



**ROYAL HOLLOWAY INTERNATIONAL**

# **In-sessional English Language Courses**

**Student Handbook  
2012/13**

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Royal Holloway International  
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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/international/englishlanguage/current-students/home.aspx>) where it will be possible to follow the hyperlinks to relevant webpages.**

# Contents

<b>1</b>	<b>INTRODUCTION TO THE DEPARTMENT .....</b>	<b>1</b>
1.1	WELCOME.....	1
1.2	HOW TO FIND US: THE DEPARTMENT .....	2
1.3	MAP OF THE EGHAM CAMPUS.....	2
1.4	HOW TO FIND US: THE STAFF .....	2
1.5	HOW TO FIND US: THE DEPARTMENTAL OFFICE.....	3
<b>2</b>	<b>COMMUNICATION.....</b>	<b>4</b>
2.1	EMAIL.....	4
2.2	POST .....	5
2.3	TELEPHONE AND POSTAL ADDRESS.....	5
2.4	NOTICE BOARDS .....	5
<b>3</b>	<b>TEACHING.....</b>	<b>6</b>
3.1	DATES OF TERMS .....	6
3.2	READING WEEKS .....	6
3.3	ATTENDANCE REQUIREMENT .....	6
3.4	WITHDRAWING FROM IN-SESSIONAL ENGLISH LANGUAGE COURSES .....	6
<b>4</b>	<b>OVERVIEW OF IN-SESSIONAL COURSES.....</b>	<b>7</b>
4.1	AIMS AND OBJECTIVES OF THE IN-SESSIONAL ENGLISH LANGUAGE COURSES.....	7
4.2	STRUCTURE OF THE COURSES .....	7
4.3	IN-SESSIONAL ENGLISH LANGUAGE COURSES 2012/13 – COURSE DESCRIPTIONS .....	8
4.4	IN-SESSIONAL ENGLISH LANGUAGE COURSES CALENDAR 2012/13 .....	14
4.5	ADMISSIONS PROCEDURES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.6	REGISTRATION.....	15
4.7	COURSEWORK.....	16
4.8	FEEDBACK TO ACADEMIC DEPARTMENTS .....	16
4.9	OFFICE HOURS .....	16
<b>5</b>	<b>FACILITIES .....</b>	<b>17</b>
5.1	LIBRARIES .....	17
5.2	PHOTOCOPYING, PRINTING AND COMPUTING .....	17
5.3	LANGUAGE-LEARNING FACILITIES IN THE INTERNATIONAL BUILDING .....	17
<b>6</b>	<b>GENERAL ASSESSMENT INFORMATION .....</b>	<b>18</b>
<b>7</b>	<b>STUDENT SUPPORT.....</b>	<b>18</b>
7.1	STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS) .....	18
7.2	STUDENT-STAFF COMMITTEE .....	18
7.3	STUDENTS' UNION .....	18
7.4	LEARNING RESOURCES: LIBRARY, IT, PHOTOCOPYING AND PRINTING.....	19
7.5	CAREERS INFORMATION .....	19
7.6	NON-ACADEMIC POLICIES .....	19
7.7	COMPLAINTS AND ACADEMIC APPEALS PROCEDURE.....	19
<b>8</b>	<b>HEALTH AND SAFETY INFORMATION .....</b>	<b>20</b>
8.1	CODE OF PRACTICE ON HARASSMENT FOR STUDENTS .....	20
8.2	LONE WORKING POLICY AND PROCEDURES .....	20
<b>9</b>	<b>EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE .....</b>	<b>21</b>
9.1	EQUAL OPPORTUNITIES STATEMENT.....	21
<b>10</b>	<b>APPENDICES .....</b>	<b>22</b>
10.1	APPENDIX A) - RHI STUDENT-STAFF COMMITTEE.....	22

10.2	APPENDIX B) - RHI SELF-ACCESS GUIDE FOR STUDENTS .....	23
10.3	APPENDIX C) - RHI STUDENT RESOURCES .....	26

# 1 Introduction to the Department

## 1.1 Welcome

Welcome to Royal Holloway International! We are pleased you have decided to study with us, and look forward to helping you develop your potential as a student in the UK over the coming months.

Royal Holloway International (RHI) unites a number of activities aimed at supporting international students. As part of this role, RHI is responsible for promoting the College in overseas markets, developing partnerships worldwide, and enhancing study abroad and student exchange activity whilst offering a range of taught courses and programmes to international students enrolled at Royal Holloway. Specifically, this includes:

- the teaching of a pre-sessional English language programme for international students who have been offered a place to study at either undergraduate or postgraduate level at Royal Holloway;
- the management and teaching of a pre-Masters programme for graduate students;
- the teaching of English language support courses for international students;
- the teaching of tailor-made courses for visiting overseas students who need substantial English language support.

Some of you have joined us shortly after arriving in the UK for the first time, while others may have previous experience of studying in this country. The Background to Modern Britain Programme provides everyone a wonderful opportunity to learn and to develop the necessary language and study skills for success as a student in the UK.

This Student Handbook tells you about the Background to Modern Britain Programme and contains comprehensive information, both about the Department and the College. Please make sure you keep this handbook safely for future reference.

We look forward to working with you and hope that you have an enjoyable and productive time whilst in RHI.

**Sheryl Simon**

Director, Royal Holloway International

## 1.2 How to find us: the Department

Royal Holloway International is located on the ground floor of the International Building. This can be found on the College [campus map](#) as building number 15.

