



ROYAL HOLLOWAY INTERNATIONAL

# **Pre-Masters Diploma for International Students**

## **STUDENT HANDBOOK**

2013/2014

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#### 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'.

**An electronic copy of this handbook can be found on your departmental website (<https://www.rhul.ac.uk/international/englishlanguage/current-students/home.aspx>) where it will be possible to follow the hyperlinks to relevant webpages.**

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# 1 Introduction to the Department

## 1.1 Welcome

Welcome to 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.

One of the key roles played by Royal Holloway International (RHI) is the delivery of a range of 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 management of an international foundation programme for students wishing to apply for undergraduate study on completion;
- the teaching of English language support courses for international students;
- the teaching of tailor-made courses for visiting international students who need substantial English language support.

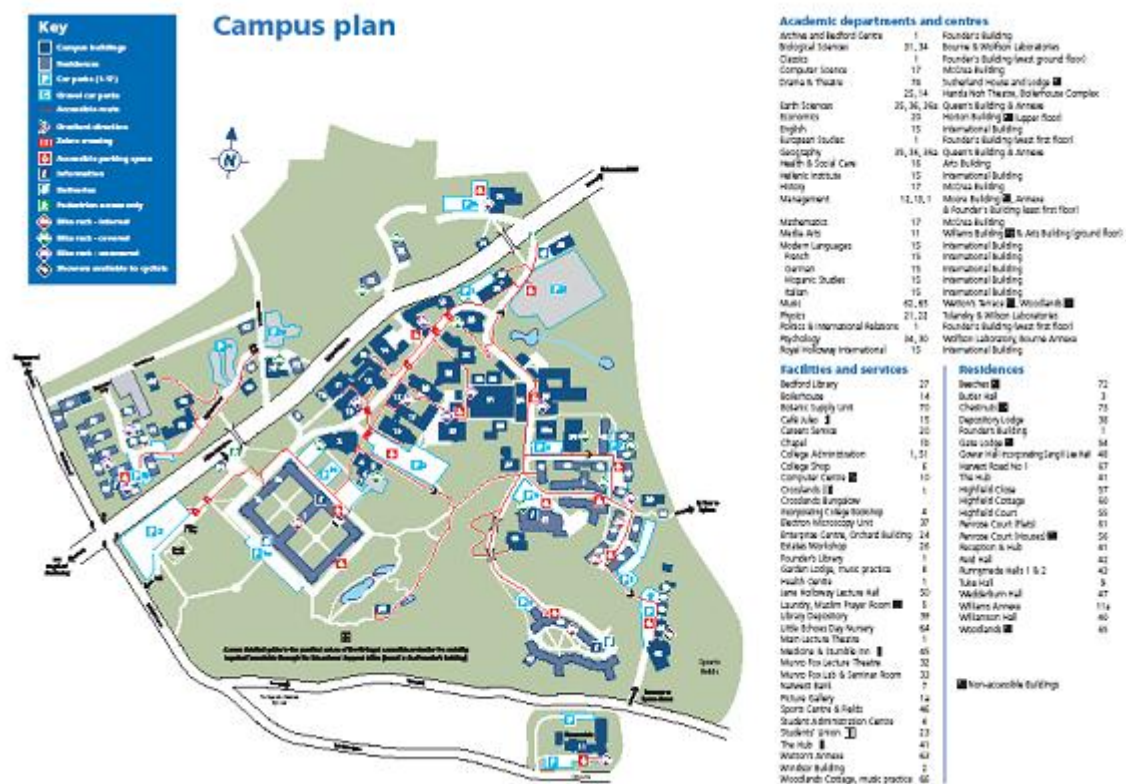
Some of you have joined us shortly after arriving in the UK for the first time, while others may have previous experience of studying in this country. Either way, we hope that enrolling as a student on a course taught by RHI provides a wonderful opportunity to learn and to develop the necessary language and study skills for success as a student in the UK.

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

## 1.2 How to find us: the Department

Royal Holloway International is located on the ground floor of the International Building (no. 15 on [campus map](#)). The main departmental office is based in IN009 and open during core working hours from Monday to Friday.

