administrator who holds full details of timetabling information (m.ockenden@rhul.ac.uk). Students who wish to participate in College sporting activities are entitled to do this on Wednesday afternoons after 13.00 hours. In the event of a clash with timetabled courses, students should discuss this with the Course tutors, so that alternative arrangements are made by mutual agreement. Please also note that the methodology and skills core half units taught on Tuesday mornings and afternoons have been timetabled thus to enable students to attend the History Departmental Research Seminar (Tuesdays 17.30) which postgraduates are encouraged to view as an informal part of their training.

Programme Review

All programmes and courses are reviewed annually by the College Faculty and within the History Department, taking account of all issues raised by the Visiting Examiner, by the students via course evaluation questionnaires, and by the meetings of the Postgraduate Student/Staff Committee.

Consultation Procedures

Students are encouraged to discuss their academic plans and problems with their course tutors in the first instance; and also with the MA Director, Professor Helen Graham, who is also the Departmental Director of Postgraduate Studies for all taught degree courses. After that, students may consult Professor Katie Normington, Dean of Arts and Social Sciences.

Students are invited to complete a mid-course questionnaire in December; and to complete a confidential end-of-course questionnaire, at the conclusion of the taught classes. The brief mid-course questionnaire remains a very useful way of identifying problems (if any) while they can still be rectified within a one-year course. The questionnaire is not lengthy. It contains some practical questions relating to choice of dissertation subjects and a series of open-ended questions inviting general comments on the College/ the Department/ and the MA course. Student feedback plays an important role in updating and developing the MA programme as a whole.

Student support and guidance

- Course information and induction notes are sent to all students before their arrival.
- An Induction Meeting at the beginning of the Autumn Term provides students with both College and Departmental orientation.
- The MA Handbook and Workbooks are supplied to all students on the first day of the programme.
- Personal Advisers. The role of the Personal Adviser is to offer students advice on academic, pastoral and welfare issues. The Director of the MA in History acts as Personal Adviser to all students on the programme. The

Director is available for consultation by students during her advertised office hours.

- All tutors are available for consultation by their students at advertised office hours.
- Dissertation Supervisor. Each student is assigned a supervisor, who gives advice on the selection of the topic, supervises the research programme, and provides feedback on one draft of the dissertation or project.
- The Skills Project (for HS5455) is supervised by the Skills course tutor.
- The Departmental Staff-Student Postgraduate Committee, which has at least two members from the History MA programme, acts as a two-way channel of communication between the Department and the student community.
- Extensive supporting materials and learning resources are available in the College libraries and in the Computer Centre. However, as takers of a postgraduate degree, MA students will be expected to access as a matter of course the British Library and other specialist collections in Senate House and other University of London libraries.
- Students enjoy access to the College Careers Service and to the Departmental Careers Adviser.
- Students enjoy access to all the College support services, including the Student Counselling Service, Health Centre, Educational Support Office for students with special needs, College Chaplaincy and the Student Union.
- Students enjoy membership of a number of research centres and libraries in Central London, including the University of London's Institute of Historical Research and Senate House library. They also have easy access to the British Library and the National Archives, as well as a host of research archives.

Admission requirements

Students are normally expected to have an upper second class Honours degree in History or a related subject from the UK or an equivalent qualification from overseas. Applications from overseas students and from mature students are welcome. For students for whom English is not the first language a high level of competence in the English language will be required i.e. a minimum IELTS of 7.0 in writing and 6.0 on other areas, or a TOEFL score of 600. All 'non-standard' applications are viewed sympathetically, each case being considered individually on its merits.

Timing of Applications

Applications can be made throughout the year. But students wishing to apply for College scholarships need to have applied before the deadline in early Spring. More details of these are provided below.

Further learning and career opportunities

This MA programme provides an attractive, advanced qualification for those seeking employment in fields involving the professional creation, evaluation and dissemination of knowledge. Our graduates have gone on to become, amongst other things: archivists and librarians, university lecturers and teachers, writers, full-time researchers, journalists, business people, PR consultants. It is also an ideal qualification for those intending to undertake postgraduate research in Modern History leading to MPhil/PhD.

