DEPARTMENT OF POLITICS, INTERNATIONAL RELATIONS AND PHILOSOPHY

POLITICS AND INTERNATIONAL RELATIONS
UNDERGRADUATE STUDENT HANDBOOK

2021/2022
Disclaimer

This document was published in August 2021 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 ‘departments’, ‘Centres and ‘Schools’. Students on joint or combined degree programmes will receive two departmental handbooks.
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1 Introduction to your department

1.1 Welcome

Welcome to Royal Holloway. Royal Holloway, University of London (hereafter ‘the College’) is one of the UK’s leading research-intensive universities, with six academic schools spanning the arts and humanities, social sciences and sciences.

This handbook contains information for new and continuing students on undergraduate programmes in the Department of Politics, International Relations and Philosophy. This handbook has been produced for students on programmes involving politics and/or international relations. A separate handbook exists for students on programmes in philosophy.

This handbook gives you information that you will need throughout the academic year. It gives details of who to contact for advice, how we support you and communicate with you, our policies in relation to teaching attendance and assessment, and information on our facilities.

This handbook is not your only source of information. For queries about particular courses, you should contact the course convenor. For issues relating to your academic development, or personal circumstances, you should contact your personal tutor.

1.2 How to find us: the Department

Academic staff in the Department of Politics, International Relations and Philosophy are located on the ground floor of McCreas Building. The School of Law and Social Science Administrative Office is located next door in McCreas 1-01. This can be found on the College campus map as Building 4.

1.3 Map of the Egham campus
Please note, student parking is very limited and is not available if you live in Halls or within 1.5 miles of campus. If you do live more than 1.5 miles away or have a particular reason why you need to come to campus by car, you must apply for a parking permit. If you have a motorbike or scooter you must also register the vehicle with College. Find more information about the Parking Permit portal [here](#).
14 How to find us: the staff

Head of School: Professor Mathew Humphreys
Email: Matthew.Humphreys@rhul.ac.uk; Tel. 01784 44 6482; Office: McCrea 1-01

Head of Department: Professor Oliver Heath
Email: Oliver.Heath@rhul.ac.uk; Tel. 01784 276407; Office: McCrea 1-13

Academic Staff: A full list of staff can be found on the website.

School Manager: Moya Watson
Email: Moya.Watson@rhul.ac.uk; Tel. 01784 44 3564; Office: McCrea 1-01

Help desk: James McEwan
Email: James.McEwan@rhul.ac.uk; Tel. 01784 27 6883; Office: McCrea 1-01

Disability and Dyslexia Services Network Member: James McEwan
Email: James.McEwan@rhul.ac.uk; Tel. 01784 27 6883; Office: McCrea 1-01

15 How to find us: the School office

The department office is located in Room 1-01 in the McCrea building.

16 The Department: practical information

All Undergraduate enquiries should in the first instance be directed to the Helpdesk via email (LSS-School@rhul.ac.uk). A booking system for online appointments will be put in place and advertised at the start of term, for any enquiries in the meantime, please email LSS-School@rhul.ac.uk

17 Staff research interests

Professor Nicholas Allen: British elections and democracy, parliamentary misconduct, political ethics and integrity, the British prime ministership and political executive.

Dr Michael Bacon: Contemporary political theory, in particular pluralism, pragmatism, and theories of democracy.

Dr Giacomo Benedetto: European Union, the effect of Brexit on the EU; European Parliament, Parliaments, Political Parties (particularly socialist and social democratic parties), and public spending and budgets, the EU’s budget.

Dr Michelle Bentley: US foreign policy, mass destruction, terrorism, strategic narratives, and political taboos.

Dr Janina Beiser-McGrath: Ethnic politics, authoritarian politics, political violence and quantitative methods.

Dr Liam Beiser-McGrath: Environmental politics and climate change, financial crises, technological change, international cooperation, quantitative methods, and policy evaluation.
Professor Sarah Childs: Political representation; Gender, parliaments, political parties and British Politics; Feminism and democracy; Feminist institutionalism

Dr Sofia Collignon: The study of candidates, elections and parties; harassment and intimidation of candidates; the role of political communication in the formation and successful implementation of policies.

Dr Antara Datta: South Asian history and politics, with special focus on the politics of forced migration, and gendered communities in South Asia, the Middle East and North Africa.