## 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

Staff Member	Job Title	Extension	Room
Sophie ACOMAT	English Language Tutor	6434	IN002
Elizabeth CHAPMAN	Administrative Assistant (International)	3829	IN009
Gerard CLOUGH	Academic Co-ordinator	3756	IN044
Vicky COLLINS	English Language Tutor	4324	IN037
Norlene CONWAY	Academic Co-ordinator	4111	IN043
Gerald DAMPIER	Senior English Language Tutor	4124	IN003
Jessica DAVISON	International Officer	4052	IN038
Marion ENGRAND-O'HARA	English Language Tutor	3898	IN037
Alina GHIMPU-HAGUE	English Language Tutor	4469	IN041

<b>Staff Member</b>	<b>Job Title</b>	<b>Extension</b>	<b>Room</b>
Judyta GOLDING	Administrative Assistant	6373	IN009
James HEATH	Admissions Assistant -Visiting Students	6369	IN008
Charlotte KEYS	English Language Tutor	3240	IN035
Hannah LEGG	Admissions Assistant	4037	IN009
Zohreh MOGHIMI	English Language Tutor	4319	IN035
Sarah MORRIS	International Administrative Assistant	6271	IN009
Nanna PEDLEY	Online Campaigns Manager		
Silke PLACZECK	Assistant Director	3110	IN033
Lisa RAMSAY	Executive Assistant to Director	4112	IN010
Sian REES-JONES	Senior International Officer	4921	IN036
Jennifer RICH	International Officer	6165	IN040
Marie SANDELL	Departmental Supervisor	3368	IN010
Valentina SERAVALLE	Senior International Officer	4929	IN036
Katie SHARPE	Administrative Officer - Visiting Students	6245	IN008
Katie SHAW	English Language Tutor	3812	IN002
Sheryl SIMON	Director	3335	IN039
Sophia STAVRAKAKIS	Senior English Language Tutor	4320	IN003
Vanessa VARVAS	International Officer	3365	IN038
Karin WHITESIDE	English Language Tutor	6263	IN002
Paul WOODS	Assistant Director	6453	IN034
Tom WINDLE	Programme Development Manager	3109	IN042
Katy WRIGHT	English Language Tutor	3556	IN035
Stuart WRIGLEY	English Language Tutor	4033	IN037
Yi ZHENG	International Officer	6270	IN038

## 1.5 How to find us: the departmental office

The RHI departmental office is based in IN009 and open from 8.30 am to 6.00 pm.

## 2 Communication

It is vitally important that you keep in touch with us and we keep in touch with you. Members of staff will often need to be able to contact you to inform you about changes to teaching arrangements, special preparations you may have to do for a class or meetings you might be required to attend. You will need to be able to contact members of the Department for example, if you are unable to attend a class, or wish to arrange a meeting with a tutor or your Personal Tutor.

Email to your College email address is routinely used and **you should check regularly** (at least daily) if any official communication has been sent to your email address. **Do not** ignore the email as it will be assumed that it will have been received by you within 48 hours, excluding Saturdays and Sundays.

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

### 2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **student portal** <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 inbox 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/>.

Royal Holloway International 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 Royal Holloway International is delivered to the student pigeonholes (alphabetical by surname) which are located opposite IN009. 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 **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 boards are on the walls in the foyer near IN009. 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!**

## 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

Autumn Term:           5 November 2012 – 9 November 2012  
Spring Term:           11 February 2013 – 15 February 2013

### 3.3 Attendance requirement

#### ***PDIS students***

Students on the Pre-Masters Diploma for International Students should refer to the attendance requirement section in their programme handbook.

#### ***All other students***

In line with College regulations, students are expected to attend all classes. However, if students inform us that they cannot attend any longer, or if they simply stop attending, their place may be offered to a student on the waiting list. In addition, the student's department may be informed, particularly if the department has specifically asked that the student attend In-sessional English Courses.

Students who attend 75% of classes, are entitled to a 'Statement of Attendance' certificate at the end of term. This certificate may be useful for students if they wish to prove to their department, or another university, that they have attended a course fully. However, please note that a 'Statement of Attendance' may not be used for credit.

### 3.4 Withdrawing from In-sessional English Language Courses

There is a high demand for in-sessional courses. If a student decides to withdraw, it is therefore very important that he or she informs Royal Holloway International of his or her decision so that the place can be offered to someone on the waiting list.

## 4 Overview of In-sessional Courses

### 4.1 Aims and Objectives of the In-sessional English Language Courses

The broad aim of the In-sessional English Language Courses is to enable students:

- to consolidate and improve the necessary language and study skills for effective academic study in Royal Holloway, University of London.

The objectives to be achieved by the students are:

- to develop improved understanding of the English language in the receptive skills of reading and listening and in the productive skills of writing and speaking.
- to have competence in a wide range of skills and strategies to achieve learning in an academic environment.
- to develop the confidence to communicate more effectively and appropriately within an academic context.

### 4.2 Structure of the Courses

#### **Courses in English for General Academic Purposes**

These courses are available to students on any programme. They usually run for either four or eight weeks in both the Autumn Term and the Spring Term with the fifth week of each course being a Reading week, when no classes are held. Most courses are available to both Undergraduates and Postgraduates who register with Royal Holloway International.

#### **One-to-One Writing Consultations**

These are available to students on any programme. During all three terms, English Language Tutors will be available to see students on a one-to-one basis to discuss writing skills. The tutors will not proof-read students' work, but will be able to offer advice on how students can improve the language, style and structure of their written work. For one-to-one advice about other language issues, or welfare issues, students are advised to see tutors during their 'Office hours' (see section 4.9 below).

#### **Courses in English for Specific Academic Purposes**

These courses are available to students on selected courses only. Those studying in certain academic departments may be able to take special English support classes which are in some way linked to their academic course. Academic departments will inform eligible students of these.