PROGRAMME DETAILS

All Students take HS5450 (Methodology) and HS5455 (Skills)

Methodology Course

HS5450 History past and present: definitions, concepts and approaches

This is the core methodology course for the MA in History, and is taken alongside the complementary skills half unit, (HS5455). The purpose of History past and present is to explore the development of History as an important discipline within the Humanities and Social Sciences. It looks at how 'history' (discursive writing about the past) has been conceived and composed differently at different times, but how it always relates in some way to questions of power and politics, broadly construed. The course introduces students to the range of definitions, concepts and approaches current within the discipline. Readings are made available on Moodle.

Indicative class schedule (NB: the following is indicative, it does not constitute a syllabus)

Introduction

History 'big' and 'small': an overview

Time and Religion

Teleology

Narrative

Memory

Archives

Justice 1: Redeeming the marginal

Justice 2: testimony and the recovery of voice

End of History?

Skills Course

HS5455 Studying and communicating the past

This Skills half unit is taught in conjunction with the methodology course,

History past and present (HS5450). HS5455 introduces students to the range of skills and resources that they need to understand and deploy as historians. Some classes are entirely skills-based and some combine a reflection on conceptual issues with practical workshops and skills practice. The skills course has been conceived as a complement to the methodology course and there are thematic links – explicit or implicit - that bind the two half units together. A number of the classes include visiting speakers who are specialists and practitioners.

The Skills Project (supervised by your skills course tutor) consists of a free-standing essay of 4,500-5,000 words. Its aim is to demonstrate chosen skills of historical research/analysis. The stress is upon a demonstration of **effective practice** rather than the promulgation of a new theory or fresh research. Nevertheless, students should ensure that they choose a topic/project that permits the investigation of a properly **historical theme, question or problem.**

The Skills Project will be linked to a **topic-specific team presentation** that students will develop in independent groups in term 1. The presentation will deal with the challenges historians face in practicing a particular skill or researching a specific area, and the strategies they can use to overcome them. The team presentations are not formally assessed, but serve as a grounding for the Skills Project. Full details of the topics will be given at the beginning of the course.

The Skills Project can take a variety of forms, but should **demonstrate that students are able to practice a particular historical research skill at postgraduate level.** Examples selected in the past include: a source search; a library search with critical commentary; a critical examination of manuscript letters; a feasibility study for an exhibition of historical material; a comparison of film, TV or audio programmes. But whatever the project, it **must have an analytical/critical component** and its subject area **should be agreed with the course tutor in term 1.** Some examples of successful skills projects from previous years will be available for consultation during the essay clinic class.

The Skills Project can demonstrate any combination of research skills and material. However, it should be based on primary source material wherever possible (see paragraph 5 below). You should explain in your work (but not necessarily in its conclusion) what skills you have used/learned/enhanced in undertaking the Project. It is also acceptable and sometimes helpful to write the Skills Project in a quasi-diary format - what was studied, how and why; and using first person pronoun.

The Skills Project also provides an opportunity for you to demonstrate presentational skills in preparation for your dissertation. Thus, it must be presented to MA standard: with, a cover (assistance with this can be obtained from staff in the Bedford Library), a contents page, lists of illustrations or annexes/appendices as appropriate, a full bibliography + footnotes, and otherwise arranged in accordance with the guidance shown under House Style for Presentation of MA Coursework in the *MA in History: Course Workbook 2011-2012*. It is acceptable to create a Project in a chiefly non-

essay form (video, compact disc, floppy disks, database, and film) but the material submitted must be accompanied by a written text explaining the aims and methodology of the project.

Areas of potential specialisation on the MA in History

Gender and Women's History

This specialism exists as a continuation of the internationally recognized and prestigious programme, *Women, Gender, Culture*. It is offered in the History Department, but with the collaboration of other departments at Royal Holloway (e.g. English, Classics), and other History MAs in the University of London.