Dr Tom Dyson: Neoclassical realist international relations theory, European defence and security, military alliances and cross-national defence capability in and the Euro-Atlantic security area.

Dr Yoav Galai: Narrative politics, visual politics and Israel Palestine.

Dr Ursula Hackett: Domestic politics of the United States; public policymaking - particularly education policy; religion and politics; federalism and intergovernmental relations.

Dr Ibrahim Halawi: Revolution and counterrevolution, Middle East Politics

Professor Chris Hanretty: Election forecasting; public opinion; constituency representation; judicial politics; West European politics; quantitative methods.

Professor Oliver Heath: Political choice and party system change in second wave democracies, turnout and political participation in Britain, quantitative methods.

Dr Lyn Johnstone: The politics of Africa, postcolonial studies and normative international relations theory.

Dr William Jones: Refugee politics, politics of Africa (particularly Rwanda), Diasporas, mobilisation, authoritarianism, conflict and fragile states, refugee resettlement and relocation policy.

Dr Mohammad Kalantari: International Relations of the Middle East with particular focus on interaction of regional doctrines, elite ideologies, and political Islam.

Dr Daniela Lai: Transitional justice and peacebuilding; gender and post-war transitions; feminist political economy; qualitative methods; politics of the Balkans.

Dr Adam Lerner: critical IR theory, trauma studies (particularly in its application to IR), 20th century Indian political history, Holocaust Studies

Professor Ben O’Loughlin: International political communication, visual politics, discourse and narrative in politics.

Dr Ivica Petrikova: Aid effectiveness, food security, EU development policy and donor coordination, agricultural policies, social movements, social capital, inequality, and the links between religion, politics, and development.

Dr Chris Prosser: Political behaviour, political psychology, elections, British politics, comparative politics, quantitative methods

Dr Nat Rutherford: Disagreement over values; Marx and Marxist thought.

Dr Cassilde Schwartz: Comparative politics, Latin American and Caribbean politics, migration, protest,
political participation, public opinion, quantitative methods, experimental methods.

Dr Jonathan Seglow: Contemporary political theory, especially toleration, free speech, citizenship and cultural diversity.

Dr Dishil Shrimankar: Political parties, elections, comparative politics, Indian politics and research methods.

Professor Laura Sjoberg: Gender, Sexuality, International Security, Women’s Political Violence, Political Methodology, Just War

Professor James Sloam: Young people's politics, political participation, social movements, political parties (social democracy), and German politics.

Dr Kaat Smets: Political behaviour, elections, public opinion, political sociology, comparative politics and research methods.

Dr Thomas Stubbs: Development studies, global and public health, political economy, urban studies, quantitative methods, East African politics.

Professor Joost van Spanje: Political behaviour, comparative politics, elections, campaigns, public opinion, political journalism.

Dr Gauri Wagle: Contemporary democratic theory, political imagination, systemic and especially racial inequalities, international political economy

Dr Tom Watts: American foreign and security policy, remote warfare, and lethal autonomous weapons systems

Professor Nathan Widder: Contemporary post-Nietzschean political theory and philosophy and the history of political and philosophical thought.

1.8 Student Societies

PIRSoc
The Politics and International Relations Society, PIRSoc, is one of the most active student groups in the College. It organises a number of social events, debates, and guest speaker lectures. For several years, it has also fielded award winning student teams to attend the National Model United Nations Conference in New York in March/April. In spring of 2018, PIRSoc won the Society of the Year award from the UK Political Studies Association. Details of PIRSoc can be found on the Student Union website (https://www.su.rhul.ac.uk/) and at https://intranet.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/pirsociety.aspx

DipSoc
PIR students also spearheaded the creation of a Diplomatic Society (DipSoc), which has been active in the College since early 2011. It organises debates, visiting speaker events, and trips to London embassies and other institutions such as NATO headquarters in Brussels. It has also sent teams to Model UN competitions in both the UK and Europe. Details of DipSoc can be found at: https://intranet.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/diplomaticsociety.aspx

2 Support and advice

2.1 Support within your School

The School Helpdesk is there to help you with any questions or concerns you might have about your studies. It is situated in McCrea 1-01

Due to the current outbreak of coronavirus, the office will not be open for walk-up appointments in Term 1. Instead, there will be a booking system established, which you will be emailed about prior to the start of term: if you need to
speak to someone to resolve a query that cannot be answered by email, please do book an appointment via that system, and the Office will provide a one-to-one appointment session to try and resolve your problem. For the majority of queries, the best thing to do would be to email LSS-School@rhul.ac.uk

3 Communication

3.1 Notice boards

The official student notice boards are on the walls in McCrea. Every effort is made to post notices relating to classes well in advance.