## 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

Name & email address	Job title	Extension	Office
<b>Sophie ACOMAT</b> <a href="mailto:sophie.acomat@rhul.ac.uk">sophie.acomat@rhul.ac.uk</a>	English Language Tutor	6434	IN002
<b>Gerard CLOUGH</b> <a href="mailto:gerard.clough@rhul.ac.uk">mailto:gerard.clough@rhul.ac.uk</a>	Academic Co-ordinator	3756	IN044
<b>Vicky COLLINS</b> <a href="mailto:vicky.collins@rhul.ac.uk">vicky.collins@rhul.ac.uk</a>	English Language Tutor	4324	IN037
<b>Norlene CONWAY</b> <a href="mailto:n.conway@rhul.ac.uk">n.conway@rhul.ac.uk</a>	Academic Co-ordinator	4111	IN043
<b>Gerald DAMPIER</b> <a href="mailto:gerald.dampier@rhul.ac.uk">gerald.dampier@rhul.ac.uk</a>	Senior English Language Tutor	4124	IN003
<b>Marion ENGRAND-O'HARA</b> <a href="mailto:m.e.ohara@rhul.ac.uk">m.e.ohara@rhul.ac.uk</a>	English Language Tutor	3898	IN037
<b>Alina GHIMPU-HAGUE</b> <a href="mailto:a.ghimpu-hague@rhul.ac.uk">a.ghimpu-hague@rhul.ac.uk</a>	English Language Tutor	4469	IN004
<b>Charlotte KEYS</b> <a href="mailto:charlotte.keys@rhul.ac.uk">charlotte.keys@rhul.ac.uk</a>	English Language Tutor	3240	IN035
<b>Zohreh MOGHIMI</b> <a href="mailto:zohreh.moghimi@rhul.ac.uk">zohreh.moghimi@rhul.ac.uk</a>	English Language Tutor	4319	IN035
<b>Silke PLACZECK</b> <a href="mailto:s.placzeck@rhul.ac.uk">s.placzeck@rhul.ac.uk</a>	Assistant Director	3110	IN033
<b>Katie SHAW</b> <a href="mailto:katie.shaw@rhul.ac.uk">katie.shaw@rhul.ac.uk</a>	English Language Tutor	3812	IN002
<b>Sheryl SIMON</b> <a href="mailto:s.simon@rhul.ac.uk">s.simon@rhul.ac.uk</a>	Director	3335	IN039
<b>Sophia STAVRAKAKIS-WHITE</b> <a href="mailto:sophia.stavrakakis@rhul.ac.uk">sophia.stavrakakis@rhul.ac.uk</a>	Senior English Language Tutor	4320	IN002
<b>Karin WHITESIDE</b> <a href="mailto:karin.whiteside@rhul.ac.uk">karin.whiteside@rhul.ac.uk</a>	English Language Tutor	6263	IN002
<b>Katy WRIGHT</b> <a href="mailto:katy.wright@rhul.ac.uk">katy.wright@rhul.ac.uk</a>	English Language Tutor	3556	IN035
<b>Stuart Wrigley</b> <a href="mailto:stuart.wrigley@rhul.ac.uk">stuart.wrigley@rhul.ac.uk</a>	English Language Tutor	4033	IN037
<b>Departmental office</b>		3829 or 6629	IN009

### Please Note:

If the telephone extension begins with '3'

the full telephone number will be 01784 44 plus the extension

If the telephone extension begins with '4'

the full telephone number will be 01784 41 plus the extension

If the telephone extension begins with '6'

the full telephone number will be 01784 27 plus the extension

## 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.

### 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 directly 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 all staff should be treated as important and read carefully.

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

The 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.

## 2.2 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/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.

## 2.3 Notice boards

The official student notice boards are located outside IN009 on the ground floor of the International Building. Every effort is made to keep these up-to-date.

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

## 2.4 Personal Tutors

Your Personal Tutor is a vital point of contact for any issues you wish to discuss, whether academic, practical or of a more personal nature. If your tutor is not able to answer a query directly, s/he will advise you on where to find further information. You will have an individual meeting for one hour per week throughout the PDIS programme.

## 3 Teaching

### 3.1 Dates of terms

Autumn Term: 23 September 2013 – 13 December 2013

Spring Term: 13 January 2014 – 28 March 2014

Summer Term: 28 April 2014 – 13 June 2014

### 3.2 Reading weeks

Autumn Term: 4 November 2013 – 8 November 2013

Spring Term: 17 February 2014 – 21 February 2014

### 3.3 Attendance requirement

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, workshops, consultations, 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 at all core learning activities, including lectures, seminars and consultations. **It is your responsibility** to complete any attendance register that is circulated and to make sure that your attendance has been noted.