It explores the mental and material worlds of European women and men from the Middle Ages to the present, and examines the way the meanings of masculinity and femininity have changed over time. It allows students to address a range of methodological issues from the application of feminist theory to the use of gender-specific historical sources - in relation to which RHUL students have the benefit of the Bedford Centre for the History of Women, a major research centre that aims to promote scholarship in the field of women's and gender history.

Options (indicative list only). Students should consult the online postgraduate course catalogue for a list of annually available options, or enquire of the Postgraduate Administrator, Marie-Christine Ockenden, m.ockenden@rhul.ac.uk

HS5209 Women and the Crusades

Professor Jonathan Phillips (j.p.phillips@rhul.ac.uk)

Women in Classical Antiquity (1 unit)

Dr Richard Hawley, Classics Department (richard.hawley@rhul.ac.uk)

Modern History

Modern continental Europe

This specific area offers a range of half-unit options taught by specialists in nineteenth and twentieth-century Russian, East European, German, French and Spanish history all of whom have broad thematic research agendas, share a comparative approach and an interest in the uses of theory.

Options (Indicative list):

HS5322 The Material Culture of Homelife: European Households 1400-1850

HS5770 Culture wars: a genealogy of the European civil wars of 1917-1947

Professor Helen Graham (h.graham@rhul.ac.uk); Dr Rudolf Muhs (r.muhs@rhul.ac.uk); Dr Daniel Beer (daniel.beer@rhul.ac.uk)

HS5771 The European civil wars 1917-1947 (pre-requisite HS5770)

Professor Helen Graham (h.graham@rhul.ac.uk); Dr Daniel Beer (daniel.beer@rhul.ac.uk)

Dr Rudolf Muhs (r.muhs@rhul.ac.uk)

HS5730 History of the Holocaust

Professor Peter Longerich (p.longerich@rhul.ac.uk)

HS5731 Interpreting the Holocaust

Professor Dan Stone (d.stone@rhul.ac.uk)

HS5735 Faith, Politics, and the Jews of Europe 1848-1918

Professor David Cesarani (david.cesarani@rhul.ac.uk)

Modern Britain

Options (indicative list):

HS5780 New Imperial Histories: Britain's Empire Reassessed

Dr Zoe Laidlaw (zoe.laidlaw@rhul.ac.uk)

HS5646 Utopia, Dystopia and Modernity

Professor Greg Claeys (g.claeys@rhul.ac.uk)

HS5645 Public Decency and Private Morals: Twentieth Century British History

Dr Stella Moss (stella.moss@rhul.ac.uk)

Modern World

Modernity has brought with it new structures of power and dominance, as well as new economic systems. People in the non-Western world, as in the Western world itself, have had to contend with both. These options look at how they have resisted such power and dominance and what conflicts have arisen as a result.

In addition, imperialism has provoked crises in identity and faith which feed into modern international insecurity; these in turn have led to major migrations of peoples, themselves sometimes unsettling. In the twentieth century the age of overt empire gave way to superpower dominance, and emerging and resurgent nations have had to struggle at a regional level to withstand the might of the USA and until relatively recently, the USSR.

Modern World options examine the complex issues of negotiating modernity. They look at the Western historiography of the non-Western world and the narrative of its development as constructed by Europeans, thus providing a background to current Western perceptions and misconceptions.

Options (indicative list)

HS5442 Conflict, Faith and Terror in the Middle East since 1945

Professor Vanessa Martin (v.martin@rhul.ac.uk)

HS5750 Violence in the American South, 1865-1955

Dr Bruce Baker (bruce.baker@rhul.ac.uk)

HS5756 African American Islam, the Nation of Islam and Malcom X

Dr Dawn-Marie Gibson (dawn.marie.gibson@rhul.ac.uk)

HS5760 China and the Wider World

Dr Chi-kwan Mark (chi-kwan.mark@rhul.ac.uk)

HS5761 Unforgettable Encounters with the West: Knowledge Transformation in Modern China

Dr Weipin Tsai (weipin.tsai@rhul.ac.uk)

HS5765 Tigers & Dragons

Dr. Emmett Sullivan (emmett.sullivan@rhul.ac.uk)

Brief descriptions of the History Dept. options listed can be found at:

http://www.rhul.ac.uk/History/postgrad/postgrad_coursecatalogue.htm.