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

3.2 Personal Tutors

Each student will be assigned an academic member of staff as a Personal Tutor. Personal Tutors oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their Tutors during Welcome Week and returning students should arrange to meet their supervisors early in the academic year. Personal Tutors can change in the first two years as a result of sabbaticals, etc. For final-year students who are writing dissertations (in the case of joint honours students dissertations might be written in the partner department, and for Economics, Politics and International Relations students the dissertation is optional), your Personal Tutor will be your dissertation supervisor.

Students are encouraged to keep in touch with their Personal Tutors. Students who are experiencing difficulties of an academic or non-academic nature should normally consider their Personal Tutors to be their first point of contact, though course conveners, teaching assistants, and School admin staff should also be treated as contacts where appropriate.

3.3 Questionnaires

We welcome student feedback at any time during the academic year. The student-staff committee provides an important forum for in-year feedback, but students should feel free also to contact course leaders, the School Manager, or the Head of Department.

We also ask you to fill out course evaluation forms. These are distributed in the last week of each term, and are anonymous. We take this feedback seriously, and use it when we revise our courses at the end of the year.

The results from course evaluations are collated and monitored by the School’s Teaching Committee and by the Head of Department and the staff concerned.

4 Teaching

4.1 Study weeks

Term dates for the year are as follows.

**Autumn term**: Monday 20 September to Friday 10 December 2021

**Spring term**: Monday 10 January to Friday 25 March 2022

**Summer term**: Monday 25 April to Friday 10 June 2022

Please find your individual timetable here.
5 Degree Structure

Full details about your programme of study, including, amongst others, the aims, learning outcomes to be achieved on completion, modules which make up the course and any course-specific regulations are set out in the course specification available through the Course Specification Repository.

5.1 Department Specific information about degree structure

There are three groups of degree involving the study of politics and international relations: Single Honours and Major; Joint Honours; and Combination degrees with Politics or International Relations as a Minor subject. For information on how and when you can change between these degrees see the section “Change of Degree Programme”.

SINGLE HONOURS / MAJOR IN POLITICS

- BA Politics (L200)
- BA Politics and International Relations (L290)
- BA International Relations (LF50)
- BA Politics with Philosophy (L2V5)

These programmes are designed to give students a rigorous grounding in all aspects of political science and international relations. They serve as ideal preparation for careers across the public and private sector, including in public affairs, the civil service, journalism, teaching, finance, research and political campaigning. Many of our students also go on to study postgraduate degrees.

BA Politics and International Relations gives the student greatest choice of courses. Students on BA Politics with Philosophy are expected to take 30 credits (one year-long module or two half-year modules) per year in Philosophy.

JOINT HONOURS PROGRAMMES

- BSc Economics, Politics and International Relations (LL12) (including with a Year in Industry)
- BA European and International Studies (French R100/German R200/Italian R300/Spanish R401)
- BA History, Politics and International Relations (VLN1)
- BA Politics and International Relations and Philosophy (LV25)
- BA Politics, International Relations and Modern Languages (French – LR21/German – LR22/Italian – LR23/Spanish – LR24)
- BA Politics and Law (LM2) (including with a Year in Industry)
- BSc Politics, Philosophy and Economics (LoVo)

Our various Joint Honours programmes equip students with the knowledge and skills appropriate to both disciplines (three in the case of PPE). As with our Single Honours programmes, they serve as ideal preparation for post-graduate employment or further study.

Students typically take core modules in both departments. For students on BA European and International Studies, BA Politics and Law, BA Politics and International Relations and Philosophy, BA Politics, International Relations and Modern Languages and BSc Politics, Philosophy and Economics, the Department of Politics, International Relations and Philosophy is the “home department”.

