DEPARTMENT OF MEDIA ARTS
BA/BSc Digital Media Culture and Technology
UNDERGRADUATE STUDENT HANDBOOK
2017/2018
Disclaimer

This document was published in September 2015 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’ ‘Centres’ and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your departmental website http://www.rhul.ac.uk/mediaarts/home.aspx where it will be possible to follow the hyperlinks to relevant web pages.
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Introduction to the Department

1.1 Welcome: Heads of Department

Welcome to the degree of BA/BSc in Digital Media Culture and Technology, jointly run by the Department of Media Arts and Computer Science. We would like to extend an especially warm welcome to all our new students who are taking part in this new and exciting programme. The degree will evolve with you over the course of the next three years and you will have a strong opportunity to shape it and provide your input into the experiences you have over the course of your time here. This is a unique collaboration between Media Arts and Computer Science and provides you with a range of skills in AV media creation as well as coding and computing, alongside a critical mindset to make the best use of these skills in historical and social context.

Within the framework of the programme you will be able to develop your potential, but this will require commitment, determination and inspiration. We look forward to working with you to fulfil that potential over the coming three years.

Professor Chris Townsend, Media Arts
José Fiadeiro, Computer Science

1.2 How to find us

The Department of Media Arts is located in the Williams Building and the Arts Building. This can be found on the College campus map as building 11 and 16.

The Department of Computer Science is located in the McCrea Building. This can be found on the College campus map as building 17.

The Media Arts departmental office is located on the ground floor of the Arts Building in room G15. The office is open weekdays from 8am to 4pm and normally closes for lunch from noon to 1pm. Letters may be left in the office for members of staff and information about courses may be collected. The main contact details for the department are:

Department of Media Arts,
Royal Holloway, University of London
Egham, Surrey TW20 0EX
Telephone Number: 01784 443734
Fax Number: 01784 443832
Email: MediaArts@rhul.ac.uk

The Computer Science departmental office is located on the ground floor of the McCrea Building in room 126. The office is open weekdays from 9am to 5pm. Letters may be left in the office for members of staff and information about courses may be collected. The main contact details for the department are:

Department of Computer Science,
Royal Holloway, University of London
Egham, Surrey TW20 0EX
Telephone Number: 01784 443230
Fax Number: 01784 439786
Email: depsec@cs.rhul.ac.uk
Any student may make an appointment to see the Head of Media Arts Department by contacting Jackie Marty, the Senior Faculty Administrator (Room G14) or the Head of Computer Science by contacting Jo Hible, the Department Manager (Room McCrea 126). Academic Staff office hours can be found on their office doors or on our websites. The Williams Building houses all our Audiovisual and media technical facilities, together with the offices of our technical support staff. The McCrea Building houses all computer science technical facilities and support staff.

1.3 Map of the Egham campus

Or view our interactive map here:
https://www.royalholloway.ac.uk/aboutus/ourcampus/virtualtour/home.aspx

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

Media Arts full contact details available at: https://www.royalholloway.ac.uk/mediaarts/staffdirectory/home.aspx

<table>
<thead>
<tr>
<th>Academic Staff</th>
<th>Title</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Name</th>
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</tbody>
</table>

**Computer Science contacts**

https://www.royalholloway.ac.uk/computerscience/staffdirectory/home.aspx

1.5 Staff research interests

Details of staff research interests can be found on the departmental website:
https://www.royalholloway.ac.uk/mediaarts/research/home.aspx
https://www.royalholloway.ac.uk/computerscience/research/home.aspx

2 Communication

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

1. **College Email**: This is the primary platform for official communication of department and College information. Information on how to set up and troubleshoot your email account is available at: https://www.royalholloway.ac.uk/it/faq/collections/email-student.aspx

2. **Moodle**: Moodle will often be used for course specific announcements, such as changes to class times, location and details of weekly activities.
3. **Telephone and post:** 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).

4. **Internal post:** All post addressed to students in Media Arts is delivered to student pigeonholes located in the main Media Art Office G15.

5. **Noticeboards and website:** The official student notice boards are on the walls in the Arts Building (Ground Floor) and Williams Common Room. Every effort is made to post notices relating to class times etc. well in advance, but occasionally changes have to be made at short notice and in that case email and/or social media will be used. The information for current students page on the website also contains key documents and resources relating to your studies.

6. **Social Media:** The department also communicate via social media:
   - Twitter: @rhulmediaarts #mediaarts

### 2.1 Department Communications Policy

Read the below carefully on our policy regarding communications with students:

- College Email is the primary platform for official communication. You should check regularly (at least daily).
- College and Department DO NOT USE PRIVATE EMAIL accounts for communications. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. See help at: [https://www.royalholloway.ac.uk/it/faq/collections/email-student.aspx](https://www.royalholloway.ac.uk/it/faq/collections/email-student.aspx)
- If contacted by a member of Department or College staff and asked for a reply, you are required to respond within 1 working day.
- Department Academic staff will respond within 3 working days during term time. Outside of term please remember that members of academic staff may be away from College at conferences or undertaking research and may take longer to respond.
- Department Administrative staff will respond within 2 working days, and will usually respond within 1 working day.
- Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.
  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.

### 2.2 Personal Advisors

A personal advisor (PA) is assigned to every student and regular meetings are arranged by the advisors (at least once a term). All BA Digital Media Culture and Technology
students will be assigned a PA from the Media Arts department. All BSc Digital Media Culture and Technology students will be assigned a PA from Computer Science. In the first year of your degree, prior to pathways being chosen, students will be allocated a PA from Media Arts.

Meetings with your PA will provide an opportunity for students to discuss any matters of concern, whether relating to their academic progress or to other aspects of their life and work in the department. Personal Advisors have a duty of confidentiality about issues raised by their advisees. Your Advisor will have regular office hours which are usually displayed on their office door. You can visit your Personal Advisor during their office hours.
You may also make an appointment to see your Personal Advisor if you have anything you wish to discuss outside their office hours.

3 Teaching

3.1 Dates of terms

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

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/ or miss lectures/ seminars/ practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see 3.3 below). During the summer term, after the summer examination period, you are expected to attend all required academic activities organized by your department(s) and to be available should you be required to meet with College staff for any reason.

3.2 Reading weeks
The departments of Media Arts and Computer Science have no formal reading weeks. However individual course convenors may decide to have a one-week break during each term in which a course is taught and will advise students accordingly.

3.3 Attending classes and engaging with your studies
Both departments monitor your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the departments may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration.