Each individual course can be identified by adding # plus the course code to the preceding address. E.g. to find HS5209, enter

http://www.rhul.ac.uk/History/postgrad/postgrad_coursecatalogue.html#5209

Contact details for specialist areas:

Modern continental Europe: Professor Helen Graham (h.graham@rhul.ac.uk)

Modern World: Dr Emmett Sullivan (emmett.sullivan@rhul.ac.uk)

Modern Britain: Dr Alex Windscheffel (a.windscheffel@rhul.ac.uk) Dr Stella Moss (stella.moss@rhul.ac.uk)

Gender history: Professor Sandra Cavallo (s.cavallo@rhul.ac.uk)

Dr Jane Hamlett (jane.hamlett@rhul.ac.uk)

Public History

Students will take:

- HS5450 History Past and Present: Definitions, Concepts, and Approaches (0.5 unit)
- HS5455 Studying and Communicating the Past: Resources, Skills and Ethics (0.5 unit)
- HS5461 The Public Communication and the Understanding of History (0.5 unit)
- HS5462 The Voice of the Public: Oral History in Public History (0.5 unit)
- HS5460 Pathways to the Past (1 unit)

And complete HS5463 a Project Dissertation (1 unit)

The Dissertation [HS5410] and Project Dissertation [HS5463]

The culmination of the MA programme for each student is the research and writing of an independent Dissertation, on a topic of the student's own choice. The course tutors give advice on the choice of topic and supervise the research programme.

The Dissertation must be no longer than 12,500-15,000 words, presented by word processor, and provided with a full scholarly apparatus of references, bibliography and other appropriate documentation. Individual advice on preparation of the Dissertation is provided during the course; and guidance notes are also contained in the *Course Workbooks* (available on Day 1 of MA).

The dissertation is usually researched and written in the weeks following the end of the second term. For the Dissertation [HS5410], individually tailored advice is available from the dissertation supervisor. It is the responsibility of each student to select a research topic and to make contact with a potential supervisor who will advise on the viability of the subject chosen. This should be done by early summer term. (Additional advice on how to locate a suitable supervisor can be obtained from the MA History Director, Professor Helen Graham (h.graham@rhul.ac.uk). Members of staff are active research scholars and thus not continuously available throughout the summer months, so it is particularly important to arrange a topic and a work schedule before the end of the summer term. Students should keep in contact with their supervisor by email and aim to submit a draft of the whole dissertation to him or her by mid August. This allows the supervisor time to read it carefully and the student plenty of time for checking, correcting and responding to the supervisor's comments.

For **the Project Dissertation [HS5463]** and because of its specific requirements, some additional sessions on theoretical and research methodologies are offered early in the third term. Students on the Public History MA must also write a detailed dissertation proposal to be submitted in their last summer term. All proposals will then be discussed in a dissertation seminar. The Project Dissertation will conform to the current MA dissertation requirements with some amendment to reflect a variety of forms rather than a simple written dissertation. This will give opportunity either to research a specific issue, or engage with a specific partner institution to produce an exhibition, piece of oral history, radio programme or similar project.

This strand of the MA History is offered at the **Hellenic Institute**, History Department with the collaboration of the **Classics and Philosophy Department**.