All the available courses and support in 2012/13 are listed in section 4.3.

### 4.3 In-session English Language Courses 2012/13 – Course Descriptions

All RHUL students who do not speak English as a first language can take up to four hours of In-session English Language Courses per week with Royal Holloway International. Participants are expected to attend classes and to complete tasks, but there is no final assessment.

Please see the next 7 pages for a full list of courses and support options:

● = 1 hour per week

Students may take up to 4 hours per week, per term (●●●●)

#### **COURSES AVAILABLE TO STUDENTS ON ANY PROGRAMME (English for General Academic Purposes)**

##### **Writing Courses**

###### **A-Z: KEY ASPECTS OF ACADEMIC WRITING ●●**

**Available AUTUMN & SPRING term – 8 week course – 2 hours per week**

The aim of this course is to provide you with broad knowledge and practice of the key elements of academic writing (see below for 4 week courses covering these points slowly and in more detail). If you have some experience of writing essays in English but want to review and enhance these skills within one term, this course will be useful for you. The course contains input on the following aspects of academic writing: the stages of the writing process, structure and organisation, understanding essay titles, planning and drafting an essay, introductions, conclusions, taking notes from sources, paragraphing, avoiding plagiarism, paraphrasing, summarising, combining sources, references and quotations, using libraries, and using internet sources.

###### **ESSAY STRUCTURE AND ACADEMIC LANGUAGE ●**

**Available AUTUMN & SPRING term – 4 week course – 2 hours per week**

The aim of this course is to enable you to accurately interpret essay questions, plan and write essays of different types (including Compare/contrast, Problem-solution-evaluation, To what extent...?, and Discuss essays), and use appropriate language to express your ideas fluently in writing. This will include input on academic style, correct referencing and the use of vocabulary/phrases for essay functions such as defining and classifying, sequencing, comparing and contrasting, introducing arguments and counter-arguments, showing cause and effect, and hypothesizing.

###### **REFERENCING SOURCES AND AVOIDING PLAGIARISM ●**

**Available AUTUMN & SPRING term – 4 week course – 2 hours per week**

The aim of this course is to enable you to make effective use of published sources in your essay writing. This will include input on how and when to use direct quotations, how to refer to sources both within your essay and in the

bibliography, how to paraphrase and summarise effectively from texts, and how to combine information/ideas from different writers within one paragraph. The course will also focus on knowing what plagiarism is and how to avoid it, for which all of the above-mentioned skills will be useful.

### **CRITICAL THINKING FOR ACADEMIC WRITING** ●

**Available AUTUMN & SPRING term – 4 week course – 2 hours per week**

The aim of this course is to enable you to take a critical and analytical thinking approach to writing. It will focus on understanding some of the key features of critical thinking, understanding how these features are used in academic writing, being able to distinguish between descriptive and critical texts, detecting bias, recognising flaws in arguments, and building up strong critical arguments in your own writing through effective use of sources.

### **ADVANCED ACADEMIC WRITING** ●

**Available AUTUMN & SPRING term – 4 week course – 2 hours per week**

This course is designed to meet the needs of students with at least IELTS 6.5 or equivalent in writing. It is designed for students confident in their basic writing ability but wanting a broader and deeper understanding of what is expected of students in academic essay-writing tasks. It aims to take an in-depth look at the features of good coursework essays including a focus on effective use of sources, effective critical analysis, clear structure, coherent and cohesive paragraphing, and appropriate style. The course will include analysis of example essays from the departments of History, Psychology, Management and Politics and International Relations. The course will be useful for students on both undergraduate and postgraduate taught master's programmes.

### **GRAMMAR AND VOCABULARY IN CONTEXT** ●●

**Available AUTUMN & SPRING term – 8 week course – 2 hours per week**

This course examines some aspects of academic grammar and vocabulary which students often struggle to produce accurately. Each lesson has both a grammar and a vocabulary element and is based around an authentic text on a different global issue to provide context for the point being studied. The topics covered include verb tense and aspect, parts of speech, articles, collocation, and topic-specific vocabulary. Grammar and Vocabulary in Context is particularly useful for students on the International Foundation Programme and for those who have a writing score of IELTS 5.5 or below, or the equivalent in another English Language test such as TOEFL.

### **GRAMMAR FOR ACADEMIC WRITING** ●

**Available AUTUMN & SPRING TERM – 8 week course – 2 hours per week**

This course examines aspects of grammar which are commonly found in academic writing. It focuses on sentence-level grammar, helping you to accurately produce more complex sentence elements, such as relative clauses, noun phrases and verb phrases. The course will include analysis of sentences and paragraphs from academic texts, and give you the opportunity to practise writing texts using the structures you have studied.

Grammar for Academic Writing is particularly useful for students who have a writing score of IELTS 6.0 or below, or the equivalent in another English Language test such as TOEFL.

### **POSTGRADUATE DISSERTATION WRITING: For postgraduate students preparing a dissertation**

**(this course may also be of use to PhD students)**

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**Available SPRING term – 8 week course – 2 hours per week**

**Available SUMMER term – 3 week course – 3 hours per week**

This course is designed to meet the needs of postgraduate international students who are researching and writing dissertations. It is taught in a computer lab and aims to provide 'hands on' learning. You will be introduced to some of the key features of a dissertation through close examination of a range of authentic example texts. This will be followed up by practice writing activities that will enable you to manipulate the target language with confidence. By the end of this course you will have developed a clearer understanding of the organisation and purpose of the dissertation, acquired a range of effective language suited to extended writing, and developed the critical and organisational abilities to cope with such a major academic task.

