



DEPARTMENT OF HISTORY

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2013/2014

Telephone +44 (0)1784 443311

Postgraduate Office
Department of History
Royal Holloway University of London
Egham Hill
Egham
Surrey TW20 0EX

Disclaimer

This document was published in September 2013 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.

Contents

| | | |
|----------|---|-----------|
| 1 | INTRODUCTION TO THE DEPARTMENT | 6 |
| 1.1 | WELCOME..... | 6 |
| 1.2 | HOW TO FIND US: THE DEPARTMENT | 6 |
| 1.3 | MAP OF THE EGHAM CAMPUS..... | 7 |
| 1.4 | HOW TO FIND US: THE STAFF | 8 |
| 1.5 | HOW TO FIND US: THE DEPARTMENTAL OFFICE | 10 |
| 1.6 | THE DEPARTMENT: PRACTICAL INFORMATION..... | 11 |
| 1.7 | STAFF RESEARCH INTERESTS | 11 |
| 2 | COMMUNICATION..... | 16 |
| 2.1 | EMAIL..... | 16 |
| 2.2 | POST..... | 17 |
| 2.3 | TELEPHONE AND POSTAL ADDRESS..... | 17 |
| 2.4 | NOTICE BOARDS | 17 |
| 2.5 | PERSONAL ADVISERS | 18 |
| 2.6 | QUESTIONNAIRES..... | 18 |
| 2.7 | SPACE..... | 18 |
| 3 | TEACHING..... | 18 |
| 3.1 | DATES OF TERMS | 18 |
| 3.2 | READING WEEKS | 18 |
| 3.3 | ATTENDANCE REQUIREMENTS..... | 19 |
| 3.4 | NOTIFICATION OF ABSENCE | 20 |
| 3.5 | CONSEQUENCES OF FAILING TO ATTEND..... | 21 |
| 3.6 | MEETINGS..... | 22 |
| 3.7 | DISCIPLINARY ACTION | 22 |
| 3.8 | WITHDRAWAL OF VISA DETAILS OF THE PROGRAMME STRUCTURE | 22 |
| 4 | DEGREE STRUCTURE | 23 |
| 4.1 | The MA in History | 23 |
| 4.2 | Details of the programme structure | 24 |
| 4.3 | Assessment details and dates | 27 |
| 4.4 | Award and progression requirements | 27 |
| 4.5 | Timetabling of MA classes | 28 |
| 4.6 | Programme review | 29 |
| 4.7 | Student support and feedback | 29 |
| 4.8 | Admission requirements | 30 |
| 4.9 | Learning and career opportunities | 30 |
| 4.10 | Course registrations | 34 |
| 5 | FACILITIES..... | 34 |
| 5.1 | LIBRARIES..... | 34 |
| 5.2 | PHOTOCOPYING, PRINTING AND COMPUTING | 35 |
| 5.2.1 | <i>Photocopying</i> | 35 |
| 5.2.2 | <i>Printing</i> | 35 |
| 5.2.3 | <i>Computing</i> | 35 |
| 6 | COURSEWORK ESSAYS AND DISSERTATION..... | 36 |
| 6.1 | MARKING CRITERIA | 36 |