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 attendance level of **80%** 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 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 **Undergraduate Regulations** (see <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 Tutor or another member of staff, or visit the Student Advisory Service or Students' Union as needed (further information can be found on <http://www.rhul.ac.uk/ecampus/welfare/home.aspx> and <http://www.su.rhul.ac.uk/support/>).

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated case by case and discussed by the Department with the 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) by sending an email to your course tutor and to your Personal Tutor
- b. complete the Notification of Absence Form available from eCampus (see <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. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. This should be completed online and emailed to the departmental office at the following address: [RHI-Absence@rhul.ac.uk](mailto:RHI-Absence@rhul.ac.uk).
- 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 <a href="http://www.rhul.ac.uk/ecampus/academicssupport/attendance/notificationofabsence.aspx">http://www.rhul.ac.uk/ecampus/academicssupport/attendance/notificationofabsence.aspx</a> for details of documentation required.)
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.
- The Department 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/academicssupport/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** (see <http://www.rhul.ac.uk/ecampus/academicssupport/examinations/examinations/home.aspx>) and 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/academicssupport/attendance/home.aspx>).

### 3.5 Meetings to discuss attendance concerns

You are likely to be invited to meet with a member of academic staff in your department:

- if you fail to attend all learning activities in two consecutive weeks without providing an explanation;
- where your pattern of absence is:
  - considered to be having an effect your work or causing concern for your well being;
  - pointing to a possible disability that you may not have disclosed;
- where your attendance is approaching the minimum attendance level.

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

### 3.6 Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on <http://www.rhul.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx> and in the relevant regulations (see <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>).

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

### 3.7 Withdrawal of visa

If you are in receipt of a **Tier-4 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 Home Office**. Therefore if you fail to meet Home Office visa requirements and/or fail to respond to informal and formal warnings from the College in this regard, you could have your sponsorship withdrawn, your visa cancelled and your registration with the College terminated. The termination of registration due to a breach in visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

## 4 Programme 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/progspeccs/home.aspx>.

### 4.1 Aims

There are many reasons why international students need additional preparation before entering postgraduate degree level studies. These include:

- the need to improve English language skills: even students who are good at using English for general communication will need to improve such things as their vocabulary, their reading skills, the accuracy and style of their writing;
- the need to get used to university education in Britain: academic life in Britain is often very different from your own culture, including ways of teaching (such things as seminars and tutorials), and forms of assessment (writing extended research papers);
- the need to understand the intellectual culture of study in Britain: this so-called 'critical or analytical thinking and argumentation' is an essential element of academic life and you will need to learn how to present your own ideas within that culture;
- the need to learn or improve study skills: many students need to learn to read faster and more efficiently, to structure essays in an appropriate way, to develop skills for listening to lectures in another language while taking notes at the same time.

### 4.2 Learning Outcomes

The PDIS sets out to prepare international students both educationally and linguistically for graduate study. Within the general aims listed above, it will prepare you to do the following:

- understand a wide range of both written and spoken language and communication, including academic texts;
- take an active part in tutorials and seminars and make clear oral presentations;
- produce written academic English appropriate for graduate study in a variety of formats, including essays, projects and reports;
- gain an internationally recognised English language qualification;
- find, analyse, critique and use information from many sources, including libraries and the Internet;
- be able to work well as an independent learner;
- make appropriate use of IT facilities, including word-processing and other skills considered necessary for graduate study;
- experience what it is like to work and study in Britain; through this experience, to develop a greater awareness and understanding of the cultural differences and expectations of working and studying in Britain.

### 4.3 Programme/Course structure

The Pre-Masters Diploma for International Students consists of four main components:

- English language and academic skills
- an undergraduate academic unit
- independent study
- consultations

The programme is taught over the three terms of the academic year. During Terms 1 and 2 you will participate in a range of English language and academic skills courses in Royal Holloway International, take the equivalent of one undergraduate course unit in an academic department, take IT training courses in the Computer Centre if needed.

Most of the teaching occurs during Terms 1 and 2. Term 3 is devoted to the writing up of the Independent Project as well as English language and academic course assessments and examinations. The table below provides an overview of the programme.