### **Speaking & Listening Courses**

#### **ACADEMIC LISTENING AND NOTE-TAKING SKILLS**

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**Available AUTUMN & SPRING TERM – 4 week course – 2 hours per week**

This course aims to build your confidence in dealing with listening and note-taking in academic lectures. This is very useful for those with IELTS 6.0 or below in Speaking or Listening (or the equivalent in another English Language test). The course will focus on a range of useful skills and strategies for note-taking in lectures, and students will practise listening to lectures in both audio and video form. Authentic university lectures will be a component of the course.

#### **PRESENTATION SKILLS**

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**Available AUTUMN & SPRING TERM – 4 week course – 2 hours per week**

This course aims to build your confidence in speaking in an academic environment. You will develop essential skills for giving presentations, such as planning, the ability to use key vocabulary, and delivery techniques. This is very useful for those with IELTS 6.0 or below in Speaking or Listening (or the equivalent in another English Language test). The course will use small group and whole class activities and is supported by a range of audio and visual materials.

#### **SEMINAR AND DISCUSSION SKILLS**

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**Available AUTUMN & SPRING TERM – 4 week course – 2 hours per week**

The aim of this course is to develop the skills and language you need to participate in university seminars and discussions. It is designed to help develop your confidence to speak out in seminars through practice of

participating in small group and whole class discussions. On the course, you will develop your understanding of what is expected of students in seminars and how you can become a better participant. You will also consider the importance of preparation; how to make stronger arguments; and how to express your ideas clearly in English.

### **PRONUNCIATION 1: Building Pronunciation skills** ●

**Available AUTUMN & SPRING TERM – 8 week course – 1 hour per week**

The aim of this course is to help you improve your pronunciation of many English sounds, e.g. vowel sounds, like short 'i' and long 'ee', and groups of consonants, like 'str', 'kt' and 'spl'. It also looks at how native speakers link their words together when they speak (one of the reasons why written English and spoken English can seem so different). This is useful for those who find it hard to make themselves understood here in the UK. The high level of class speaking practice time, and the opportunity to record your own voice, will help improve your awareness of how you sound when speaking English.

### **PRONUNCIATION 2: Pronunciation for presentations** ●

**Available AUTUMN & SPRING TERM – 8 week course – 1 hour per week**

The aim of this course is to help build your confidence in speaking in front of an audience. Through presentation-style activities it will help you to understand how to use your voice more effectively by learning about word and sentence stress and intonation (the rise and fall of your voice) in order to express yourself clearly. It is useful for those who have completed the Pronunciation 1 course or who already have IELTS 6.0 in speaking; in other words, those who may be fairly confident in some aspects of speaking but are concerned about sounding confident when giving presentations.

## **General English Courses**

### **ENGLISH THROUGH THE MEDIA** ●●

**Available AUTUMN TERM ONLY – 8 week course – 2 hours per week**

This general English course focuses on a particular theme each week using excerpts from popular television programmes and films to enable you to practise listening skills such as listening for gist and listening for specific information. Newspaper and magazine articles will enhance your understanding of the chosen theme and give you the opportunity to implement your reading skills. In addition, you will develop your vocabulary and have opportunities to discuss issues connected to the weekly theme.

### **BRITISH ISSUES THROUGH THE MEDIA** ●●

**Available SPRING TERM ONLY – 8 week course – 2 hours per week**

At a slightly higher level than 'English through the media', this course focuses on particularly 'British issues' by using stories in the news/media as a starting point. Students then develop their understanding of these issues through in-

depth discussion.

## **WRITING CONSULTATIONS AVAILABLE TO STUDENTS ON ANY PROGRAMME**

### **ONE-TO-ONE WRITING CONSULTATIONS**

**Available AUTUMN, SPRING & SUMMER TERMS – N.B. there is a limited number of consultation times available**

If you would like to discuss academic writing difficulties with a tutor one-to-one, RHI offers 30 minute one-to-one writing consultations. To register, come to the IN009 (International Building, Ground Floor) and speak to our receptionist at least 24 hours in advance. You can also specify what aspects you feel you need to work on. The tutor will help you analyse your writing and find ways to improve it. Please remember that the tutor has only limited time and that he or she will not proof-read your work, or simply 'fix it' for you in time for a deadline. You may have up to 3 consultations in any one term. N.B. Some students may be referred for writing consultations by their academic supervisor.

## **SUPPORT COURSES AVAILABLE TO STUDENTS ON SELECTED COURSES ONLY (English for Specific Academic Purposes)**

### **ACADEMIC SKILLS FOR MN100 MANAGEMENT AND THE MODERN CORPORATION**

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**Begins AUTUMN TERM – 9 weeks – 2 hours per week AND  
Continues SPRING TERM – 9 weeks – 2 hours per week**

This class is designed to meet the needs of international students who do not speak English as a first language. The class takes a blended learning approach (face-to-face plus online work) and provides essential practice in both language and literacy skills, closely following the content of the MN100 lectures and core reading texts. Particular attention is given to lecture comprehension; vocabulary building; reading with the aim of identifying key arguments and author's attitudes; writing that is accurate and cohesive; and building oral fluency. If you register for this course, you may take up to 2 further hours of English language support.

### **ACADEMIC WRITING AND SPEAKING SKILLS FOR MSC INTERNATIONAL MANAGEMENT**

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**Available AUTUMN TERM ONLY – 8 week course – 2 hours per week**

The aim of this course of eight 2 hour sessions is to develop some of the key academic writing and speaking skills for Management. Through oral discussion of current business issues, students will acquire the language and strategies for communicating more confidently in group discussions. The course will also offer a major focus on producing well-structured, clearly expressed and accurate writing for an academic audience. This will involve



analysis of example student work by Management students followed by writing practice in class. Classes will take a 'hands-on' workshop approach, and students will benefit from expert feedback on both their oral and written activities.