For further information on the MA History: Hellenic Studies please contact Dr Charalambos Dendrinos, Director, The Hellenic Institute, Royal Holloway, University of London, Egham, Surrey TW20 0EX, United Kingdom, tel. +44 (0)1784 443791/443086, fax +44 (0)1784 433032

Medieval Studies

For 2012-13 students should consult the separate Medieval Studies handbook

Crusader Studies

For 2012-2013 students should consult the separate Crusader Studies handbook

Late Antique and Byzantine Studies

For 2012-13 students should consult the separate LABS handbook

Holocaust Studies

For 2012-13 students should consult the separate Holocaust Studies handbook

MA Tutors

Research profiles for RHUL History staff are available via <http://www.rhul.ac.uk/history/staffdirectory/home.aspx>

5 Facilities

5.1 Libraries

Once you have registered with the College you will have access to, and be able to borrow from, both libraries on campus. In order to do this you will need your library PIN, which can be retrieved from the library tab in CampusConnect. You will also receive a username and password enabling access to e-mail and the internet via the PCs in the Computer Centre or the College Libraries. The Bedford Library holds History, Social Sciences and Science material; Founder's Library holds Arts, Languages, Literature, Film, Theatre and Music material. The opening hours of the Libraries, together with a whole range of discipline specific information and relevant links can be found on their web pages at <http://www.rhul.ac.uk/Library>.

The Library provides access to a wide range of electronic resources, including

primary sources across a range of subject areas and notable collections of historical newspaper archives. The Library also has thousands of journal titles in electronic, full-text format. These resources are all accessible on campus, and can also be used off campus via CampusAnywere, the College's virtual private network. You will also benefit from the IT and Research Skills sessions run by the IT department and the Library's subject focused information skills training arranged to suit the department's needs.

All students can register with Senate House Library in London in order to borrow books from the library and use its electronic resources remotely. You will also be able to get advice about other appropriate London libraries, as well as help with your research and information needs, by speaking to the History Librarian, Paul Johnson (paul.johnson@rhul.ac.uk), or to the staff at the library help desks.

In addition, Royal Holloway students work in national and local libraries and archives (for example, the British Museum or the National Archives, formerly the Public Record Office) for their research Dissertations. Students may also consult the Royal Holloway archives, which are a rich treasure trove on the social history of education, if appropriate. More specific information on the holdings of leading libraries, archives and museums in the greater London area is available in the *MA course workbooks* (available on Day 1 of MA).

History students at Royal Holloway automatically qualify for membership of the Institute of Historical Research (located in Senate House), which has a well-stocked reference library; and students are also welcome to participate in the abundant research seminars held at the IHR.

5.2 Photocopying, printing and computing

All MA students in the Department of History have free access to all the campus Computer Services, including email facilities; and students also have access to the History Department's Research Resources room (McCrea 323) and to all College computing/email facilities at 11 Bedford Square, WC1.

There are a large number of Open Access PC Labs across campus available to all members of the College, many 24 hours a day. Printing facilities are available in all open access PC Labs as well as in the Computer Centre, Bedford and Founders Libraries. An automated printing account is created for all students – it is your responsibility to ensure that you have sufficient printing credit and time to print out your work prior to submission deadlines. Further details on the operation of printing accounts may be obtained from the Computer Centre website.

Photocopying facilities are available in each of the Libraries on campus. All photocopies are self-service and card-operated. Copy-cards may

be purchased from the dispenser in each Library photocopying area.

5.3 Sources of Funding

See website:

<http://www.rhul.ac.uk/studyhere/postgraduate/feesandfunding/home.aspx>

Arts & Humanities Research Council (AHRC) Studentships

The AHRC makes some awards available for MA students from the UK and, in some circumstances, from the European Union. However, these awards are very competitive. Before applying for a studentship, it is necessary to be accepted for a specific course and to ensure that you have enthusiastic referees. Application forms (obtained from the current University of the candidate) are usually available in February and, in the case of applications to RHUL History, must reach our Director of Postgraduate Studies (Research) by March. *Note: students wishing to continue to study at PhD level are more likely to be awarded funding if they have studied for an MA successfully.*

Royal Holloway Scholarships

Royal Holloway has a limited number of awards for MA students. These awards range from small awards of hundreds of pounds to scholarships covering fees only, fees and maintenance at HEU rate. These awards are advertised in the national press each year, with closing date for applications in Spring. *Further details are available from the History Department's Postgraduate Administrator.*