Programme Structure	Contact hours per week		
	Term 1	Term 2	Term 3
<b>English Language and Academic Skills</b>			
Reading & Writing Skills	4 hours per week	4 hours per week before Reading Week; 2 hours per week after Reading Week	
Independent Research Project (IRP) Skills	2 hours per week before Reading Week; 4 hours per week after Reading Week	4 hours per week	
Oral Communication Skills	2 hours per week		
Graduate Skills	1 hour per week		
<b>Assessments:</b>	<ul style="list-style-type: none"> <li>• Group Presentation</li> <li>• Course work essay</li> </ul>	<ul style="list-style-type: none"> <li>• Listening log</li> <li>• Individual Presentation</li> <li>• Course work essay</li> <li>• IRP Proposal</li> </ul>	<ul style="list-style-type: none"> <li>• English language exam</li> <li>• IRP</li> </ul>
<b>In-session English Language Courses</b>			
	3 or 4 hours per week	3 or 4 hours per week	
<b>Academic Unit courses</b>			
Lecture and seminar in academic department	2 or 3 hours per week	2 or 3 hours per week	
<b>Assessments:</b>			• Exam(s)
<b>Consultations</b>			
	1 hour per week	1 hour per week	1 hour per week
<b>Independent Learning</b>			
IRP	Support through weekly consultations and 8 hours of academic supervision of which at least 4 will be face-to-face		
Self-study	At least 20 hours pw	At least 20 hours pw	At least 20 hours pw
IT Training courses	As needed		

During the induction sessions you will be given a timetable for the English language courses on the PDIS. You will then need to add the details of the courses in your academic department and your In-sessional courses. Give a copy of your final timetable to your Personal Tutor during the second week of Terms 1 and 2. Remember to notify your Personal Tutor of any changes to your timetable.

### Key Programme Dates

23 – 27 Sept. 2013	Welcome Week
30 Sept. 2013	PDIS and Academic Unit classes begin
7 Oct. 2013	In-Sessional classes begin
4 - 8 Nov. 2013	Reading Week in Royal Holloway International
18 – 22 Nov. 2013	Assessed group presentation
2 Dec. 2013	Assessed essay submission
Fri. 13 Dec. 2013	Term 1 ends
13 Jan. 2014	Term 2 begins: PDIS and Academic Unit classes begin
17 Jan. 2014	Listening Log submission
20 Jan. 2014	In-Sessional classes begin
27 Jan. 2014	Independent Research Project Proposal submission
10 – 14 Feb. 2014	Assessed individual presentation
17 – 21 Feb. 2104	Reading Week in Royal Holloway International
3 March 2014	Assessed essay submission
28 March 2014	Term 2 ends
17 April 2014	Independent Research Project first draft submission
28 April 2014	Term 3 begins
12 May 2014	Independent Research Project final draft submission
Tba	Academic Unit exam(s)
Tba	English language and academic skills exam
13 June 2014	Term 3 ends

#### 4.3.1 PDIS Courses

##### English Language and Academic Skills courses

The English Language and Academic Skills courses are tailor-made to deal with the needs of the students on the PDIS. The courses develop and revise the language and study skills you will need for successful graduate degree-level studies; specific attention is focused on the development of critical thinking and academic writing. The courses run for ten weeks in Terms 1 and 2; no classes take place during Royal Holloway International Reading Week.

##### *Reading and Writing Focus*

The course uses an integrated 'reading to write' approach, which combines research and use of sources with writing. You will learn to identify key features of sample texts, to read more effectively and efficiently, and develop a critical approach to reading. Attention to the 'macro' writing skills of organization,



structure and paragraphing is combined with 'micro' skills of use of academic vocabulary and grammar, linking language, style and referencing.

You will practise responding to feedback on multiple drafts of your writing, as the length and complexity of written tasks increases through the course.

### *Learning Outcomes*

Students will be able to:

- o Read and understand a range of academic texts, assess their relevance to a task and obtain information efficiently
- o Analyse and evaluate the main points, arguments and supporting detail in a text through close critical reading
- o Write well-argued and clearly structured academic essays, based on a critical use of relevant academic sources
- o Show an awareness of the appropriate use of language and style for academic written work

### *Key Texts*

Bailey, S. 2011, *Academic Writing: A Handbook for International Students* 3<sup>rd</sup> ed., London: Routledge.

A selection of materials from various other sources will be used.

### ***Independent Research Project Skills*** (2 hours a week until Reading Week in Term 1, then 4 hours a week until the end of Term 2)

This course begins by introducing students in a practical way to principles of academic research and guiding them closely to help them form research questions relevant to their chosen field of study. Thereafter, as the level of challenge increases, students are supported in narrowing their field of focus, identifying a research gap, formulating questions, developing a methodology to conduct original research, and answering their research questions. Through a multi-disciplinary approach, students are taught to identify and use features of dissertation writing generic to their chosen academic field.