Students must
- Attend all classes necessary for the pursuit of their studies,
- Undertake all assessments.
- Attend meetings and other activities as required by the Department.

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

The departments will monitor your attendance at lectures and/or seminars. **It is your responsibility** to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying. Please note that you are not permitted to ask fellow students to sign the attendance register on your behalf if you cannot attend.

It is important that you attend 100% of 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 of 80% attendance per course has been set. You should also be aware that there may be some courses which you study which have a specific course attendance requirement.

If you face difficulty in attending any classes or undertaking an assessment **it is your responsibility** to inform the department(s) in which you are studying and provide a satisfactory explanation. As long as you are meticulous in your honesty in reporting and explaining these exceptions, we aim to be understanding in our response.

You must manage your time so that any paid employment, voluntary or other activities fit into the times when you are not required to be in a class. You are reminded that Undergraduate Regulations ([http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](http://www.royalholloway.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 Advisor, year tutor or another member of staff, or visit the Student Advisory Service or Students' Union before your problems get out of control. There are many people who can provide support ([see Support on [http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx](http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx)](http://www.royalholloway.ac.uk/ecampus/welfare/home.aspx) and [https://www.su.rhul.ac.uk/advice/](https://www.su.rhul.ac.uk/advice/) but remember - they cannot help if you do not ask.

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated case by case and discussed by the departments with the Disability and Dyslexia Services and the Academic Quality and Policy Office.
3.3.1 Your responsibilities in relation to attendance

Your responsibilities around attendance and engagement include:

- attending all classes necessary for the pursuit of your studies (including lectures, seminars, practicals and personal tutorials);
- undertaking all summative and formative assessment requirements for your courses;
- attending all meetings and other activities as required by the department(s) in which you are studying;
- where you experience any form of difficulty in attending classes, for whatever reason, contacting the department(s) in which you are studying to notify them of your circumstances at the earliest possibility.

You are expected to fully engage in your classes, undertaking any reading, research or further preparation identified between these sessions alongside punctual attendance. It is essential that you make suitable arrangements for travel to your classes and plan to arrive in good time, as teaching will start at five minutes past the hour and finish five minutes before the hour. You will normally be marked absent if you turn up late without good reason.

3.3.2 Departments’ responsibilities for monitoring attendance

The Media Arts Department will monitor your attendance at lectures, seminars and workshops. It is your responsibility to complete any attendance register that is circulated and to make sure that your attendance has been noted. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying or the department in which you are taking courses in the case of electives, for example.

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 as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

i. you fail to attend for two weeks without providing notification of your absence;
ii. you display a pattern of absence that the department feel is affecting or is likely to affect your work
iii. you display a pattern of absence that the department feel is a cause for concern over your wellbeing or may point to a disability which you may not have disclosed.

3.3.3 College’s responsibilities for monitoring attendance
The College has a number of important obligations in relation to monitoring your attendance and engagement, including legal responsibilities under the Equality Act (2010). As a result, the College may adjust the attendance requirement for your programme but will only do this when such adjustment does not compromise competence standards or your ability to reach the learning outcomes of your programme. Any need to adjust attendance requirements will be treated case by case and discussed by the department with the Disability and Dyslexia Services (DDS) and Academic Quality and Policy Office (AQPO).

The College also has obligations places on it by UK Visas and Immigration (UKVI) – see 3.3.7 below.

### 3.3.4 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you taking the course(s) in question and complete the relevant Notification of Absence Form, which is available online.

[https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx)

![Notification of Absence Form](image)

*Figure 1 - Notification of Absence Form – Absence Due to Illness*
This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.

You should ensure:

a. that you advise the department(s) by email. The email should be sent to your course tutor and mediaarts@rhul.ac.uk
b. that you complete the Notification of Absence Form, copies of which are also available from the Health Centre.
c. that you 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. The completed forms should be sent together with all supporting documentation to the department office via email to mediaarts@rhul.ac.uk
d. 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.

<table>
<thead>
<tr>
<th>Reason for absence</th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form – Self Certification</td>
</tr>
<tr>
<td>Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)</td>
<td>Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant</td>
</tr>
<tr>
<td>Unrelated to sickness</td>
<td>Notification of Absence Form plus supporting evidence</td>
</tr>
<tr>
<td>Leave of absence request</td>
<td>Notification of Absence Form plus any departmental requirement must be met</td>
</tr>
</tbody>
</table>

Note:

- If you are absent for a prolonged period it is essential that you keep in touch with the Department (e.g. through regular emails with your Personal Advisor).
- The Department will monitor the frequency of self-certified absences and the Head of Department may request a doctor’s medical certificate from you in the event of multiple and/or sustained instances of self-certified illness.
- The departments in which you are studying are responsible for monitoring your attendance and engagement, and deciding whether a period of absence is deemed acceptable or unacceptable (for further information please refer to the online guidance [http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx](http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx) for details of what constitutes ‘acceptable’ and ‘unacceptable’ circumstances.)
relating to absence). If deemed unacceptable the absence will be recorded as such and will count against your minimum attendance level.

3.3.5 Missing an examination

In the event that you are unable to attend an exam (e.g. through reasons of sudden illness), it is essential that you notify Student Administration at the very earliest possibility. Wherever possible, please try to ensure you contact them via e-mail at student-administration@rhul.ac.uk before the scheduled start of the exam with your name, student ID and confirmation of the exam that you are unable to attend. Please include a brief explanation within the email outlining the reasons for the non-attendance.

This notification will then be forwarded by Student Administration to your department so that they are aware of your non-attendance.

Please note, this notification is not a substitute for formally notifying your department of Extenuating Circumstances. It is essential that you inform your department and Chair of the Sub-board of Examiners by completing the Extenuating Circumstances form. For further information, please refer to the website https://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/extenuatingcircumstances.aspx.

In the event that you do not complete the Extenuating Circumstances form, your department will be unable to consider the reasons for your non-attendance at your departmental Sub-Board of Examiners.

3.3.6 Consequences of failing to attend

As indicated in 3.3.2 above the Department may contact you if there are concerns about your attendance.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you 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.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx and in the relevant regulations http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx.

In situations where you are experiencing documented severe difficulties the Department and College will make every effort to support you and counsel you as to the best course of action. However, there may be cases where, although non-attendance is explained by an acceptable reason, your level of attendance falls to a level which compromises educational standards and/or your ability to reach the learning outcomes of the course. In such cases it will be necessary to implement disciplinary procedures as detailed above.
Please also note, attendance is also used in allocating course option preferences in years 2 and 3 (see 4.3).