### **WRITING SKILLS FOR FIRST YEAR ECONOMICS** ●●

**Begins AUTUMN TERM - Eight weeks – 2 hours per week AND**

**Continues SPRING TERM - Eight weeks – 2 hours per week**

This class is designed to meet the needs of international students who do not speak English as a first language, and need to write answers for course work and exams in First Year Economics (especially those following EC1101 and EC1103).

Becoming an effective writer of Economics essays and shorter answers means developing your abilities to use material from your lectures and your core text books to write logically structured answers that show your understanding of key information and opinions in your own work. This course will support you in all aspects of the academic writing process. It will include input from lecture recordings and Economics texts, as well as academic writing and study skills resources, with a weekly in-class writing activity and language feedback from the tutor on each piece of writing.

### **POSTGRADUATE PIR ACADEMIC WRITING** ●

**Five 2-hour sessions: Wednesday 28<sup>th</sup> September, 2-4pm; Thursday 29<sup>th</sup> September, 11am-1pm; Wednesday 5<sup>th</sup> October, 2-4pm; Thursday 6<sup>th</sup> October, 11am-1pm; Wednesday 12<sup>th</sup> October, 2-4pm**

**Available AUTUMN term only**

This class is designed to meet the needs of international students on taught master's programmes in the Politics and International Relations department who do not speak English as a first language. The course provides an overview of what is required to write a strong post-graduate coursework essay. Areas of focus include overall organisation, paragraphing, using sources in writing, distinguishing between description and analysis, avoiding plagiarism, and improving written coherence and cohesion. The materials include examples and analysis of good postgraduate writing in the discipline.

### **UNDERGRADUATE DISSERTATION WRITING SUPPORT: for 3<sup>rd</sup> year management students** ●

**(may also suit some other 3<sup>rd</sup> year HSS students)**

**Available SPRING term only – 4 week course – 2 hours per week**

This course is designed to meet the needs of undergraduate international students who are researching and writing final year dissertations. It is taught in a computer lab and aims to provide 'hands on' learning. You will be introduced to some of the key features of a dissertation through close examination of a range of authentic example texts. This will be followed up by practice writing activities that will enable you to manipulate the target

language with confidence. By the end of this course you will have gained a clearer understanding of the organisation and purpose of the dissertation, acquired a range of effective language suited to dissertation writing, and developed the critical and organisational abilities to cope with such a major academic task. This course has been designed with the School of Management's 3rd year undergraduate independent project in mind, but other Humanities and Social Sciences undergraduates writing dissertations may also find this useful.

#### 4.4 In-sessional English Language Courses Calendar 2012/13

Autumn Term 2012		Spring Term 2013	
Dates	Activity	Dates	Activity
28 <sup>th</sup> Sept	Registration	9 <sup>th</sup> Jan (TBC)	Registration
3 <sup>rd</sup> Oct	Registration	11 <sup>th</sup> Jan (TBC)	Registration
5 <sup>th</sup> Oct	Registration	16 <sup>th</sup> Jan (TBC)	Late Registration
10 <sup>th</sup> Oct	Late Registration	-	-
8-12 <sup>th</sup> Oct	Teaching Week 1	14 <sup>th</sup> -18 <sup>th</sup> Jan	Teaching Week 1
15 <sup>th</sup> -19 <sup>th</sup> Oct	Teaching Week 2	21 <sup>st</sup> -25 <sup>th</sup> Jan	Teaching Week 2
22 <sup>nd</sup> -26 <sup>th</sup> Oct	Teaching Week 3	28 <sup>th</sup> Jan-1 <sup>st</sup> Feb	Teaching Week 3
29 <sup>th</sup> Oct-2 <sup>nd</sup> Nov 31 <sup>st</sup> Oct (TBC)	Teaching Week 4 <u>Staff-Student Committee</u>	4 <sup>th</sup> -8 <sup>th</sup> Feb 6 <sup>th</sup> Feb (TBC)	Teaching Week 4 <u>Staff-Student Committee</u>
5 <sup>th</sup> Nov-9 <sup>th</sup> Nov	Reading Week 5	11 <sup>th</sup> -15 <sup>th</sup> Feb	Reading Week 5
12 <sup>th</sup> -16 <sup>th</sup> Nov	Teaching Week 6	18 <sup>th</sup> -22 <sup>nd</sup> Feb	Teaching Week 6
19 <sup>th</sup> -23 <sup>rd</sup> Nov	Teaching Week 7	25 <sup>th</sup> Feb-1 <sup>st</sup> Mar	Teaching Week 7
26 <sup>th</sup> -30 <sup>th</sup> Nov	Teaching Week 8	4 <sup>th</sup> -8 <sup>th</sup> Mar	Teaching Week 8
3 <sup>rd</sup> Dec-7 <sup>th</sup> Dec	Teaching Week 9	11 <sup>th</sup> -15 <sup>th</sup> Mar	Teaching Week 9

  

Summer term 2013	
Dates	Activity
End of April – mid June	College exam period
May & June 2012 - dates TBC	In-sessional PG Dissertation Writing Courses will run

In-session English Courses are available to all students at Royal Holloway who are non-native speakers of English. A £10 administrative fee will be charged per term to cover costs such as photocopying. The fee is the same regardless of the number of hours of tuition a student takes. This money is normally non-refundable and should be paid on registration. RHUL's non-native English speaking staff may also attend for the £10 charge. If the spouse of an RHUL student/employee wishes to attend, extra fees will be charged. However, please note that at busy times, RHUL students will be given priority and others may be asked to wait and see what places remain.