Other ways of Funding Postgraduate Research

Part-time paid employment is one way of funding postgraduate research, in which case it is often more convenient to register for the MA degree part-time over two years. College regulations set a limit on the number of hours which full-time students are permitted to work (currently 20). *Note: Students who start out by combining paid employment with a full-time one-year registration have the option of transferring to a part-time registration during the first year, if required. In the event of transferring registration, it is advisable to do so as soon as possible in Year 1.*

Unusual sources: It is also worth looking through the **Grants Register** (published by Macmillan) in case of qualification (whether by ethnic origin, creed, place of birth, or whatever) for miscellaneous awards made by charitable educational trusts, often established some years ago. Another source of information is the **Directory of Grant-Making Trusts** (published by the Charities

Aid Foundation). Students should also consult their MA workbooks (provided on Day 1 of the MA) where more specialised potential sources of funding may be found.

5.4 Travel expenses

MA students resident on the Egham campus or Egham-based who take RHUL course options taught in central London may claim a contribution to their fares, on condition that they have first invested in a Young Person's Railcard, available at Egham station, which gives a 33% discount on the fare to central London when travelling after the designated peak time. This does **not** include students who live in London and travel to Egham for classes.

The Department will reimburse students up to a maximum of £130 a year. Please note that fares on London underground or buses cannot be claimed for and that this concession applies only to RHUL options, not those offered by other colleges of the University of London.

Students should keep their tickets and at the end of the first and second terms complete a claim form. Claims for travel expenses must be made on the forms which will be made available outside the Department Office (McCrea 315) about ten days before the end of each term; these will be passed on by the Department to the Finance Office, from which the monies may be collected.

CLAIMS MAY BE MADE IN RESPECT OF EACH CURRENT TERM'S EXPENSES. CLAIMS MADE RETROSPECTIVELY FOR PREVIOUS TERMS WILL NOT BE MET.

6 Coursework Essays and Dissertation

Please consult your MA Workbook.

7 Assessment Information

7.1 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” issued by the Examinations Office.**

<http://www.rhul.ac.uk/registry/Examinations/Essential-info.html> 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

If you miss an examination or fail to submit a piece of assessed coursework without acceptable cause, this will normally be given an outcome of 'Incomplete'.

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 on **Illness or other extenuating circumstances** in the **Instructions to Candidates** the Sub-board of Examiners may take this into account when considering your results.

Special arrangements for examinations 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 the Educational Support Office (ESO) 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.

7.2 Submission of written work

Dates for submitting coursework: please consult your MA Workbook.

Comprehensive advice on the academic conventions of presentation and formatting are to be found in the MA Workbooks. Once coursework has been submitted, all items are double-marked by two internal examiners and adjudicated by the Visiting Examiner. The MA in History Examination Sub-Board meets in late October to classify students' degrees according to the marks obtained. The Sub-Board then reports to the College Faculty Board in early November for ratification, after which date results are announced publicly. Successful students are invited to join the College Graduation ceremonies each July, for a public presentation by the College Principal.

Note on assessed essay deadlines: **these are dictated by the MA programme to which the option course belongs**. Thus, if any student opts to take a course from another departmental MA (e.g. Medieval Studies

or LABS), or from a cognate RHUL MA or takes an intercollegiate option, **then s/he agrees to be bound by the essay delivery date established by the relevant MA degree to which the course belongs.**