| | | |
|-----------|---|-----------|
| 7 | ASSESSMENT INFORMATION | 37 |
| 7.1 | ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES..... | 37 |
| 7.2 | SUBMISSION OF WRITTEN WORK | 38 |
| 7.3 | EXTENSIONS TO DEADLINES | 38 |
| 7.4 | PENALTIES FOR LATE SUBMISSION OF WORK | 39 |
| 7.5 | ANONYMOUS MARKING AND COVER SHEETS | 39 |
| 7.6 | PENALTIES FOR OVER-LENGTH WORK | 39 |
| 7.7 | ASSESSMENT OFFENCES..... | 40 |
| 7.8 | PLAGIARISM..... | 41 |
| 7.9 | MARKING OF ILLEGIBLE SCRIPTS | 42 |
| 7.10 | PROGRESSION AND AWARD REQUIREMENTS | 42 |
| 7.11 | EXAMINATION RESULTS | 43 |
| 8 | STUDENT SUPPORT..... | 44 |
| 8.1 | STUDENTS IN NEED OF SUPPORT (INCLUDING STUDENTS WITH SPECIAL NEEDS) | 44 |
| 8.2 | STUDENT-STAFF COMMITTEE..... | 44 |
| 8.3 | STUDENTS' UNION | 45 |
| 8.4 | LEARNING RESOURCES: LIBRARY, IT, PHOTOCOPYING AND PRINTING..... | 45 |
| 8.5 | CAREERS INFORMATION | 45 |
| 8.6 | NON-ACADEMIC POLICIES | 45 |
| 8.7 | COMPLAINTS AND ACADEMIC APPEALS PROCEDURE..... | 45 |
| 9 | HEALTH AND SAFETY INFORMATION | 46 |
| 9.1 | CODE OF PRACTICE ON HARASSMENT FOR STUDENTS | 46 |
| 9.2 | LONE WORKING POLICY AND PROCEDURES | 46 |
| 10 | EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE | 47 |
| 10.1 | EQUAL OPPORTUNITIES STATEMENT..... | 47 |
| 10.2 | COLLEGE CODES OF PRACTICE | 48 |

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.

Dan Stone
Director of Postgraduate Study in History (Taught Courses)

How to find us: the Department

The Department is located on the third floor of the McCrea Building. **This can be found on the College campus map (below) as building 17.** 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

1.3 How to find us: the staff

CONTACT DETAILS

| | | | |
|----------------------------|---|--------------|-------|
| Head of Department: | Prof Jonathan Phillips j.p.phillips@rhul.ac.uk | 01784 443295 | 321 |
| Academic Staff: | Prof Humayun Ansari k.ansari@rhul.ac.uk | 01784 443685 | 303 |
| | *Prof. Sarah Ansari s.ansari@rhul.ac.uk | 01784 443685 | 317 |
| | Dr Akil Awan Akil.awan@rhul.ac.uk | 01784 414128 | 302c |
| | Dr Daniel Beer Daniel.beer@rhul.ac.uk | 01784 414980 | 326 |
| | Dr Evrim Binbas Ilker.binbas@rhul.ac.uk | 01784 443299 | 310 |
| | *Dr Clive Burgess c.burgess@rhul.ac.uk | 01784 443313 | 333 |
| | Prof Sandra Cavallo s.cavallo@rhul.ac.uk | 01784 443401 | 328 |
| | Prof David Cesarani David.cesarani@rhul.ac.uk | 01784 443308 | 307 |
| | Prof Justin Champion j.champion@rhul.ac.uk | 01784 443749 | 312 |
| | *Prof Gregory Claeys g.claeys@rhul.ac.uk | 01784 443744 | 311 |
| | Dr Markus Daechsel Markus.daechsel@rhul.ac.uk | 01784 276419 | 338 |
| | Dr Charalambos Dendrinios Ch.dendrinios@rhul.ac.uk | 01784 443791 | IB236 |
| | Dr Dawn-Marie Gibson Dawn.gibson@rhul.ac.uk | 01784 444230 | 331 |
| | *Prof Helen Graham h.graham@rhul.ac.uk | 01784 443318 | 314 |