### *Learning Outcomes*

Students will be able to:

- Apply skills, techniques and knowledge acquired on taught courses to initiate, design and undertake a substantial piece of academic work
- Demonstrate an in-depth knowledge of the particular chosen topic
- Critically review published work
- Implement and utilise research skills: these may be quantitative or qualitative, and will include skills in library research, complemented by other research skills such as questionnaire design, interviewing individuals or hosting focus groups, as appropriate to the academic discipline

- Critically evaluate and interpret research data
- Communicate complex ideas and arguments through a logically structured extended piece of work in an accurate and appropriate range of English

Please note that you will need to purchase the following two texts for this course:

For Term 1: Davies, M.B. (2007) *Doing a Successful Research Project*  
Basingstoke: Palgrave Macmillan.

For Term 2: Cooley, L. and Lewkowicz, J. (2003) *Dissertation Writing in Practice*  
Hong Kong: Hong Kong University Press.

### **Oral Communication Skills** (2 hours a week in Term 1)

This course is designed to enable students to communicate more effectively in a range of situations relating to academic life. The course will examine communication skills needed for everyday life on campus in both academic and non-academic settings, focusing particularly on the skills needed to give effective oral presentations.

#### *Learning Outcomes*

Students will be able to:

- function in academic and non-academic situations;
- take an active role in tutorials and seminars;
- comprehend a wide range of spoken English and respond appropriately;
- be linguistically and culturally prepared to deal with a variety of situations in British daily life.

### **Graduate Skills** (1 hour a week in Term 1)

This is a course which is designed to enable students to develop skills to be used inside and outside the seminar room. Students are introduced to the Volunteering Task and there is a more general focus on effective independent study strategies. The course includes extended opportunities for students to develop skills of critical thinking and academic discussion.

#### *Learning Outcomes*

Students will be able to:

- operate effectively as independent learners;
- use critical thinking and reflection in their work and approach to study;
- take part in oral academic discussion;

## In-session English Language courses

In-session English Language courses are open to all students at Royal Holloway who are non-native speakers of English. They cover a range of language levels and skills giving you the opportunity to develop and practise the language skills where you experience the greatest difficulty.

Which course you take will depend on your IELTS score and/or whether you attended the Pre-session English Language Programme at Royal Holloway International.

The following courses are compulsory for some or all students:

- **Pronunciation 2:** Compulsory for all PDIS students in Term 1 in preparation for Assessed Oral Presentation.
- **Academic Listening & Note-Taking Skills:** Compulsory for all PDIS students either in Term 1 or Term 2.
- **Critical Thinking at University:** Compulsory in Term 2
- **Grammar for Academic Writing:** Compulsory in Term 1, for students who have scored IELTS 6.0 or less overall, and those who feel they need to work on grammar and language accuracy.

PDIS students may enroll for other In-Sessional courses which are of interest and/ or recommended by their personal tutor.

Once you have enrolled on the PDIS you will have access to a Student Handbook for In-session English Language courses which will give you further details about all the courses. You will receive full information about enrolment for the In-session English Language courses during the induction session.

## Courses in academic departments

You will be required to take the equivalent of one undergraduate course in an academic department. This course may consist of one full course unit, or two half-course units. The purpose of this course is to provide you with the opportunity to develop understanding and familiarity with the language used and the approach taken to the study of the discipline which you intend to follow at Masters level. In general, full course units are taught over two terms whilst half-course units are one term in length.

Most academic courses consist of approximately two hours of teaching per week: this usually consists of one hour of lecture and one hour of tutorial/seminar, or two hours of seminar. In addition, students will normally be required to do the following for each course:

- read the recommended texts (sections of books, articles in journals etc.) in preparation for lectures or seminars;
- read and prepare short presentations in seminars or tutorials. This is sometimes done individually and sometimes in small groups;

- read for and write essays – usually two per term;
- take part in other activities common to the discipline.

You are strongly advised to find out what essays or other course work you have to do as soon as possible at the start of each course. This will enable you to plan well ahead as deadlines can come at the same time.

Please make sure you complete the necessary undergraduate *Course Unit Registration Form* in order to register with departments. *The Course Unit Registration Form* also registers you for any final examinations that you will be required to take for the specific course. Shortly before the end of Term 1, you will be able to check that you have been registered for the correct courses via the [student portal](#) (Campus Connect). You should check that the correct courses are listed so that you are entered for the correct exams. If you have any doubts, please discuss these with your Personal Tutor.