This means that we will deal with issues of registration and student welfare, and you should approach us with any questions or problems. You must also keep in touch with your other department.

POLITICS OR INTERNATIONAL RELATIONS AS A MINOR SUBJECT
- BSc Economics with Political Studies (L1L2) (including with a Year in Industry)
- BA Modern Languages (French R9L2/German R9L2/Italian R9L2/Spanish R9L2/Multilingual Studies Q1L2) with International Relations
- BA Music with Political Studies (W3L2)
- BA Philosophy with Politics (V5L2)
- LLB Law with International Relations (MF50) (including with a Year in Industry)
- LLB Law with Politics (M1L2) (including with a Year in Industry)

These programmes enable students to focus on another discipline but engage with modules in politics or international relations by taking the equivalent of 30 credits (one year-long module or two half-year modules) per year. Students on the LLB can take up to 60 credits of politics or international relations modules in their final year only.

The Department of Politics, International Relations and Philosophy is not the “home department” for these programmes. Your other department will deal with issues of registration and student welfare, and you should approach them with any questions or problems.

General programme structures

First-year students take up to four modules in politics and international relations, which are designed to introduce students to the study of politics and international relations, including political theory and research methods. The combination taken by students varies across degree programmes (see the table below).

- PR1000 Researching Politics and International Relations: Methods, Techniques and Analysis introduces students to political research. It is the first year of our “research spine” and lays important foundations for second-year modules.
- PR1400 Introduction to Politics and Government introduces students to comparative politics and how different countries organise their political institutions and governing arrangements.
- PR1500 Introduction to International Relations provides a foundational knowledge of the changing international system and the theories we use to make sense of it.
- PR1520 Classic and Contemporary Readings in Politics and International Relations introduces students to some of the key ideas and thinkers who have shaped our understanding of both domestic and global politics.

Students are also required to pass a Moodle-based writing skills quiz (SS1000) in order to progress into the second year of study.

All these modules are year-long and taught by a combination of lectures and seminars.

The second-year courses build on those taken in first year and provide a deeper analytical framework for the study of politics and international relations. They also allow students to focus on those areas of study that most interest them.

Students on BA Politics, BA Politics and International Relations, BA International Relations and BA Politics with Philosophy must take PR2000 Researching Politics and International Relations: Analysis, Design and Practice, the second stage in our “research spine”. Most students must also take at least one module in theory depending on their programme.

These modules are also year-long and taught by a combination of lectures and seminars.

Students on BA International Relations, BA Politics, BA Politics and International Relations, BA Politics and International Relations and Philosophy, BSc Politics, Philosophy and Economics, BA Politics and Philosophy with Economics and BA Politics with Philosophy are also required to pass a Moodle-based self-reflection exercise (SS2000) in order to progress into the second year of study.

The final-year is the chance for our students both to apply the knowledge gained form the first- and second-year modules and to engage with more specialised modules. All students on BA Politics, BA Politics and
International Relations, BA International Relations and BA Politics with Philosophy must take PR3000, the undergraduate dissertation in politics or international relations. The dissertation is the final stage of our “research spine”.

The precise range of options varies from year to year, depending on staff availability. Reflecting their specialised nature, and in order to maximise student choice at this stage in the programme, our final-year modules are generally half units and take place in only one term. This means that students needs to select up to six, depending on their degree programmes.

Students are allowed to (but are not recommended to) take the equivalent of three half units during the autumn term and five half units during the spring term, or five half units during the autumn term and three half units during the spring term.

The following table summarises the above description of the programmes.

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52 Change of course

You may transfer to another programme subject to the following conditions being met before the point of transfer:

- You must satisfy the normal conditions for admission to the new programme;
- You must satisfy the requirements in respect of mandatory courses and progression specified for each stage of the new programme up to the proposed point of entry;
- The transfer must be approved by both the department(s) responsible for teaching the new programme and that for which you are currently registered.
- If you are a student with Tier 4 sponsorship a transfer may not be permitted by Tier 4 Immigration rules.
- You may not attend a new programme of study until their transfer request has been approved.

Further information about changing programmes is available in Section 8 of the Undergraduate Regulations.