2012/13 registration sessions are listed below:

	<b>Date</b>	<b>Time</b>	<b>Place</b>
<b>Autumn term:</b>	Fri 28 <sup>th</sup> Sept	2.30-4.30pm	Munro Fox Lecture Theatre and Seminar Room
	Wed 3 <sup>rd</sup> Oct	2.30-4.30pm	Munro Fox Lecture Theatre and Seminar Room
	Fri 5 <sup>th</sup> Oct	2.30-4.30pm	International Building IN001 and IN007
	Wed 10 <sup>th</sup> Oct	2.30-4.30pm	International Building IN001 and IN007
<b>Spring term:</b>	Wed 9 <sup>th</sup> Jan	2.30-4.30pm	Location TBC
	Fri 11 <sup>th</sup> Jan	2.30-4.30pm	Location TBC
	Wed 16 <sup>th</sup> Jan	2.30-4.30pm	Location TBC
<b>Summer term:</b>	Registration will take place in-class – see advertising after Easter		

If you took the Pre-session English Language Programme at Royal Holloway International, tutors on the Pre-session courses will recommend which, if any, In-session courses you should try to register for. However, due to high demand, places cannot be guaranteed, so you still need to come to the registration sessions to sign up for your courses.

#### 4.5 Registration

Students can enrol for up to four hours of English classes per week. To attend the courses students must first register – normally at one of the above sessions – at the start of term, where they complete a Registration Form and pay the £10 fee. Teachers will be on hand to make recommendations to students appropriate to their language level based on IELTS or equivalent scores. Royal Holloway International will try to ensure that students can do the course of their choice, but this cannot always be guaranteed, as places are

allocated on a first come first served basis. A waiting list system operates to enable courses to take in more students if others withdraw.

Royal Holloway International reserves the right to move a student to a more appropriate class if the student finds difficulty with the level of the class. Should this be necessary it will be done during the first two weeks of the course.

#### **4.6 Coursework**

Although there is very little coursework for In-session Courses, and it is not compulsory, it is your responsibility to ensure that any work to be marked is handed in at the time requested by the tutor. Work handed in late will normally not be accepted.

#### **4.7 Feedback to Academic Departments**

At the end of both the Autumn Term and the Spring Term, Royal Holloway International will submit a list of attendance of all students who have taken courses on the In-session English Language Courses to the relevant academic department. Attendance of Erasmus, Socrates and JYA students will also be forwarded to the Overseas Students Adviser. In addition, RHI tutors may pass information on a student's progress to an academic department, if requested by the department, or if RHI tutors deem it necessary. Students, when filling in their registration form, are asked to sign to show they understand that this may happen.

#### **4.8 Office Hours**

All English Language tutors will hold a weekly Office Hour when you can make an individual appointment to discuss issues relating to the In-session English Language Support. Times when office hours are held will be shown outside individual tutors' rooms.

#### **4.9 Student Feedback**

It is recognised that students attending the In-session English Language Courses in Royal Holloway International are registered within other departments on campus and only spend a small proportion of their time within Royal Holloway International. However, students who have any concerns about Royal Holloway International courses they are following can discuss these with their English Language Tutor in the first instance. If matters remain unresolved, the issue may be referred to the Director of Royal Holloway International.

Royal Holloway International's Staff/Student Committee is held once each term and provides an opportunity for student representatives to meet with the Director of Royal Holloway International and other students enrolled on Royal Holloway International courses to discuss any issues relating to their academic study within Royal Holloway International. See section 7.2 and Appendix 1 for further information

Another important source of feedback for In-sessional tutors is student evaluation of courses. Towards the end of a course students are asked to complete a short questionnaire designed to assess reactions to the course and to inform future course developments.

## 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. The Bedford Library holds History, Social Sciences and Science material; Founder's Library contains Languages, Literature, Music, and Film and Theatre. The libraries also house a growing collection of electronic resources. For further information access the **Library** website - <http://www.rhul.ac.uk/library/home.aspx>.

### 5.2 Photocopying, printing and computing

All photocopying is self-service, and black and white copier-printers are located in both Bedford and Founders Libraries. There are also two colour copier-printers located in the Bedford Library. All photocopying is charged through your College Print Account.

The main facilities for computing are the computer laboratories run by the Computer Centre. There are two computer labs in the International Building, IN005 and IN006, available for students to use but please note that these are sometimes booked for teaching; please consult the timetable outside the door. There are also a number of computer labs in the Computer Centre which students may use. These are open 24 hours a day. Outside of normal working hours (approximately 8.00 am to 7.00 p.m.), you will need your College Card to enter and leave the building.

### 5.3 Language-learning facilities in the International Building

RHI Student Resources is the Department's library of self-study materials which is located opposite IN032 in the International Building. It is normally open for an hour each day (opening hours will be shown on the notice board adjacent to RHI Student Resources) and offers a range of language-learning materials for loan to students. These include books, worksheets, CD-ROMS, DVDs and audio and video cassettes. Further details including a membership form can be found in **Appendix c**).

## 6 General Assessment Information

In-session English Language Courses are not credit-bearing and will not be formally assessed. Instead students will receive feedback on their work, which will include suggestions for improvements.