Towards the end of Term 2, you will be able to access on-line your examination timetable for Term 3 listing the time and place of the academic course examination(s) you are required to take. If you cannot access the timetable, or you are concerned about the information in any way, you should inform your Personal Tutor immediately.

Academic departments follow differing approaches to which course units are made available to students. In some departments there are key courses at Level 1 or 2 which are appropriate. For some academic departments, choices available will depend on the skill level of the individual student. A senior member of the teaching staff in RHI is responsible for placing students in academic departments.

### **Independent learning**

In order to function successfully in the postgraduate academic environment, it is important to develop learner independence. This means that you have to take responsibility for recognising your learning needs as well as playing an active role in deciding what your learning priorities are. You will note that significant emphasis is placed throughout the programme on developing your strategies as an independent learner so that you can make appropriate and informed decisions about your academic needs as well as your future plans and goals.

## 5 On-campus 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 on <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 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 Department is unable to allow students to use departmental photocopying facilities. 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 on <http://www.rhul.ac.uk/library/usingourlibraries/photocopyingandprinting.aspx>.

#### 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 on <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 Assessment

### 6.1 Assessment structure

The PDIS consists of the following three un-weighted and individual elements of assessment:

- English Language and Academic Skills
- Independent Research Project
- Academic unit (or two half-units)

The table below shows the different components that comprise the *English Language and Academic Skills* element and their weighting within that element.

Element of Assessment		Weighting	Term 1	Term 2	Term 3
English Language and Academic Skills	English Language Exam (Reading and Writing)	40%			✓
	Listening Log	10%		✓	
	Group Oral Presentation	10%	✓		
	Individual oral presentation	10%		✓	
	Assessed course work essay	10%	✓		
		20%		✓	
	100%	20%	40%	40%	

### 6.2 Programme/Course results

In order to qualify for final consideration by the Sub-Board of Examiners, (meeting expected to be held in the week beginning 9 June 2014) a student must first have satisfied [the Department's attendance requirements](#). In addition, students must have completed and presented all work specified for the programme within the specified deadlines. This refers to both Royal Holloway International and the academic departments offering the chosen academic unit or half-units. For Royal Holloway International this includes all summative assessment done in Terms 1, 2 and 3, and a minimum of two other completed pieces of formative coursework for the course entitled *Academic Reading and Writing* taught over Terms 1 and 2.

- b) In order to achieve a PASS a student:
- must achieve a final mark no lower than 40% in the *English Language and Academic Skills* component;
  - must achieve a final mark no lower than 40% in the *Independent Research Project*;

- must achieve a mark of at least 40% in the academic unit or a mark of 40% in both of the two half-course units taken during the Diploma year.

All students will receive a transcript detailing their results. Students who achieve a PASS will receive a *Royal Holloway Pre-Masters Diploma for International Students*.

Please note that tariffs for progression to Postgraduate programmes of study are agreed with individual departments, and are normally above the minimum 'Pass' level for PDIS.

### **6.3 Re-sit regulations**

To be advised.

### **6.4 Marking criteria**

Details of all marking criteria used on the Pre-Masters Diploma for International Students can be found on the PDIS Moodle page.



## 7 General 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 **Examinations** for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information** (see <http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examination/home.aspx>).

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

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

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section **Illness or other extenuating circumstances** 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 special arrangements for your examinations and other forms of assessment. Such requests should be made to the Educational Support Office (ESO) which will carry out an assessment of your needs. Please see the section **Students in need of support** (including disabled students) for further guidance about registering with the Educational Support Office.

### 7.2 Extensions to deadlines

An extension to the deadline of assessed work can only be granted by one of two named individual members of staff in the Department and extensions will only be granted in special circumstances.

If a student wishes to apply for an extension, s/he must do so by submitting an Assessed Work Extension Form to the relevant named individual member of staff at least two working days before the submission deadline for consideration. A copy of this form can be found on (<https://www.rhul.ac.uk/international/documents/pdf/assessedworkextensionform.pdf>).

### 7.3 Penalties for late submission of work

The following College policy applies to all students (new, continuing, resitting and repeating) on taught programmes of study with effect from September 2012. Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see submission of written work above).

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

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

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

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

### 7.4 Anonymous marking and cover sheets

All students taking examinations are issued with a candidate number which is to ensure that exams and, where appropriate, coursework are marked anonymously. All students are allocated a personal candidate number which can be found on the 'Study' tab of the [Student Portal](#).