You are only permitted to change programmes up to a maximum of three weeks after the start of teaching (excluding Welcome Week). With the following exceptions:

- if the change is only in degree pathway title, which does not affect the course units taken and you are still taking the correct course units (worth 120 credits in total) as detailed in the relevant programme specification;
- if the change does affect the course units taken and you have to pick up an extra half unit in the Spring term but you would be taking the correct course units as detailed in the relevant programme specification and would have no less than 120 credits.

The department is happy to consider changes of degree universally up until the end of the first year of study for any students. Students wishing to change degree programme must consult with their Personal Tutor to see if the change is right for them before notifying the Administration Office who will then help them complete the necessary paperwork.

Requests to change your degree programme after the end of the first year are considered on a case by case basis by the Department. Students must have their request approved by our UG Education Lead Professor Nicholas Allen (Nicholas.Allen@rhul.ac.uk) or by our Head of Department, Professor Oliver Heath (Oliver.Heath@rhul.ac.uk) in order to change degree any time after the start of their second year of studies.

6 Facilities

6.1 Facilities and resources within your department

The Rumford Library is located next to McCrea 1-38

This library was established in memory of Professor Chris Rumford, a founding member of the Department of Politics and International Relations. It has been set up using donations by both staff and students and is intended to help students in the PIR department.

Students are welcome to borrow any book for as long as they need it – the library works on an honours-based system. We ask that students return books in the same condition that they find them. We also ask students to be mindful of other students' needs when borrowing books.

We encourage students to donate any unwanted books to the Rumford Library at any point during the year.
6.2 The Library

The Library is housed in the Emily Wilding Davison Building.

Details, including Library Search, dedicated subject guides and opening times can be found online from the Library home page.

The Ground Floor of the Library contains a High Use Collection which includes many of the books assigned for undergraduate courses. The rest of the Library collections are on the upper floors. There are plenty of study areas and bookable rooms to carry out group work, as well as many areas to work on your own. The Library contains a large number of PCs and has laptops to borrow on the ground floor to use in other study areas.

The Information Consultant for Politics and International Relations is Greg Leurs who can be contacted at Greg.Leurs@rhul.ac.uk

6.3 Photocopying and Printing

The departmental printers and photocopier are reserved for staff use. Copier-printers (MFDs) for students are located in the Library, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available here:

If you require copying to be done for a seminar presentation, you need to give these materials to your tutor to copy on your behalf. Please make sure that you plan ahead and give the materials to your tutor in plenty of time. Alternatively, there are computers available for your use in the Library, and Computer Centre.

6.4 Computing

How to find an available PC

There are ten open access PC Labs available on campus which you can use, including three in the Computer Centre. For security reasons access to these PC Labs is restricted at night and at weekends by a door entry system operated via your College card.

7 Assessment Information

7.1 Engagement Requirements

It is important that you attend as many teaching activities as possible, both online and in person. We will be in contact with any students who regularly miss teaching activities over a two-week period. We may also be in contact with you if we have other reasons to suspect that you are not fully engaging with your studies. These interventions are designed to be supportive and to ensure that all students are able to participate in their learning; poor attendance may be an indicator of a wider wellbeing situation. We will approach absence in the first instance as an issue for support and we are keen to help you with issues that prevent you progressing with your studies. However, if your pattern of attendance continues to suggest that you are not engaging appropriately in your studies, then we may look to send you a first, and then potentially a second formal warning, with the final possible outcome being termination of your studies at Royal Holloway.

7.2 Anonymous marking and cover sheets

The School uses anonymous marking for most of its assessments. This means that when you submit a piece of
work, you must not write your name on your essay, and you must include your candidate number.

You can view your candidate number by going to the "My studies" tab in Campus Connect and then "My exams info".

Your candidate number is normally allocated around mid-October. You’ll receive a new candidate number each year.

When submitting work through Moodle all work remains anonymised until marks and comments are released back to students, so to this end please do not put your name or student number within the essay. When submitting on Moodle please ensure you include your candidate number in the essay submission title.

7.3 Submission of work

All coursework in the Politics and International Relations Department should be submitted through Moodle. You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy. Marks and comments will be provided via Grademark, the Turnitin essay marking system.

Please remember that it is your responsibility to ensure that you upload the correct document to the correct Turnitin box and we strongly recommend that you upload your essay well before the deadline and check all submissions to avoid late penalties being applied. Once the deadline has passed work cannot be re-uploaded and any incorrect work cannot be replaced.