| | | |
|--|--------------|-------|
| *Dr David Gwynn David.gwynn@rhul.ac.uk | 01784 443602 | 335 |
| Dr Daniel Haines Dan.Haines.2007@rhul.ac.uk | 01784 414230 | ABF13 |
| Dr Jane Hamlett Jane.hamlett@rhul.ac.uk | 01784 443307 | 309 |
| Prof Jonathan Harris Jonathan.harris@rhul.ac.uk | 01784 414231 | 337 |
| Prof Peregrine Horden p.horden@rhul.ac.uk | 01784 443400 | 332 |
| Dr Emm Johnstone Emm.johnstone@rhul.ac.uk | 01784 276167 | |
| Dr Zoe Laidlaw Zoe.laidlaw@rhul.ac.uk | 01784 414979 | 304 |
| Dr Edward Madigan Edward.madigan@rhul.ac.uk | | 305 |
| Dr Alex Mallett Alexander.mallett@rhul.ac.uk | 01784 444997 | ABF15 |
| Dr Andrea Mammone Andrea.mammone@rhul.ac.uk | 01784 443638 | 306 |
| *Dr Chi-Kwan Mark Chi-kwan.mark@rhul.ac.uk | 01784 443360 | 330 |
| Prof Vanessa Martin v.martin@rhul.ac.uk | 01784 443401 | 328 |
| Dr Stella Moss Stella.moss@rhul.ac.uk | 01784 443748 | 327 |
| Dr Rudolf Muhs r.muhs@rhul.ac.uk | 01784 443296 | 302a |
| Prof Francis Robinson f.robinson@rhul.ac.uk | 01784 443300 | 308 |
| Prof Nigel Saul n.saul@rhul.ac.uk | 01784 443305 | 322 |

| | | |
|--|--------------|------|
| *Dr Florian Schui Florian.schui@rhul.ac.uk | 01784 443317 | 326 |
| Dr Graham Smith Graham.smith@rhul.ac.uk | 01784 414962 | 302b |
| 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 2013-14*

1.4 How to find us: the Departmental 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

1.5 The Department: practical information

Academic Enquiries

Programme Director MA in History: Prof Dan Stone d.stone@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: d.stone@rhul.ac.uk

Hellenic Studies: Charalambos Dendrinos ch.dendrinos@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) Zoe Thomas

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 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; material culture and history of the home |
| 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 |

| | | |
|----------------------------|----------------|--|
| 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 Edward MADIGAN | Modern | Modern Britain & Ireland: Cultural, military and religious history of war; British & Irish memory of the 1 st World War; Public History |

| | | |
|-----------------------------|-----------------|---|
| Dr Alex MALLETT | 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 |
| Professor Vanessa MARTIN | Modern World | Modern Iranian History and Politics; the history of the modern Middle East |
| Dr Stella MOSS | Modern British | Modern British popular culture & history of drinking cultures; 20C.gender; modern British social and cultural 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 |

MA Tutors

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

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/cp/home/displaylogin> (Campus Connect) or direct via **Outlook.com** <http://outlook.com/> **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

The College provides a number of PC Labs around Campus for student use, and you can also use your own laptop/smart phone etc, so the Department expects you to check your email regularly. It is also important that you regularly clear your College account of unwanted messages or your in-box may become full and unable to accept messages. **Just deleting messages is not sufficient; you must clear the 'Sent Items' and 'Deleted Items' folders regularly. It is your responsibility to make sure your College email account is kept in working order.** If you have any problems contact the **IT Service Desk** <http://itservicesdesk.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 History is delivered to the student pigeonholes (alphabetical by surname) close to the Postgraduate Office, opposite Room McCrea318. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3 Telephone and postal address

It is **your responsibility** to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the the **student portal** (Campus Connect) <https://campus-connect.rhul.ac.uk/cp/home/displaylogin>. There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

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

2.4 Notice boards

The official student notice boards are on the walls 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/collegicalendar/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 assessment for further explanation of the AF outcome).

Students **must**

- attend all classes necessary for the pursuit of their studies,
- undertake all assessments and
- attend meetings and other activities as required by the Department.

A class is any learning and teaching activity and the term is used to encompass such things as lectures, seminars, tutorials, workshop, field work, laboratories, advisor meetings etc. This means not simply turning up – but arriving having undertaken whatever reading, thinking, or research was identified as necessary preparation. You are also expected to arrive punctually - teaching activities are timetabled to start at 5 minutes past the hour and finish 5 minutes before the hour. You may be marked absent if you turn up late without good reason.

The 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/ecampus/academicsupport/regulations/home.aspx>) stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you are having other problems that are causing you to miss classes, you should talk to your Personal Adviser, year tutor or another member of staff, or visit the Student Advisory Service or **Students' Union** before your problems get out of control. There are many people who can provide **Support** on <http://www.rhul.ac.uk/ecampus/welfare/home.aspx> 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.