### 3.3.7 Withdrawal of visa

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

Please see the College [Undergraduate Regulations](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

### 3.4 Class and Screening Behaviour

Your behaviour in class and at screenings must conform to acceptable standards, particularly so as to enable staff to conduct their duties and for fellow students to attend to their studies. Failure to adhere to the guidelines below may result in disciplinary action.

- Students must not behave in a manner that interferes with the concentration and studies of others. This includes, inter alia:
  - Switching OFF all mobile phones
  - No use of laptops, tablets, mobile phones or other electronic devices during screenings or classes unless specifically allowed by course tutors or technicians (where the ESO has indicated such devices are necessary for a student's study they should inform the course leader)
  - No persistent talking
  - Any behaviour deemed to fall within those defined in Appendix 1 of ‘types of misconduct’ in the [student disciplinary regulations](http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)

- This list is not exhaustive.
- Students will be warned as to their behaviour by tutors/technicians. If behaviour does not improve, students will:
  - Be asked to leave class/screening and your behaviour reported to the office
  - Be given an informal warning and meeting with your PA to discuss your conduct
Any persistent breach of the rules for behaviour in classes and screening will result in disciplinary action, as per section 3.6 of this handbook and pursuant to section 107 of Royal Holloway's Undergraduate Regulations.

4 Degree Structure

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

BA Digital Media Culture and Technology Pathway

**STAGE ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1800</td>
<td>Introduction to digital media 1</td>
<td>30</td>
</tr>
<tr>
<td>MA1801</td>
<td>Introduction to digital media 2</td>
<td>30</td>
</tr>
<tr>
<td>MA1051</td>
<td>Film, television and digital histories</td>
<td>30</td>
</tr>
<tr>
<td>CS1803</td>
<td>Introduction to programming</td>
<td>15</td>
</tr>
<tr>
<td>CS1830</td>
<td>Computing laboratory (Games)</td>
<td>15</td>
</tr>
</tbody>
</table>

**STAGE TWO:**

Students take mandatory course units in Media Arts to the value of 45 credits and mandatory course units in Computer Science to the value of 30 credits. Students take optional course units in Media Arts up to the value of 45 credits and optional course units up to the value of 15 credit units in Computer Science.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2800</td>
<td>Digital Media Culture and Technology</td>
<td>30</td>
</tr>
<tr>
<td>MA2XXX</td>
<td>Digital Aesthetics</td>
<td>15</td>
</tr>
<tr>
<td>CS2841</td>
<td>Internet services</td>
<td>15</td>
</tr>
<tr>
<td>CS2845</td>
<td>Data visualisation and analytics</td>
<td>15</td>
</tr>
</tbody>
</table>

**Mandatory Course Units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2800</td>
<td>Digital Media Culture and Technology</td>
<td>30</td>
</tr>
<tr>
<td>MA2XXX</td>
<td>Digital Aesthetics</td>
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</tr>
<tr>
<td>CS2841</td>
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</tr>
<tr>
<td>CS2845</td>
<td>Data visualisation and analytics</td>
<td>15</td>
</tr>
</tbody>
</table>

**Optional course units from Media Arts**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2004</td>
<td>Screen Documentary</td>
<td>30</td>
</tr>
<tr>
<td>MA2005</td>
<td>Screenwriting</td>
<td>30</td>
</tr>
<tr>
<td>MA2006</td>
<td>Producing Film and Television</td>
<td>30</td>
</tr>
<tr>
<td>MA2020</td>
<td>Contemporary Media Art</td>
<td>30</td>
</tr>
<tr>
<td>MA2051</td>
<td>Women's Cinema</td>
<td>15</td>
</tr>
<tr>
<td>MA2064</td>
<td>Television Genre</td>
<td>15</td>
</tr>
<tr>
<td>MA2065</td>
<td>Modern European Cinema</td>
<td>15</td>
</tr>
<tr>
<td>MA2066</td>
<td>Post Classical Hollywood</td>
<td>15</td>
</tr>
<tr>
<td>MA2072</td>
<td>The Cultures of Celebrity</td>
<td>15</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Course unit credit value</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>MA2076</td>
<td>Contemporary Chinese Cinema</td>
<td>15</td>
</tr>
<tr>
<td>MA2077</td>
<td>Beyond Bollywood: Indian Cinema in a Transnational Frame</td>
<td>15</td>
</tr>
<tr>
<td>MA2XXX</td>
<td>Creative Industries</td>
<td>15</td>
</tr>
</tbody>
</table>

The above list of optional course lists is indicative and subject to change as noted in student handbook.

Optional course units from Computer Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2846</td>
<td>Human-Computer Interaction</td>
<td>15</td>
</tr>
</tbody>
</table>

STAGE THREE:
Students take mandatory course units in Media Arts to the value of 60 credits and are required to take course units in Computer Science to the value of 15 credits. Students take a minimum of optional course units to the value of 30 credits in Media Arts and a maximum of course units in Computer Science to the value of 15 credits.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA3081</td>
<td>Advanced Digital Media Culture and Technology</td>
<td>30</td>
</tr>
<tr>
<td>MA3811</td>
<td>Advanced Digital Media Culture and Technology – Project</td>
<td>30</td>
</tr>
</tbody>
</table>

Optional Course Units from Media Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA3064</td>
<td>Television Histories</td>
<td>15</td>
</tr>
<tr>
<td>MA3071</td>
<td>Contemporary British Cinema 1</td>
<td>15</td>
</tr>
<tr>
<td>MA3171</td>
<td>Contemporary British Cinema 2</td>
<td>15</td>
</tr>
<tr>
<td>MA3074</td>
<td>Cinephilia</td>
<td>15</td>
</tr>
<tr>
<td>MA3076</td>
<td>Transnational Cinemas 1</td>
<td>15</td>
</tr>
<tr>
<td>MA3176</td>
<td>Transnational Cinemas 2</td>
<td>15</td>
</tr>
<tr>
<td>MA30XX</td>
<td>360° Cinema</td>
<td>15</td>
</tr>
</tbody>
</table>

The above list of optional course lists is indicative and subject to change as noted in student handbook.