Because the purpose of the candidate number is to ensure that your work is marked anonymously, it is essential that you do not use your candidate number in conjunction with anything that identifies you, such as your name or Student Reference Number. All members of staff who are authorised to see your candidate number (and who will not be involved in the marking process) will already be able to look it up so you should never have to give it to anyone.

RHI requires all students to complete two copies of the [Assessed Work Submission Form](#) for each assessment done outside of class. It is the student's responsibility to supply these forms with each submission. A copy of this form can be found on <https://www.rhul.ac.uk/international/documents/pdf/assessedworksubmissionform.pdf>.

## 7.5 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.

\*e.g. 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, bibliography and appendices.

## 7.6 Return of written coursework

The following College policy applies to the return of coursework:

Assessed work (other than formal examinations) should be returned within four weeks of the submission deadline, except in cases where it is not appropriate to do so for academic reasons. The deadline for the return of marked work should be made clear to students when they receive their assignments.

RHI regards the regular completion and submission of coursework as an essential element of learning. We undertake to mark and return all course and assessed work within two weeks of receipt, if at all possible. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

## 7.7 Assessment offences

The College has regulations governing **assessment offences** which can 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.

### 7.7.1 Plagiarism

Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided. In your writing classes in RHI you will be taught how to avoid plagiarism. You are expected to use the Harvard Method of referencing and will be taught how to use this method in class.

#### **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. Group working would constitute plagiarism 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.

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.

Please note that RHI guidelines and College regulations will be applied when dealing with instances of plagiarism. Serious offences will be referred to the Head of Department. Students should refer to the [regulations on assessment offences](#) for information on plagiarism.

### 7.8 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** (see

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

## 7.9 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (see <http://www.rhul.ac.uk/coursecatalogue/home.aspx>) and also more generally in the **Undergraduate Regulations** (see <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>). If you do not pass a course unit at a first attempt you may be given an opportunity to 're-sit' or 'repeat' the course unit.

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

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

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

To qualify for summer resits the following criteria set out in the **Undergraduate Regulations** must be met (see also <http://www.rhul.ac.uk/forstudents/studying/academicregulations/home.aspx>):

- (a) the student must already have passed, been allowed, or been granted exemption from courses to a value of at least two units;
- (b) the student may only re-sit the assessment from courses in which s/he has achieved a mark of at least 30% on the first attempt, except where his/her performance was affected by documented extenuating circumstances deemed acceptable by the Sub-board of Examiners.

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

## 7.10 Outcomes of course unit assessment

The Undergraduate Regulations require that for a student to qualify for final

consideration in a course unit, the Sub-board of Examiners will take into consideration:

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

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

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

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

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

(iii) 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 stage and final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance.

Where a student's performance in the assessment was compromised by adequately documented extenuating circumstances, the Sub-Board of Examiners may return alternative course outcomes as set out in the Undergraduate Regulations. In some cases this will require the student to complete additional work or a re-sit of affected assessment. For further details please see **Undergraduate Regulations** (see <http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>).

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

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

## 7.11 Examination 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** (see also <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 (see <http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx>).

## 8 Student Support

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

Your first point of reference for advice within the Department is Vicky Collins [email: [vicky.collins@rhul.ac.uk](mailto:vicky.collins@rhul.ac.uk)]. Inevitably, problems will sometimes arise that staff in the Department are 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 **Student Welfare** page (see <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 Vicky Collins [email: [vicky.collins@rhul.ac.uk](mailto:vicky.collins@rhul.ac.uk)]. You must also contact the ESO (Founders West 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 **ESO Support, health and welfare** page (see <http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx>).

### 8.2 Student-Staff Committee

There is a student-staff committee on which all students taught by the Department are represented. The committee meets 2-3 times each year and plays an important role in the Department as a forum for airing student views. For details of the constitution see Section 7 of RHUL's Committees Handbook (available via this link: <http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/compliance/committeeshandbookmarch2013.pdf>).

### 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 from Monday to Friday. It also 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).

### 8.4 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 and DVDs. 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 (DVDs and 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.

### Web-based resources

Royal Holloway students have access to the following programmes on the Internet:

- Study Skills and IELTS: Study Skills Success Online
- Grammar: Tensebuster
- Pronunciation: Clear Pronunciation
- Study Skills: skills4studyCampus
- IELTS Preparation: Road to IELTS

These, and other learning resources, can be accessed via the [Royal Holloway International website](#). This also 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** 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, including the EAP Toolkit suite, which features:

- 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/course/view.php?id=2175>

## 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 (see

<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** (see <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 Tutor or with another member of staff in the Department. We would hope that the majority of issues of this kind can be resolved by informal discussion. There are, however, procedures that can be invoked in serious cases. These are set out in the **College Complaints Procedures** for students (see <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 (see <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 on the **Health and Safety Webpages** (see <http://www.rhul.ac.uk/health-and-safety/policies-and-procedures.html>).