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 eCampus.
<http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx>. Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.
- c. submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. This should be emailed to the PG administrator Marie Christine Ockenden. 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 http://www.rhul.ac.uk/ecampus/academic-support/attendance/notificationofabsence.aspx 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

<http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx> for details of what constitutes 'acceptable' and 'unacceptable' circumstances relating to absence). If deemed unacceptable the absence will be recorded as such and will count against the minimum attendance level.

If you are absent from an examination or assessment then you must follow the guidance in the [Essential Examinations Information](#)

<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx> (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. <http://www.rhul.ac.uk/ecampus/academicsupport/attendance/home.aspx>

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/ecampus/academicsupport/regulations/home.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 Attendance Fail (AF) 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 Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and

complete assessments. This is also a requirement of the College's academic regulations. The College has a legal responsibility **to report any student admitted to the College on a student visa who does not appear to be in attendance to the UK Border Agency (UKBA)**. Therefore if you fail to meet UKBA visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

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

4 Degree Structure

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

4.1 The MA in History

The new *MA in History*, operational from September 2007, brings together a team of distinguished tutors and a rich field of courses. It 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. Teaching takes place during the day over two terms from September to March. The dissertation is submitted in September.

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)

4.2 Masters Degree programme (and Postgraduate Diploma exit award) in History offered in 2013/14.

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). Then students choose a number of Option courses, which cover leading edge research in an array of key fields– whether with a broader/thematic or more concentrated focus, depending on each student's interests. Finally, the dissertation allows students to undertake original research on a topic of their own choice, under individual supervision.

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 Course, 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. Research skills are developed to a professional level through the design and production of the independent research dissertation, 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. 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).

4.2 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 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.

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 option courses (to the value of one unit) and also complete the dissertation.

Core Course

Compulsory for all students:

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

This course is a postgraduate-level introduction to the theoretical and methodological problems that both academic historians and public historians have to face. It explores History (discursive writing about the past) as an important discipline within the Humanities and Social Sciences, and 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.

It is delivered in a combination of lectures and small-group seminars, classes include hands-on group exercises, in-depth reading classes, and free discussion sessions.

Indicative seminar topics: The 'end of History', history for the individual/for the collective, memory and forgetting, narrative strategies, redeeming the marginal, the power of testimony, archives and their politics, history and film, history and religion, the challenge of social science (NB: the following is indicative, it does not constitute a syllabus)

Skills Course:

Compulsory for all students:

| | | |
|--------|--|----------|
| HS5455 | Studying and Communicating the Past: Resources, Skills and Ethics | 0.5 unit |
|--------|--|----------|

This course introduces students to the research skills and resources they need as historians at postgraduate level. It deals with the interpretation of a variety of evidence including written texts, recorded interviews, film and photography and material objects. It is taught in a series of interactive lectures and seminars. A number of talks are given by visiting speakers who are specialists and practitioners, and some classes may be taught 'on location'.

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 list of available options produced every year.

N.B.

Subject to the agreement of the Director of the MA in History, students 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 |
|--------|---------------------------|----------|

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. 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.

guidance notes on the preparation of the Dissertation are also contained in the *Course Workbook* (available on Day 1 of MA).

4.3 Assessment details and dates

The Core Course (12.5%) is assessed by a portfolio of assignments, including weekly exercises (40%) as well as a 3000-word end of term essay (60%). The Skills Course (12.5%) is assessed by ONE essay (4,500-5,000 words) or skills project as well as by assessed oral presentations. 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: mid December (Skills Project) and end of April (Core course), and for 1st year part-time students end of April and first Friday in September (see the MA in History workbook for the precise dates).

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: mid January for option taught in autumn term; last 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 mid 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.

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 made for students to submit ONE detailed plan for each essay/assignment on which tutors will provide feedback.

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

4.4 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.

4.5 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 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.

4.6 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.

4.7 Students support and feedback

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 Dan Stone, 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.
- 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.

4.8 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.

4.9 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.

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).