## 7 Student Support

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

Your first point of reference for advice within the Department is your seminar tutor. Inevitably, problems will sometimes arise that your seminar tutor 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 Hannah Legg. You must also contact the ESO (Founders East 151; tel: +44 (0)1784 443966; email: [educational-support@rhul.ac.uk](mailto: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/forstudents/support/disabledstudents/home.aspx>.

### 7.2 Student-Staff Committee

There is a student-staff committee on which students from programmes taught in the department 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. Please refer to **Appendix a)** for additional information.

### 7.3 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](http://www.su.rhul.ac.uk/support)

## 7.4 Learning resources: library, IT, photocopying and printing

Founder's Library offers a range of language-learning resources for loan to students. These include books, CD-ROMS, DVDs, audio and video cassettes. Items are subject to the usual lending conditions (see **Library** and Information Services leaflets on display in the Libraries or via their website). Multi-media items (audio and video tapes, DVDs, CD-ROMS) are normally shelved in the Short Loan sections, with accompanying books where relevant. These can only be borrowed for short periods (up to one week), but some material is restricted to use within the Library. Students may consult the **Library catalogue** for further information.

Viewing facilities are also available in Founder's Library:

- A group viewing room, which needs to be booked. The room houses a widescreen TV, video, PC and DVD player, and can seat 12 people;
- 9 individual viewing booths comprising monitor, DVD and video player, headphones. This facility does not need to be booked.

Through **LibrarySearch** students can access a range of electronic resources, including academic journals, newspapers and dictionaries (both monolingual and bilingual).

**Moodle** is the College's Virtual Learning Environment, in which students can access course materials and information about their programmes, engage in discussions in online forums and take advantage of a variety of other resources. All RHI programmes have resources on Moodle, which you will be informed about in class.

For further information on Moodle and online self-access resources, please refer to the RHI Self-Access Guide in **Appendix b**).

## 7.5 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>

## 7.6 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>.

## 7.7 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/forstudents/studying/complaintsprocedure.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/forstudents/studying/academicappeals/home.aspx>

## **8 Health and Safety Information**

### **8.1 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/regulations/home.aspx>.

### **8.2 Lone working policy and procedures**

The College has a '**Lone Working Policy and Procedure**' that can be found on the **Health and Safety Webpages** <http://www.rhul.ac.uk/iquad/services/healthandsafety/policiesandprocedures/home.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.

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.



## 9 Equal Opportunities Statement and College Codes of Practice

### 9.1 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 Appendices

### 10.1 Appendix a) - RHI Student-Staff Committee

#### Guidelines for students on RHI courses/programmes

Your opinions on your course/programme are important for its successful running and for Royal Holloway International in general. In order to provide an opportunity for you to give your opinions and to discuss relevant issues which affect students, elected student representatives from all RHI courses/programmes attend the Royal Holloway International Student-Staff Committee. The committee meets once a term and its aims are given below:

- to develop and maintain communication within Royal Holloway International between staff and students;
- to facilitate communication between students on different programmes and provide a forum to discuss common concerns;
- to discuss matters of concern to both staff and students of Royal Holloway International.

#### Notes for Elected Student Representatives

Thank you for agreeing to take on this very responsible role. We hope that the following guidance notes will be useful:

a) consult as many of your fellow students as possible to establish whether there are any issues they would like you to raise. Some issues to consider are:

- the course itself, e.g. whether it teaches the language skills it aims to teach;
- the teaching and learning materials used on the course, including those available in the Library;
- whether the course is well organised;
- whether the classes are interesting and well focused;
- whether the teaching rooms are suitable for language learning;
- issues outside the department which affect your learning.

b) remember issues of concern can be raised with your course tutor, or other relevant members of staff, outside of the framework of the Student-Staff Committee. All staff can be contacted via email and this is an efficient way to arrange a meeting.

c) if you have any items for the agenda please send them to Hannah Legg ([Hannah.Legg@rhul.ac.uk](mailto:Hannah.Legg@rhul.ac.uk)) at least three working days before the meeting;

d) when speaking at the meeting you need to make it clear whether a specific issue was raised by many students, or only by a few, or whether what you are saying is your personal opinion;

e) all constructive suggestions, whether positive or negative, are welcome.

## 10.2 Appendix b) - RHI Self-Access Guide for Students

Self-access study - also frequently referred to as *Open, Independent* or *Autonomous Learning* - is an important part of the language learning process. It may consist of traditional homework (done either in preparation for, or following on from, a lesson), larger assessed projects or of any other independent study. It may involve books, audio-visual materials such as videos and audio tapes, as well as CD-ROMs and other software, and, of course, the World Wide Web.

The following guide is designed for current students of Royal Holloway International (RHI).

Self-Access Language Learning Facilities at Royal Holloway are available Online, in the International Building, and in Founders Library.

### 1. Online Self-Access Resources

**Networked Software** Various software packages are available for language learning on the College Network. Material can be accessed via the Start menu. Click on the **Start** menu and select the following in order: **Start >> Programs >> Academic Applications >> Language Learning >> English**

The following Language Learning Programmes are currently available on the College Network:

Academic Listening: EASE Vol. 1 Listening to Lectures

Grammar and Vocabulary: EWP CALL library

Mindgame

Tensebuster Intermediate and Advanced

**Web-based Software** Royal Holloway students have access to the following programmes on the Internet:

IELTS Preparation: Road to IELTS

Study Skills and IELTS: Study Skills Success Online

Grammar: Tensebuster

These, and other learning resources, can be accessed via the [Royal Holloway International website](#).

**The RHI website** features a list of recommended links to other organisations and materials on the World Wide Web such as general language learning sites; information on language tests; collections of language learning material; news and current affairs sites (e.g. BBC World Service, newspapers).