Optional Course Units from Computer Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3811</td>
<td>Team Project in HCI</td>
<td>15</td>
</tr>
</tbody>
</table>

BSc Digital Media Culture and Technology Pathway

STAGE ONE

<table>
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<tr>
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<th>Course Name</th>
<th>Course unit credit value</th>
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<tbody>
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<td>Film, television and digital histories</td>
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</tr>
<tr>
<td>CS1830</td>
<td>Computing laboratory (Games)</td>
<td>15</td>
</tr>
</tbody>
</table>

STAGE TWO:
Students take 30 core credit units in Media Arts and 45 credits in core Computer Science courses. Students take 15 credit units in Media Arts option courses and 30 credit units in Computer Science option courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Digital Media Culture and Technology</td>
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</tr>
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<td>CS2841</td>
<td>Internet services</td>
<td>15</td>
</tr>
<tr>
<td>CS2845</td>
<td>Data visualisation and analytics</td>
<td>15</td>
</tr>
<tr>
<td>CS2865</td>
<td>Mathematical structures</td>
<td>15</td>
</tr>
</tbody>
</table>

**Mandatory Course Units from Media Arts**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA2XXX</td>
<td>Creative Industries</td>
<td>15</td>
</tr>
<tr>
<td>MA2051</td>
<td>Women's Cinema</td>
<td>15</td>
</tr>
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<td>Television Genre</td>
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<td>Post Classical Hollywood</td>
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<td>MA2072</td>
<td>The Cultures of Celebrity</td>
<td>15</td>
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<tr>
<td>MA2076</td>
<td>Contemporary Chinese Cinema</td>
<td>15</td>
</tr>
<tr>
<td>MA2077</td>
<td>Beyond Bollywood: Indian Cinema in a Transnational Frame</td>
<td>15</td>
</tr>
<tr>
<td>MA2080</td>
<td>Digital Aesthetics</td>
<td>15</td>
</tr>
</tbody>
</table>

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**Optional Course Units from Computer Science**

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</thead>
<tbody>
<tr>
<td>CS2846</td>
<td>Human Computer Interaction</td>
<td>15</td>
</tr>
<tr>
<td>IY2760</td>
<td>Introduction to Information Security</td>
<td>15</td>
</tr>
<tr>
<td>CS2890</td>
<td>Software Design</td>
<td>15</td>
</tr>
</tbody>
</table>

**STAGE THREE:**

Students take mandatory course units 60 core credit units in Media Arts and optional courses to the value of 60 credits in Computer Science.

<table>
<thead>
<tr>
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**Mandatory Course Units**

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<th>Course Name</th>
<th>Course unit credit value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS3580</td>
<td>Advanced data communications</td>
<td>15</td>
</tr>
<tr>
<td>CS3945</td>
<td>Semantic web</td>
<td>15</td>
</tr>
<tr>
<td>CS3220</td>
<td>Fundamentals of digital sound and music</td>
<td>15</td>
</tr>
<tr>
<td>CS3510</td>
<td>Functional programming and applications</td>
<td>15</td>
</tr>
<tr>
<td>CS3760</td>
<td>Information security *</td>
<td>15</td>
</tr>
<tr>
<td>CS3811</td>
<td>Team project in HCI</td>
<td>15</td>
</tr>
</tbody>
</table>
4.1 Course registrations

You can only register for four course units in each academic year (this excludes courses which are being resat). While you have the option of changing courses within the first two weeks after the start of teaching (excluding Welcome week) subject to agreement from the departments, once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

4.2 Media Arts Options

The second and third year of the degree programme provide opportunities for students to take options in the department of Media Arts.

2nd year critical theory options are organised into 3 baskets, with students required to take one course from each basket. The arrangement of courses into these baskets facilitates a dynamic, research-led set of courses that are regularly refreshed, but also ensures that students broaden their horizons and understandings of media. Taking a diverse diet of theory courses ensures students graduate with a critical mind-set and wide ranging knowledges. Students will be given at least 2 of their 3 first choices in theory baskets.

All option units have a cap of student numbers.

Please note, the Department’s allocation of options to students is final and is not subject to appeal. It is at the Department’s sole discretion as to whether any course runs in a given academic year.

You may be required to study courses not listed on your preferences.

Where it is not possible to provide all students to their first choice, the following factors will be taken into consideration in allocating students to option courses:

- Course prerequisites
- Timetabling constraints that affect course availability.
- Student attendance in the preceding year(s) courses. Those with the highest attendance records will be given first priority on their option courses
- Progression year 1 to 2: Students who have failed units in the preceding year and have an uncertain progression status at the time of pitching will be given lowest priority on their option courses.
- Progression year 1 to 2 completion/pass of SS1000
- Progression year 2 to 3: Students who have failed units in the preceding year and have an uncertain progression status at the time of pitching will not be allowed to take
‘Collaboration courses’ in the final year. Namely: MA3006, MA3003, MA3005/MA3015, MA3006. They will be given lowest priority on their option courses.

Please also note the following:

- Some courses may not run if there are insufficient numbers.
- Course details as listed here are correct at the time of issue. However, these may change due to circumstances beyond our control. If these amendments are known before the end of the Summer Term, notices will be put on the website or notice boards and email alerts will be sent.
- Any course which is listed as ‘subject to validation’ may be subject to changes but these will be minimised. Occasionally, a text may go out of print between the publication of this booklet and the start of the course. Where this happens, the tutor will usually decide on a replacement in consultation with the students at the start of the course.
- **You must have your option course choices signed off by your personal advisor.**
- A provisional timetable will be available. Please note, however, that this is provisional and will almost certainly change before the start of session each September and is for guidance only.
- Changing courses after second-year teaching has been timetabled by the Department is highly unlikely to be permitted.

### 4.3 Change of programme

You are **only** permitted to change programmes up to a maximum of two 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.

### 4.4 Employability and careers

Both the Computer Science and Media Arts Department have excellent employability records, with the Media Arts department ranked in the **top three** for career prospects among our main competitors. The College is superbly located- convenient for London, with its plethora of media opportunities and the M4 corridor. With direct links to London’s **Silicon Roundabout** and seminars agreed with Google along with top advertising and creative storytelling executives, the new BA/BSc Digital Communications offers exciting new opportunities in an increasingly digital media industry.

The European Union has said that in the future 90% of jobs will require some level of **digital skills**. The unique combination of digital and social media skills, understanding of coding, and conceptual and historical knowledge will make our Digital Media Culture and Technology graduates eminently employable in a rapidly expanding field. Students will gain an understanding of audio-visual storytelling and how to lift the lid on the digital platforms upon which those stories now increasingly sit, harnessing the power of
algorithm and code to enhance their creative prowess.

Alumni from the Media Arts Department’s BA in Film TV and Digital Production (and its predecessor the BA in Media Arts) are already working in key areas of Digital Media Culture and Technology, in a wide range of roles - from creating online content for Dr Who, working in digital marketing and brand management or specializing in Search Engine Optimisation.