Essays must be uploaded to Turnitin using your candidate number as the document title, please see the below screenshot demonstrating how to do this

7.4 Penalties for over-length work

Being able to express your ideas clearly and concisely are key academic skills. They are also important transferrable skills. Word limits are there to help you to develop your ability writing and to encourage you to get to the point.

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13, paragraph (5) of the College’s Undergraduate Regulations:

Section 13 (5)

Any work (written, oral presentation, film, performance) may not be marked beyond the upper limit set.

The upper limit may be a word limit in the case of written work or a time limit in the case of assessments such as oral work, presentations, films or performance. In the case of presentations, films or performance these may be stopped once they exceed the upper time limit.

In addition to the text, the word count should include quotations and footnotes. Please note that the following are excluded from the word count: candidate number, title, course title, preliminary pages, bibliography and appendices.

7.5 What to do if things go wrong – Extensions to deadlines

Please refer to the Extensions Policy and guidance on the College’s webpage about Applying for an Extension.

Please note: Not every assessment is eligible for an extension e.g. presentations, Moodle quizzes or problem sets. Please check with your module tutor if you are unsure.
7.6 Support and exam access arrangements for students requiring support

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that Disability and Dyslexia Services (DDS) can put in place adjustments, support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more. If you have a disability or SpLD you must register with the Disability and Dyslexia Services Office for an assessment of your needs before adjustments, support and exam access arrangements (*) can be put in place. There is a process to apply for special arrangements for your examinations – these are not automatically put in place. Disability and Dyslexia Services can discuss this process with you when you register with them. Please see section 2 above for further guidance about registering with the Disability and Dyslexia Services Office.

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

Your first point of reference for advice within the Department is the Departmental Senior Tutor Dr Michael Bacon. Inevitably, problems will sometimes arise that Dr Bacon is not qualified to deal with. The College offers a high level of student welfare support which includes a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of student wellbeing financial, career and other advice. There is also an NHS GP practice (the Health Centre) on campus located in Founder’s East. Further details of each service can be found on the College web on the Student Welfare page.

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Disability and Dyslexia Services Office (DDS) representative is James McEwan. You must also contact the DDS (Founder’s West 143; Tel: +44 (0)1784 276473; email: disability-dyslexia@royalholloway.ac.uk) who will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page.

7.7 What to do if you have difficulty writing legibly

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

7.8 Academic Misconduct - Plagiarism

The College regulations on academic misconduct (also known as assessment offences) can found on the Attendance and Academic Regulations page of the student intranet.

Academic misconduct includes, but is not limited to plagiarism (see below), commissioning, duplication of work, (that is, submitting work for assessment which has already been submitted for assessment for the same or another course), falsification, impersonation, deception, 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 academic misconduct in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Tutors or other members of staff in their department should they have any queries about what constitutes academic misconduct. The College treats academic misconduct very seriously and
misunderstanding about what constitutes academic misconduct will not be accepted as an excuse. Similarly, extenuating circumstances cannot excuse academic misconduct.

What is Plagiarism?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet. Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.

If you have any concerns about how to avoid plagiarism, please speak to your personal tutor or one of your seminar tutors.

8 Health and Safety Information

The Health and Safety webpage provides general information about our health and safety policies.

8.1 Code of practice on harassment for students

The College is committed to upholding the dignity of the individual and recognises that harassment can be a source of great stress to an individual. Personal harassment can seriously harm working, learning and social conditions and will be regarded and treated seriously. This could include grounds for disciplinary action, and possibly the termination of registration as a student.

The College's Code of Practice on personal harassment for students should be read in conjunction with the Student Disciplinary regulations and the Complaints procedure.

8.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found here. Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours. The Department and the type of work conducted by students is classified as a low risk activity and as such the following advice is relevant.

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

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

8.3 Department Codes of Practice

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.

FAQ

What to do if...

You have a problem with a specific module?
See your workshop/seminar tutor or lecturer first. If you cannot find them, try your personal tutor.

You need an extension for your assignment?
Extensions are only given in exceptional circumstances. When you log into Campus Connect you can apply for an extension under the ‘Extensions’ heading in the My Studies Tab. In addition, please see the Extensions Policy above.