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.

## 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.

## 11 Appendices

### Appendix a) Royal Holloway International 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 the RHI administrator 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.

## Appendix b) Independent Research Project Declaration Form

**ROYAL HOLLOWAY INTERNATIONAL  
PRE-MASTERS DIPLOMA FOR INTERNATIONAL STUDENTS  
INDEPENDENT RESEARCH PROJECT (FINAL DRAFT)**

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### Declaration to be signed by the student:

I have read the following guidelines on plagiarism and declare that all work submitted is my own and that full reference has been made to other material used.

"All work submitted by students as part of the requirements for any examination or other assessment must be expressed in their own words and incorporate their own ideas and judgments. Plagiarism - that is the presentation of another person's thoughts or words as though they were one's own - must be avoided, with particular care in coursework and essays and reports written in students' own time. Deliberate plagiarism in coursework is as serious as deliberate cheating in an examination. Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if a student includes a summary of another person's ideas or judgments the source must be acknowledged and the work referred to included in the bibliography. Failure to observe these rules may result in an allegation of cheating. Students should therefore consult their Personal Tutor, Personal Adviser or Course Director if they are in any doubt about what is permissible."

Student's signature: .....

Date: .....

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### Submission to Royal Holloway International

Signature of member of staff :.....

Date: .....

Time: .....

**Appendix c) Assessed Work Submission Form**  
**ROYAL HOLLOWAY INTERNATIONAL**  
**ASSESSED WORK SUBMISSION FORM**

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Two copies of this form must be completed in full and attached to the front of your assignment.

**CANDIDATE NUMBER:** .....  
(Background to Modern Britain only)

**NAME:** .....  
(PDIS and PELP both copies; BMB top copy only)

**NAME OF COURSE FOR WHICH YOU ARE SUBMITTING WORK:** .....

**TITLE OF ASSESSED WORK:** .....

.....

**NAME OF TUTOR/MARKER:** .....

**TUNRITIN RECEIPT NUMBER:** .....

**TO NOTE:**

1. The deadline for all assessed work to be submitted is 12 noon on the specified date. Work handed in after 12 noon on the day of submission will be regarded as being late.
2. All assessed work must be submitted to IN009 (International Building) where it will be signed for.
3. Two copies of this form, downloadable from the RHI website, must be attached to all assessed work handed in: one copy will be retained by RHI as a record of submission.
4. You should submit two copies of all assessed work unless your student handbook specifies that you do not need to do so. If you are unsure, please check with the relevant tutor before the day of submission.

**In submitting this form with your assignment you make the following declaration:** I declare that the coursework submitted is my own work and has not (either in whole or in part) been submitted towards the award of any other qualification either at Royal Holloway or elsewhere. I have attributed/referenced all sources of information used during the completion of my assignment, including all direct quotes with quotation marks. I am aware that failure to do so constitutes an assessment offence. I have not submitted this work as part of any other coursework.

If you are registered with the ESO and have a green sticker please make sure it is attached to this coversheet.

Signed: ..... Date: .....

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Office use: Staff signature: ..... Date: ..... Time: .....

**Appendix d) Assessed Work Extension Form**

**ROYAL HOLLOWAY INTERNATIONAL  
ASSESSED WORK EXTENSION FORM**

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Please note that extension to the deadline for assessed work can **only** be granted by Mr Gerard Clough or Ms Silke Placzeck. Extensions must be requested at least two working days before the submission deadline. Please see your student handbook for further details.

**CANDIDATE NUMBER:** .....

**NAME:** .....

**NAME OF COURSE:** .....

**TITLE OF ASSESSED WORK:** .....

.....

**NAME OF TUTOR/MARKER:** .....

**DUE DATE:** .....

**Extension request due to (tick relevant box):**

- medical circumstances (a note from a suitably qualified medical practitioner will be required)
- psychological circumstances (a note from a suitably qualified psychologist or educational psychiatrist will be required)
- other personal circumstances (you will be required to provide a signed statement)

Signed: .....

Date: .....

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**Office Use**

Documentary evidence provided:  Yes  No

Extension agreed until: .....

Staff signature: .....

Staff name: ..... Date: .....