Digital Media Culture and Technology students will benefit from the excellent links with industry the Computer Science and Media Arts departments have with industry. They will also have access to the Careers Department Micro placement scheme, (Awarded the 2014 Best Single Initiative from the Association of Graduate Recruiters.)

Our students have been encouraged to be proactive. Many take advantage of the opportunity to expand their knowledge outside the course whether working on their own projects, (supported through the College Passport scheme,) or through student media outlets like Insanity Radio, Rhubarb TV, or The Orbital.

No other field is changing as rapidly as the world of digital and social media. With their combination of media and coding skills and entrepreneurial attitude will be equipped to excel as employees in all kinds of roles. Our graduates will also be able to change and develop as the industry continues to expand. We expect them to be finding new ways of using digital and social media in ways that we haven’t dreamed of yet. They will be in an ideal position to help shape the future.

4.5 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or at one of 28 International institutions in the USA, Canada, Australia, New Zealand, Hong Kong, Korea, Japan and Singapore, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available at: https://www.royalholloway.ac.uk/international/studyabroadandexchanges/outgoing/home.aspx.

5 Facilities

5.1 Technical Facilities
State of the art facilities are available in both departments, with access to industry standard equipment as part of course teaching alongside the opportunity to utilize production kit for your own personal projects.

Media Arts
From the very start of the course, you will begin to gain practical experience using the
department’s excellent technical facilities in our Media Arts Centre, which offers:

- Production skills training with our creative technical team
- Exclusive 24-7 access to post production facilities
- Dedicated media file server and local area network
- Location filming equipment loan service
- Television studio, with production gallery and green room
- Advisory support for your production’s art department needs
- Practice teaching room
- Dedicated digital studio space
- Two media labs, each with thirteen iMac computers
- Eleven editing rooms, four offering 5.1 surround sound monitoring
- Vocal booth and sound studio
- Student common room

Our technical support team plays an integral role in production skills training, drawing on an extensive range of experience gained through working in the creative industries and in education. We are here to provide expert advice and help you realize your creative vision.

Following the necessary skills training, you will be able to borrow film production equipment from our location store, including Sony PMW100 XDCAM cameras, boom microphone kits, Sennheiser radio microphone kits, Edirol field recorders, Zoom H5 recorders, Sony NEX5n digital cameras and a range of professional lighting equipment, including Fresnel kits, Dedo Lite kits, Kino Flo kits, C-stands, flags and reflectors.

Our television studio can be used for single or multi-camera production, has a floor area of 108 sqm, and offers installed lighting grid, DMX control, cyclorama, production gallery and green room.

Our art and design technicians can assist you with your film’s production design and advise on sourcing scenery, props and costumes. We keep a useful range of props in-house to lend out to productions.

We provide 24-7 access to almost forty networked post-production workstations in our media labs and editing rooms, offering Final Cut Pro, Motion, Compressor, Logic Pro, Blender, and other professional applications on recently-installed Mac Pro and iMac computers.

**Computer Science**

There are two 24h-access undergraduate teaching laboratories managed by the Computer Science department on the lower ground floor of the McCrea building.

The department’s main computer systems are Linux based servers though the labs will also have Windows PCs. The Linux servers can be accessed remotely from any computer lab on campus, or indeed from any computer in the world with an internet connection.

Students bringing their own laptops to the department MUST read the essential laptop users advice at
As well as the department’s own labs students may use any of the open-access PC labs on campus: [http://www.rhul.ac.uk/it/home.aspx](http://www.rhul.ac.uk/it/home.aspx)

Students are expected to become familiar with both the departmental Linux based computer system and the College's Windows PC based system, which is run by the College's Computer Centre.

You should read the [Regulations governing the use of the College's computers](https://www.royalholloway.ac.uk/computerscience/computerdocumentation/home.aspx) which also apply to the departmental computer system and the department's computer laboratories.

An induction session for the computer systems is provided for new students at the beginning of their first term. Technical support is available from the systems team, either at one of the regular advice sessions (type 'news advice' for the current schedule), via the online Help Desk at [http://cimhelpdesk.rhul.ac.uk](http://cimhelpdesk.rhul.ac.uk) or by e-mailing support@cs.rhul.ac.uk. Before asking for help, it is good etiquette to have a look at the local documentation which you will find by exploring the departmental website.

Priority in the use of computers must always be given to those wishing to do academic work.

All staff and students are eligible for obtaining Microsoft software via DreamSpark Standard. Computer Science Students & staff are also eligible for DreamSpark Premium. [http://dreamspark.rhul.ac.uk/](http://dreamspark.rhul.ac.uk/)

### 5.2 Libraries

There are 2 libraries on campus:

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

Details, including further resources available, opening times and regulations, can be found online: [http://www.royalholloway.ac.uk/library/home.aspx](http://www.royalholloway.ac.uk/library/home.aspx)

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can obtain further information on this by asking at the library helpdesks. The Information Consultant for Media Arts is Kim Coles who can be contacted at rachel.white@rhul.ac.uk.

The Library provides a range of training sessions designed to enhance your existing library and research skills. These are available in both class-based and self-study formats. For information on available sessions and to book a place, go to: [http://libguides.rhul.ac.uk/training](http://libguides.rhul.ac.uk/training)

A specific departmental library support can be found on the following web page:
5.3 Photocopying, Printing and Computing

Photocopying
You can use copier-printers (MFDs) located in the libraries, the Computer Centre and many PC labs, which will allow you to make copies in either black and white or colour. Further information is available online: https://www.royalholloway.ac.uk/library/usingourlibraries/additional-services-behaviours.aspx

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

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

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

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

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.royalholloway.ac.uk/it/training/home.aspx

6 Coursework
For a more detailed account of the conventions relating to formatting and presenting coursework, including audiovisual file formats and submission process and bibliographic style, outlined below see the Media Arts Style Guide, available from our website. https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

6.1 Coursework Formatting
All essays and dissertations must be submitted in typescript. They must be double-spaced and use margins of approximately 2.5 cm on all sides. The pages must be numbered. All Audiovisual work should be submitted to the Media Arts server, following
the instructions set out in section 7.3 below. Please note, you may not submit work in DVD format.

6.2 Dissertations
If you choose to do a dissertation, you will be assigned a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Academic Coordinator/Director of Undergraduate Studies or your Personal Advisor to see whether the problem can be resolved informally, e.g. through mediation, changing supervisor. You should not wait until after you have received your final degree results to raise the matter as it is very difficult for the College to resolve such matters or take remedial action at that point.