You have a problem with your course?
If you are not sure if the choices you made on your course units were entirely appropriate, get in touch with your Programme Lead.

You have a general problem with your studies (I want to change course/university)?
See your Programme Lead. If you cannot find them, try your personal tutor.

You have a general personal/social/academic problem?
You could be studying for too long, or want to take up that part-time job, or you don’t get on with your flat mates. See your personal tutor. Remember that you can also speak to the confidential Student Counselling Service for personal and social problems.

The lecturer you would like to see is on sabbatical?
Check with your Senior Tutor about who is replacing your tutor.
You have experienced sexual harassment, assault, discrimination or a hate crime?
Please get in touch with Wellbeing@rhul.ac.uk as soon as you physically can, copying your personal tutor.
If you require medical attention, please call, or attend the on-campus medical facilities. If you think any unlawful activity has been committed, call the Police on 999 as soon as you can.

If you would like to report an incident anonymously, please use the RH BeHeard form to do so.

What if an incident is taking place right now?
If you are on campus, College Security operates, and is contactable, 24 hours a day, 7 days a week for your protection. If there is an emergency on campus please call the Security Control Centre located in Founder's East reception:

Emergency number: 01784 443888
securityrhul@royalholloway.ac.uk
Telephone: 01784 443063

Store these numbers in your phone now – you might need them quickly at some point. If you are not on campus and are still at risk, call the Police immediately on 999.

You have a general or specific complaint?
In the first instance you should raise the problem with the person concerned. If this is not suitable then there are two channels to follow:

- Arrange to see the Programme Lead and, if that does not help, the Head of Department
- Contact your student representatives sitting on the Student-Staff Committee who can raise your concern in the meetings, or bring the matter directly to the School’s attention. Student feedback questionnaires for each course unit are reviewed as part of our annual monitoring process. Ultimately, students have recourse to the College Complaints Procedure (available on the web).

10 Glossary

We understand that many of the concepts used in your everyday university life will be new to you. To make your life easier, please familiarise yourself with the following concepts.

Module Tutor – A member of academic staff who is responsible for the running of a module – also known as Course Co-Ordinator, Course Convenor, Lecturer or Instructor.

Modules – also called course units. These are the specific credit-bearing units taken during one academic year. They are either “whole” modules taken over two terms (typically bearing 30 credits) or “half” modules taken within one term only (typically bearing 15 credits). Within an academic year, you will be typically taking modules adding up to 120 credits.

Lectures – usually a one-hour session in which the most important points of a topic will be discussed by the lecturer. Students are required to attend, participate, and do any upfront or follow-up activity to prepare for the Lecture and the subsequent Seminar/Workshop.

Personal Tutor – A lecturer allocated to a number of students to give advice on academic and personal matters. Your Personal Tutor is the first person to whom reference requests should be directed.

Plagiarism – The passing off the thoughts and ideas of someone else without referencing them properly and claiming them to be your own.

Programme Lead – A lecturer who is responsible for an Undergraduate Programme and the students on it. Sometimes Programme Leads are referred to as the Academic Coordinators.
Registration – notice of intent to register for and take one of the course units available in that academic year. This is a School-level activity.

Repeat – Where a course unit has been failed a student may be offered the opportunity to Repeat. This means that all lectures and workshops are attended, all required coursework is submitted and the final examination sat. A repeat course will be charged at 25% of full fees for whole modules and 12.5% for half modules. A Repeat is the second and final attempt to pass a course. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office.

Resit – Where a course has been failed a student may be offered the opportunity to resit. This means that the student is only required to re-submit failed coursework or resit the examination. Components of the course which were passed will have their marks brought forward and the resubmitted or resit exam grades will be incorporated into the new final mark. All resit marks are capped at a maximum of 40%. There is an administrative fee for resits. Exact amounts should be available from the Student Administration Centre and/or LSS Admin office. A resit is the second and final attempt to pass a course.

Seminars – group classes which form a part of the course unit. Seminars are separate to the lecture but will act as a follow up and discussion on the topics covered in the lecture.

Seminar Tutor – This is a Teaching Assistant (TA) who assists the Module Tutor by leading seminars/workshops as a part of the course unit. They can also be called Seminar Leaders.