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

Prof. Sandra Cavallo (s.cavallo@rhul.ac.uk) and Dr Jane Hamlett (jane.hamlett@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 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):

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 (0.5 unit)

Prof. David Cesarani (david.cesarani@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)

HS5772 Fascism then and now: the European far right in the transnational frame (Dr Andrea Mammone, a.mammome@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)

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

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

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)

Hellenic Studies

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](mailto:Dr.Charalambos.Dendrinos@ucl.ac.uk), 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

In addition to the MA in History, the Department offers the following MA programmes - some are taught independently, others in collaboration with other departments at Royal Holloway, and others in collaboration with other Colleges in the University of London:

Public History

For 2013-14 students should consult the separate Public History MA workbook

Medieval Studies

For 2013-14 students should consult the separate Medieval Studies handbook

Crusader Studies

For 2013-14 students should consult the separate Crusader Studies handbook

Late Antique and Byzantine Studies

For 2013-14 students should consult the separate LABS handbook

Holocaust Studies

For 2013-14 students should consult the separate Holocaust Studies handbook

4.10 Course registrations

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

5 Facilities

5.1 Libraries

There are 2 libraries on campus:

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

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

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

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can

obtain further information on this by asking at the library helpdesks. The Information Consultant for History is Russell Burke, who can be contacted at russell.burke@rhul.ac.uk

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

<http://www.rhul.ac.uk/library/helpandsupport/findinginformation.aspx>

5.2 Photocopying, printing and computing

5.2.1 Photocopying

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

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

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

5.2.2 Printing

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

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

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

5.2.3 Computing

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats, and successful completion of the course is

rewarded by a College IT Skills certificate. To participate in these sessions, go to:

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

6 Coursework Essays and Dissertation

Please consult your MA workbook for details about coursework and dissertation.

6.1 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

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/ecampus/academicsupport/examinations/examinations/home.aspx> for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information**.

Absence from an examination / failure to submit coursework

Please see the section on [progression and award requirements](#) for further details of the impact on course outcomes of failure to attend an examination or to submit required coursework.

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section 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.

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

For all such students there is a process to apply for access 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 mid October to classify students' degrees according to the marks obtained. The Sub-Board then reports to the College Faculty Board in late October for ratification, after which date results are announced publicly. Successful students are invited to join the College Graduation ceremonies in December, 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.**

7.3 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.

7.4 Penalties for late submission of work

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

The following College policy applies to all students (new, continuing 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 (see 7.2 above).

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

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

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

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

7.5 Anonymous marking and cover sheets

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.

7.6 Penalties for over-length work

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

All over-length work submitted on undergraduate 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 the MA workbook.

7.7 Assessment offences

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

<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>

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

7.8 Plagiarism

Definition of plagiarism

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

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

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.

7.9 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/ecampus/welfare/disabledstudents/home.aspx>

7.10 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/ecampus/academicsupport/regulations/home.aspx>

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

Re-sit of a failed course unit – normally gives students an opportunity during the following academic year to re-sit any failed parts of a course unit not passed. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 50%.

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

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

NB: Students entered to re-sit 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/ecampus/academicsupport/regulations/home.aspx>

7.11 Examination/assessment results

Please see the **Examinations** website

<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/home.aspx> for details of how you will be issued with your **results**.

<http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx>

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/ecampus/academicsupport/academicappealsandcollegecomplaints.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. Inevitably, problems will sometimes arise that the Education Support Office representative is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the **Student Welfare** page:

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

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Educational Support Office (ESO) representative is Dr Akil Awan. 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/ecampus/welfare/disabledstudents/home.aspx>

8.2 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. (for constitution see <http://www.rhul.ac.uk/iguad/collegepolicies/documents/pdf/compliance/committeeshandbookmarch2013.pdf>)

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 – Prof. Jonathan Phillips; 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 Learning resources: library, IT, photocopying and printing

See above 5.1, 5.2.

8.5 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>

8.6 Non-academic policies

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

8.7 Complaints and academic appeals procedure

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

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

9 Health and Safety Information

9.1 Code of practice on harassment for students

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

9.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found at <http://www.rhul.ac.uk/iquad/documents/pdf/healthandsafety/loneworkingpolicy2010.pdf>

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

- 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.**

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>