6.3 Referencing and Bibliography
In your written work throughout your undergraduate studies, when you are drawing on, referring to or quoting from the ideas of another writer or film/television programme you must provide a reference to that source. The department uses the Harvard referencing system, which works through the correlation of a short reference in the text with a bibliographic reference at the end of the essay. The reference in the text carries minimal information, sufficient only to enable the reader to identify the full source details included in the bibliography. Full details of how to reference and format your bibliography are provided in the Media Arts Style Guide. http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

Please note, failure to follow referencing and bibliography requirements may lead to the loss of marks or allegations of plagiarism.

6.4 Word count
All essays written for assessment in the theory part of the undergraduate degree have a word count stipulated on the assessment paper. For further details see 7.7 below.

6.5 Marking criteria
For full detail on the departments marking criteria please see: https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

If you have any questions about a particular course’s marking criteria or the feedback/mark you receive on any piece of coursework you should speak to the Course Leader.

7 Assessment Information

7.1 Illness or other extenuating circumstances
Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances – Guidance for students.
Extenuating circumstances are defined as unforeseen circumstances which are outside a student’s control and which may temporarily prevent a student from undertaking an assessment or have a marked/ significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

This means that such circumstances rarely occur. They are outside your control as they are:

- Unforeseeable - you would not have prior knowledge of the event (e.g. you cannot foresee that you will be involved in a car accident);
- Unpreventable – you could not reasonably do anything in your power to prevent such an event (e.g. you cannot reasonably prevent a burst appendix.)

It is these short-term (temporary) circumstances that the College normally regards as extenuating circumstances.

**Inability to submit coursework**

If you are unable to submit coursework through unexpected illness or other acceptable cause (i.e. events which are unpreventable and unforeseeable) it is assumed that you will request an extension to the submission deadline from your department. In order for an extension to be granted you will need to provide the department with adequate documentation in accordance with the guidance in Appendix B of the Extenuating Circumstances – Guidance for students. The decision on whether to grant an extension rests with your department.

**Absence from an examination**

The Sub-board of Examiners may take the following into account when considering your results: if you miss an examination through unexpected illness, or other acceptable cause (events which are unpreventable and unforeseeable), if you commence an examination and have to leave due to acute illness or if you believe your performance on the day was seriously compromised by an unexpected and acute illness that you could not reasonably have been expected to have managed otherwise. You will, however, need to submit an Extenuating Circumstances form and have adequate supporting documentation in accordance with Appendix B of Extenuating Circumstances – Guidance for students. You should also read the section Illness & absences from an examination and departmental assessments and extenuating circumstances in the Instructions to Candidates issued by Student Administration http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx for full details on how to inform your department about extenuating circumstances relating to missed
examinations as well as the deadline for submission of such information.

**Ongoing circumstances**
If you have ongoing circumstances that you believe are adversely affecting your performance during the year, these should be raised with your department and with the College’s Support and Advisory Services as soon as possible so that strategies to help you manage the situation can be considered e.g. you have an illness that does not constitute a disability, a family member is ill and needs your support or you have suffered an adverse life event.

It may that the circumstances are severely impacting on your ability to study by causing you to repeatedly miss scheduled teaching and/or impacting on your ability to complete assessments at the designated time. If this is the case and there is not a reasonable method available to enable you to manage the situation, you may need to consider, in consultation with your department and Support and Advisory Services, whether it would not be in your best interests to interrupt until the issues have been resolved and you are able to fully commit to and benefit from your academic studies.

Ongoing adverse circumstances do not normally constitute extenuating circumstances as they are not unforeseen and in some cases are not unpreventable. There is therefore very little that the Sub-board can do, in terms of current College regulations, to mitigate such circumstances.

Please read the Extenuating circumstances – Guidance for students, in particular Section 5.

**Support and exam access arrangements for disabled students and those in need of 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 can put in place 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 support and exam access arrangements (‘reasonable adjustments’) can be put in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with
you when they assess your needs. Please see the section Students in need of support (including disabled students) 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 normally make further allowance in relation to your disability or SpLD.

7.2 Submission of written work
You must submit ALL work on the date as detailed on the assessment paper. Assessed work can ONLY be submitted at that date unless otherwise announced.

You must submit your assessed work to a member of the administrative staff in the Media Arts Office (AG15) between the hours of 10 – 2pm. You will be required to complete a submission form for each piece of work handed in. The form will be signed and the top copy will be kept in the office as a record that you handed in the work; the pink copy is retained by you as a receipt. The submission of assessed work is equivalent to an examination. If you do not hand in your Assessment at the date and time stipulated your work will be penalised.

All written work must be submitted as follows:

For theory courses, you should hand in ONE HARD COPY to the office and submit ONE COPY online via https://moodle.royalholloway.ac.uk/. Your submission to the office will not be accepted if the TURNITIN receipt is not attached where applicable.

For practical courses, you should submit TWO HARD COPIES of all written work unless instructed by the course convener.

If the work is a practical assignment, you may be asked to submit it earlier than the last day of the unit, so that the group can view each product and discuss it. Make sure that you check the date and time on the assessment paper.

7.3 SUBMISSION OF PRACTICE WORK
You must follow the guidelines for submission of practice work when completing coursework for Media Arts. Failure to do so will result in a minimum 10-mark penalty being applied.

After completing an assessed piece of work, students must export a file using the submission guidelines given to them in the assessment brief for each individual course (by either the course tutor or the technical team). Before the specified course submission deadline, students must do the following:

1. Export their work, in the specified format, using the naming template [COURSE NUMBER] [CANDIDATE NUMBER] [YEAR].mov – For example, 2nd year Moving
Pictures would be named MA2012_140999_2015.mov. Work in other digital forms, such as still images and sound files, need to be specified and students instructed accordingly, adopting a similar naming format.

2. Check the playback of the Submission file to ensure there are no errors or technical issues. It is the Students’ responsibility to ensure their file functions correctly and they should test playback on a machine other than their own prior to submission.

3. Copy the Submission file to their own physical storage device, such as a memory stick, SD Card or portable drive. **please note DVD+/-R is not an acceptable submission format**

4. Copy the Submission file to the Submissions folder within the course unit’s Shared space. This folder is a drop box, so they can drop files into it but not see the contents, so it is imperative that they check the file works before putting it in this folder.

5. Obtain a receipt from Neil Smith (or other designated technician) to signify that the work has been uploaded correctly.