Through [LibrarySearch](#) students can access a range of electronic resources including academic journals, newspapers and dictionaries (both monolingual and bilingual) through Oxford Reference online.

**Moodle** Royal Holloway has a *Virtual Learning Environment*, Moodle, in which students can access course materials and information about their programmes, engage in discussions in online forums and take advantage of a variety of other resources. Students can log on to Moodle at <http://moodle.rhul.ac.uk/>. All RHI programmes have resources on Moodle, which you will be informed about in class. You may like to access the "Royal Holloway International" area, which, along with other resources, features the EAP Toolkit suite, which includes:

- Academic Communication Skills
- Academic Listening and Note-taking
- Academic Reading and Critical Thinking
- Academic Writing
- Learning to Study
- Subject-Specific Needs
- Vocabulary for Academic Purposes

Enrolment for Royal Holloway students interested in these courses is at <http://moodle.rhul.ac.uk/>.

## 2. Language Learning Facilities in the International Building

**RHI Student Resources** A library of self-study materials is located opposite IN032 in the International Building. It offers a range of Self Study language materials for loan to students. These include books, worksheets, CD-ROMS, DVDs and audio and video cassettes.

Details of how to join are in the RHI Student Resources Conditions of Membership form. Information about opening hours for RHI Student Resources can be found on the notice board adjacent to the bookcases.

**Language Laboratories** Rooms IN001 and IN007 both contain language labs. IN007 is the main lab for most scheduled classes. IN001 is open during the day (i.e. when the building is unlocked) for self-access study; times may be booked for particular languages both by RHI and the other academic departments. Instructions for using the machines are displayed in each lab.

**Computer Laboratory (IN005) & Computer Aided Language Learning (CALL) Lab (IN006)** Similar to the language labs, rooms IN005 and IN006 contain computers which are connected to the campus network and are equipped with a soundcard. Students will need to supply their own headphones.

**Access** All the above rooms may be booked for lessons, but RHI aims to provide times for its students when they can use most self-access facilities without supervision. This applies to the computer labs and the language lab in IN001, but not to the language laboratory in IN007. Timetables will be posted outside the labs in question. Outside of normal working hours (approximately 8.00 am to 7.00 p.m.), students will need to use their College Card to enter and leave the building. For any technical problems (e.g. the printer is out of paper), contact **Computer Centre reception**.

## 3. Language Learning Facilities Founders Library

Founders Library offers a range of Self Study language materials for loan to students. These include books, worksheets, CD-ROMS, DVDs, audio and video cassettes. Items are subject to the usual lending conditions (see Library and Information Services leaflets on display in the Libraries or via their website). Multi-media items (audio and video tapes, DVDs, CD-ROMS) are normally shelved in the Short Loan sections, with accompanying books where relevant. These can only be borrowed for short periods (up to one week), but some material is restricted to use within the Library. Students

may consult the [Library catalogue](#) for further information (e.g. whether material is currently on loan).

Viewing facilities are also available in Founders Library:

- Group viewing room, which needs to be booked. The room houses a wide-screen TV, video, PC and DVD player, and can seat 12 people.
- 9 individual viewing booths comprising monitor, DVD and video player, headphones. This facility does not need to be booked.

### **Guidance and Problems**

For problems with:

**Hardware** ..... contact Computer Centre reception

**Software** ..... contact Computer Centre reception with technical problems; but for guidance in using particular software refer to a tutor

**Website** ..... email RHI following the link at the bottom of each webpage

**Access to Facilities** ..... contact RHI Reception (IN009)

**Obtaining Library Materials** go to the Library Enquiries desk or notify your tutor

## 10.3 Appendix c) - RHI Student Resources

(located on the ground floor of the International Building, opposite IN032)

### Conditions of Membership

#### A. Membership

1. Membership is open to all students studying on Royal Holloway International programmes within the current academic year, usually from 1st September.
2. Members must complete a membership form which will be held on file in Royal Holloway International.
3. Members will be issued with a membership card which they must bring each time they sign in/sign out an item.

#### B. Borrowing Materials

1. Materials may be borrowed for the following periods of time:

Books 1 week

Cassettes 1 week

Videos/DVDs 1 week

CDs/Software 1 week

Short Loan Materials 3 days – items with coloured stickers

2. A maximum of three items may be borrowed at any one time, with certain packages allowing four.
3. Each item must be signed out when borrowed and signed in when returned.
4. If members wish to extend the loan period, they must request this in person and must complete the sign out/sign in form.
5. All items must be returned at the end of each term.
6. Each item returned late will incur a fine of 50 pence per day.
7. Lost, damaged or defaced items must be reported to RHI Student Resources and their cost must be reimbursed in full.
8. ERA permitted recordings of TV and radio broadcasts are for educational purposes only.
9. When RHI Student Resources is closed, items can be returned via the box in the door of IN009.

#### C. Opening Hours:

Please refer to the opening days and times notice on the notice board located in the International Building, opposite IN032.

**Royal Holloway International  
RHI Student Resources**

*(located on the ground floor of the International Building, opposite IN032)*

**Membership Form**

Family Name: ..... Mr / Ms / other: .....

First Name: .....

Student Number: ..... e-mail: .....

Please tick the programme/course you are enrolled on:

- Pre-Masters Diploma for International Students
- In-sessional English Language Courses
- Pre-sessional English Language Programme
- Background to Modern Britain

Date of finishing RHI course/programme: .....

Date of leaving Royal Holloway: .....

**I agree to abide by the conditions of membership. If I fail to return an item, or an item is returned damaged or defaced, I agree I will reimburse the full replacement cost.**

Signature: .....

Date: .....