Marking Criteria

- 85-100%** Work of Distinction standard displaying many of the following features, depending on the nature of the assignment or task:
- publishable quality
 - the ability to plan, organise and execute independently a research project to the highest professional standards
 - highest professional standards of accuracy, expression and presentation
 - the ability to analyse and evaluate primary and/or secondary sources critically and formulate questions which lead to original lines of enquiry
 - an exceptional degree of creativity, originality and independence of thought
- 70-84.99%** Work of Distinction standard, displaying many of the following features (marks of 80%+ may be awarded to work of publishable quality):
- excellent research potential
 - ability to organise and to execute independently a research project to very high professional standards of accuracy, expression and presentation
 - ability to analyse primary and/or secondary sources critically and to formulate questions which may lead to productive lines of enquiry
 - a high degree of creativity, originality, and independence of thought
- 60-69.99%** Work of Merit standard, displaying many of the following features: showing potential for original research, with appropriate guidance
- a very good standard of accuracy, expression and presentation
 - some ability to analyse and evaluate primary and/or secondary sources critically
 - the ability to solve complex, if not necessarily original, problems
 - evidence of some creativity, originality and independence of thought
- 50-59.99%** Work of Pass standard, displaying many of the following features:
- the ability to engage in research with primary and/or secondary sources as appropriate, when provided with close supervision and support
 - a competent standard of organisation, expression and accuracy
 - sound knowledge and understanding of key sources of information
 - the ability to construct coherent and relevant answers to questions
- 40-49.99%** Work of marginal Fail standard, displaying many of the following features:
- incomplete argumentation
 - poor levels of clarity and accuracy in written or oral presentation
 - little evidence of the capacity for independent thought
 - work that is just below an acceptable basic standard

20-39.99% Work of complete Fail standard displaying some or all of the following features, depending on the nature of the assignment or task:

- fragmentary knowledge and understanding of essential sources of information
- little grasp of the problem or topic
- a lack of clarity and accuracy in written or oral presentation
- work that is clearly below an acceptable basic standard

0-19.99% Work of complete Fail standard displaying some or all of the following features, depending on the nature of the assignment or task:

- no evidence of knowledge and understanding of the essential sources of information
- only the most rudimentary understanding of the question
- almost no insight into the problem or topic
- confused and incoherent written or oral presentation
- work that is far below an acceptable basic standard

Composition of MA Examination Sub-Board

The MA History Sub-Board is constituted as follows:

- Visiting Examiners
- MA in History Programme Director (acting as Chair)
- MA tutors

7.3 Electronic Submission of Assignments

All essays must be submitted in paper copy and electronically via Moodle. Detailed instructions will follow in due course.

<http://moodle.rhul.ac.uk/login/index.php>

7.4 Extensions to deadlines

Extensions to deadlines for assessed work must be negotiated in advance with the Programme Director. Extensions to deadlines will be granted only under exceptional circumstances and, where appropriate, on the submission of satisfactory supporting documentary evidence.

7.5 Penalties for late submission of work

The following College policy applies to all students (new, continuing and resitting or 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.

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

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

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

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

7.6 Anonymous marking and cover sheets

All assessed work must be submitted anonymously. You should use your candidate number on the cover sheet. Do ensure neither your name nor your student number appear on your work or on the coversheet. Your candidate number can be accessed through Campus Connect.

7.7 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 and taught postgraduate 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, preliminary pages,

bibliography and appendices. For further information please see MA Workbook.

7.8 Plagiarism

The statement 'I confirm that I have not plagiarised from any other work' is included on the cover sheet for all assessed coursework and dissertations that you submit. All students are required to sign this cover sheet.

Plagiarism is a serious matter, and it is vital that all students are completely honest about the sources of their work. No student will be accused of plagiarism unless the Department finds strong evidence for it, and any student who is accused of plagiarism will have the opportunity to present her/his case to the Department. If the student is found to have plagiarised, s/he will be penalised at the discretion of the Head of Department - and whilst the penalty can be as minor as a mark of zero for an individual piece of formative coursework, it also includes the possibility of a mark of zero for the whole course.

The process of assessing whether plagiarism has taken place is long and unpleasant for both student and staff. Students should therefore consult the Programme Director, Director of Graduate Studies or Head of Department if in any doubt whatever about what is permissible. No one should be under the impression that they can slip through the net. The College has access to sophisticated software for the detection of plagiarism. This said, the History Department is aware that the vast majority of students will not even consider plagiarising, and no-one should be under the impression that staff are 'lurking' to trip people up unnecessarily.