6. Hand in their storage device with their submission file, along with the receipt they obtained from the Technical staff, to the Media Arts Office. This receipt will be countersigned by a member of the Administrative team.

The USB/SD Card/Hard drive version that the students submit will be used if there is a problem with the file from the server. If there is a problem with both versions, or if the file is in the incorrect format, marks may be deducted. If neither files plays, a zero mark will be given.

Students must collect their memory sticks from the Department Office once the assessment is marked. Any storage media not collected by the specified date will be erased and recycled.

7.4 Extensions to deadlines
If, for whatever reason, you are having trouble completing a piece of assessed work, you should contact your personal advisor, your course tutor or Jackie Marty as soon as possible. If you think you will be unable to meet an assessment deadline and you have valid reasons for late submission, you should contact the Media Arts Departmental Administrator (Jackie Marty) and explain that you need to request an assessment extension. Extension request forms are available from the information for current student’s page, but should be discussed with your course tutor, PA or Jackie Marty in advance. The form provides details of the process and examples of common circumstances that may or may not be accepted for extension requests: https://www.royalholloway.ac.uk/mediaarts/informationforcurrentstudents/home.aspx

Once you have completed the extension request form and returned it together with the required documentary evidence (e.g. a doctor’s certificate or other accepted evidence), the paperwork will then be submitted to the Head of Department for authorisation, and you will be notified of his decision by phone/email. Please note that in some cases an
interview with the Head of Department may be required.

In the event that the Head of Department is not available in advance of the essay deadline, you should submit your coursework anyway, even if it is incomplete. If the Head of Department does grant you an extension you will be allowed to resubmit your work on a specified date.

7.5 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section (13) (4) of the College’s Undergraduate Regulations 2016-17

https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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).

Section (13) (4)
In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:

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

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

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

7.6 Anonymous marking

All student work is marked anonymously. The marker only sees the candidate number, not the candidate’s name. In third year work where the first marker has supervised the project (such as dissertations and practice work) and is therefore likely to be aware of the candidate’s identity, each piece of work is second marked.

Feedback is provided on departmental cover sheets and students are advised to pay particular attention to the advice on ‘the points for development’ section and/or to discuss the feedback with their course tutor’
Penalties for over-length work - Undergraduate Regulations 2016-17
Section 13 (5)
All over-length work submitted on undergraduate and taught postgraduate programmes will be penalised as follows:
Work which exceeds the upper word limit set will be penalised as follows:

(a) for work which exceeds the upper word limit by up to 10%, the mark will be reduced by ten percent of the mark initially awarded;

(b) for work which exceeds the upper word limit by more than 10% but less than 20%, the mark will be reduced by twenty percent of the mark initially awarded

(c) for work which exceeds the upper word limit by more than 20%, the mark will be reduced by thirty percent of the mark initially awarded 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

There has been some lack of clarity as to how and when this rule applies and I know that has caused some concern. I apologise for this whilst I’ve been working to resolve and be able to provide clear guidance.

I can confirm that the Department of Media Arts will apply the rule as follows:

1. For all assessment papers published before 1st November 2016, we will not penalise submitted student work that is over the upper word limit by up to 10%

2. For all assessment papers published on or after 1st November 2016, we will publish a word/length range: for example, 4,500-5,500 words or 4.5mins-5.5mins etc.

Student work submitted that is over the new upper word limit of that range will be penalised according to section 13(5) of the Undergraduate Regulations published above.

At the start of next week, we will publish an updated file of all degree Handbooks clearly marked as ‘(November 2016 update)’, which will be applied going forward.

In short, students who have already submitted or are about to submit work: You will not be penalised for going over a word/work length within a 10% margin

Assessment briefs released after the 1st of November effectively include the 10% margin previously applied within the word/work length published.

Return of written coursework
The following College policy applies to the return of coursework:
Assessed work (other than formal examinations) should be returned **within 4 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. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible.

### 7.9 Assessment offences

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

http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

Assessment offences include, but are not limited to plagiarism (7.10 below), duplication of work, that is, submitting work for assessment which has already been submitted for assessment in the same or another course, falsification, collusion, for example, group working would constitute collusion where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work, failure to comply with the rules governing assessment (including those set out in the ‘Instructions to candidates’. The Regulations set out some of the types of assessment offences in more detail, the procedures for investigation into allegations of such offences and the penalties. Students are strongly encouraged to read these Regulations and to speak with their Personal Advisors or other members of staff in their department should they have any queries about what constitutes an assessment offence. The College treats assessment offences very seriously and misunderstanding about what constitutes an assessment offence will not be accepted as an excuse. Similarly extenuating circumstances cannot excuse an assessment offence. Students with extenuating circumstances which affect their ability to submit work should contact their departments about the possibility of an extension or other support.

### 7.10 Plagiarism

Plagiarism is academic theft: it means using the written or spoken work of others without acknowledgement, thus implying that this work is your own when it is not. Using material from books, articles, webpages or any other source in this way is a serious disciplinary offence.

College regulations require that cases of suspected plagiarism are investigated by the Head of Department, and are decided on by formal hearings at College level.

If plagiarism is attempted, then detection by staff is likely because lecturers are aware of the electronic methods available to students when writing essays; these methods make it even easier for markers to detect plagiarism. Penalties for plagiarism are very severe and may involve the following:

(a) grade reduction or failure of any element of the course where it is attempted;
(b) financial loss – in some cases, students have been not been allowed to progress and have had to repeat the whole year;

(c) future academic references given by any member of staff must refer to any proven charges of plagiarism made against students, causing potential damage to a student’s academic career;

(d) possible expulsion from the College or failure to graduate.

Students often plagiarise because they feel they cannot cope with the pressure of writing essays, either because of difficulties of time-management, problems of writing in English or personal crises. However, no matter what the problem, and no matter how impossible it might seem at the time, plagiarism is never the answer.

If you have problems writing essays, you must contact your course lecturer or your personal advisor, as they will be able to help you produce your work without resorting to plagiarism. It is better to do what you can, however little, and seek help from your tutors, rather than attempt plagiarism.

It is a good thing (for which you will gain credit when your work is marked) to draw on a wide range of appropriate sources when writing essays. But you must always cite the sources you have used as explained above.

The following example demonstrates what constitutes plagiarism and how it can be avoided. In this hypothetical example, a student is drawing on the following passage from the book *Media Semiotics: an Introduction* by Jonathan Bignell (Manchester UP, 1997):

‘Television is still mainly a domestic technology, where the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life’ (Bignell, 1997: 144).