'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.

7.9 Assessment offences

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

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

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 **Educational Support Office**.

<http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>

7.11 Progression and award requirements

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

http://www.rhul.ac.uk/Registry/academic_regulations/

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 unit - Normally the opportunity to re-sit any failed parts of a course unit not passed will be during the following academic session.

Repeat - If you are given the opportunity to repeat a course unit you will need to register for the course unit for the next academic session and satisfy afresh the coursework and attendance requirements.

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

NB: Students entered to resit an examination will normally not receive an overall percentage mark greater than 50% for that course unit.

Outcomes of course unit assessment

The Postgraduate Taught Regulations require that for a student to qualify for final consideration in a course unit by the Sub-board of Examiners, a candidate must first:

- (a) have satisfied the attendance requirements specified for the course;
- (b) have completed and presented for assessment all work specified for the course within specified deadlines.

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 who qualifies for final consideration, as follows:

- (a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has achieved a mark of 50% 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 achieved a mark of 49% or below overall, or in any element of the assessment which carries an individual pass requirement;
- (c) an outcome of Attendance Fail (AF) without a percentage mark will be returned where the candidate has not met the attendance requirements stated in the course specification. For the

purposes of calculating the final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance

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

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

7.12 Examination results

Please see the **Examinations Office** webpage

<http://www.rhul.ac.uk/registry/Examinations/> for details of how you will be issued with your **results**.

<http://www.rhul.ac.uk/registry/Examinations/results.html>

The Examinations website is the place where you can access the **"Instructions to Candidates"** and details of the examinations appeals procedures.

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

8 Student Support

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

Your first point of reference for advice within the Department is the Education Support Office representative, Dr Chi-Kwan Mark. Inevitably, problems will sometimes arise that Dr Mark is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the **Student Support** page:

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

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Educational Support Office (ESO) representative is Dr Chi-Kwan Mark. You must also contact the ESO (Founders West 151; tel: +44 (0) 1784

443966; email: educational-support@rhul.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the ESO **Support, health and welfare** page <http://www.rhul.ac.uk/studentlife/supporthealthandwelfare/eso.aspx>

8.2 Student-staff committee

There is a student-staff committee on which both taught and research 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. You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

The aims of the Committee are:

- to maintain and foster communications within the Department between staff and students
- to receive and discuss matters of concern to both staff and students of the Department
- to provide formal means of communication between the student body and the staff Departmental Meeting.

The membership of the Committee is formed from

- Elected student members – one representative from each MA programme; two representatives for the research students
- Staff members – Deputy-Director of Graduate Studies - Dr Markus Daechsel; Head of Department – Dr Sarah Ansari; Postgraduate Administrator – Marie-Christine Ockenden; History Liaison Librarian – Russell Burke.

8.3 Students' Union

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

8.4 Careers information

The College has a **careers advisory service**, housed in the Horton

Building, which is open to any student during normal College hours.
<http://www.rhul.ac.uk/careers/home.aspx>

8.5 Non-academic policies

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

8.6 Complaints and academic appeals procedure

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

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

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. Details of the **appeals procedures** and permitted grounds for appeal can be found on the following webpage.

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

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations

<http://www.rhul.ac.uk/forstudents/documents/pdf/codesandregulations/studentharassment.pdf>

9.2 Lone working policy and procedures

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

<http://www.rhul.ac.uk/forstaff/handbook/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. History and the type of work conducted by history students is classified as a low risk activity and as such the following advice is relevant.

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person's location and that they have access to means of communication.
- It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number).
- Inspections/risk assessments of the work area are by the Departmental Health and Safety Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, firefighting equipment, first aid etc.).

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

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to **students undertaking duties off campus.**

10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

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

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

The College is committed to ensure that;

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

status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

These are available in the Student Handbook

<http://www.rhul.ac.uk/Registry/OnlineStudentHandbook/Regulations.html>