It is plagiarism to include all or part of a passage by someone else without acknowledging it, so the text below is plagiarised:

In this essay, I shall argue that television needs to be analysed differently from film because the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life.

It is still plagiarism to paraphrase the passage without acknowledging the source, so the text below is also plagiarised:

In this essay, I shall argue that television needs to be analysed differently from film because TV is a domestic technology; the TV set is a piece of furniture in the home, and is a technological device (like the radio) which is integrated into
everyday life.

The way to use material by other people is to acknowledge its source. So in the following example the hypothetical student quotes directly and references the quote, so the text below is not plagiarised:

In this essay, I shall argue that television needs to be analysed differently from film because, as Bignell has stated, ‘the TV set is a piece of furniture in the home, and one of a number of different kinds of technological device (like the radio, microwave or stereo system) which are integrated into everyday life’ (1997: 144).

Alternatively, the student could paraphrase the same material but without quoting directly. S/he would still need to provide a reference to say where the idea came from. So, the text below is also not plagiarised:

In this essay, I shall argue that television needs to be analysed differently from film. I agree with Jonathan Bignell (1997) that the TV set has the same role among the furniture of the home as other devices like radios or stereo systems that become part of the fabric of everyday life.

The simple rule to avoid plagiarism is to keep a record of the books and other sources you use in preparing your work, so you can cite the source in your essay.

When taking notes, always indicate clearly which notes are quotations or paraphrases of other people’s ideas, so you don’t plagiarise by mistake later.

**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.
7.11 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 Disability and Dyslexia Services.

7.12 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (http://www.royalholloway.ac.uk/coursecatalogue/home.aspx) and also more generally in the Undergraduate Regulations http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

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

7.13 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:

(a) 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;
(b) 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;

Where a student's performance in the assessment was affected 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 resit of affected assessment. For further details please see Undergraduate Regulations. http://www.royalholloway.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.
http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx

7.14 Examination results

Please see the Examinations & Assessments website
http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/home.aspx
for details of how you will be issued with your results.
http://www.royalholloway.ac.uk/ecampus/academicsupport/examinations/results.aspx

The Examinations & Assessments website is the place where you can access the "Instructions to Candidates" and details of the examinations appeals procedures.
http://www.rhul.ac.uk/ecampus/academicsupport/academicappealsandcollegecomplaints.aspx

8 Student Support

8.1 Non-academic related enquiries & support

The Student Services Centre is located in the Windsor Building and provides a single point of contact for all non-academic related queries including accommodation, fees and funding, enrolment and graduation. For further details please visit
http://www.royalholloway.ac.uk/ssc

8.2 Students in need of support (including disabled students)

Your first point of reference for advice is Jackie Marty within the Department of Media Arts and Dr Chris Watkins in the Department of Computer Science. Inevitably, problems will sometimes arise that Jackie or Chris 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 College web on the Student Welfare page:
http://www.royalholloway.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 Disability and Dyslexia Services Office (DDS) representative in the Department of Media Arts is Jackie Marty, Senior Faculty Administrator, and Dr Chris Watkins in the Department of Computer Science. You must also contact the DDS (Founders West 151; tel: +44 (0)1784 443966; email: disability-dyslexia@royalholloway.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page
https://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx
8.3 Academic Writing Skills

The Centre for the Development of Academic Skills (CeDAS) offers a variety of courses, workshops, 1:1 tutorials, online resources that aim to ensure all students at Royal Holloway reach their full academic potential in a range of areas, including academic writing, oral communication skills and maths and statistics.

Whatever your needs, CeDAS is there to ensure that you can perform to the best of your ability, whether it be through a workshop that introduces you to a crucial academic skill, a session within your department that focuses on writing in the discipline, a course that develops your confidence and competence in academic English language, or a 1:1 tutorial with a specialist to help you master a maths technique or sharpen your essay skills.

The Centre also oversees the Royal Holloway Proofreading Scheme, which enables students to pay for an approved third-party proof-reader to identify surface error in final drafts. Please note that Royal Holloway does not permit the use of paid third-party proofreaders who are not part of this scheme.

The CeDAS Office can be found on the ground floor of the International Building, room IN002, and you can follow them on Twitter: @cedasrhul. Further details can be found on the CeDAS webpages: www.royalholloway.ac.uk/cedas.

8.4 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. The Committee meets three times each year and plays an important role in the Department as a forum for airing student views. For constitution see:- http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx

You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

8.5 Students’ Union

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

8.6 Careers information

The College has a careers advisory service, housed in the Horton Building, which is open to any student during normal College hours.
Non-academic policies

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

Complaints and academic appeals procedure

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

Health and Safety Information

The creation of media often involves handling equipment, lifting, working on location and a range of other issues that require students to be aware of, and comply with, health and safety regulations. Section 2, 2(j) of the College Health & Safety policy statement requires all staff and students to.

... co-operate and comply at all times with the health and safety information, instruction and training provided and bring without delay to the attention of their line manager/department office, any hazards identified, or improvements identified necessary. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of other persons whom their actions or omissions may affect.

All persons must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by health and safety legislation. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions (Section 8 of the Health and Safety at Work Act 1974).
9.1 Health and Safety and Practical work
These notes should be read in conjunction with the Media Arts Department’s Location Filming Code of Practice, and the Guide to Post Production Facilities. Both of these documents are available from the ‘information page’ on the Department homepage.

You will be given health & safety training as an integral part of your practice skills work. **Attendance on these training sessions is compulsory.** Failure to attend will result in the use of equipment and Media Arts Centre facilities being prohibited.

All production work, including filming, photography, sound recording, digital image capture or post-production work, must be covered by a risk assessment which has been approved by your practice course tutor. In most cases, this will be by means of your completing and submitting a Location Safety Form, but there may be some instances in which the General Risk Assessment appended to the Location Film Code of Practice will be sufficient. Students who fail to comply with this policy will have a **minimum penalty of 10 marks deducted** from any coursework submitted without completing necessary health and safety procedures.

Be aware that you will be legally responsible for implementing safe working practice during your productions, which will include meeting your obligations to protect members of the public and other parties when filming on or off campus.

The departmental Health & Safety Coordinators are able to offer advice and assistance in relation to health & safety management, including your own practice work. More information about the department’s health & safety arrangements, including guides for your practice work, can be found on the following web pages:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx
https://www.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx

If you, or anyone else involved in your practical work, suffers an injury or experiences an incident that could have caused injury, you must report this as soon as possible using the form available from the Department Office.

9.2 Specialist equipment
Some of the equipment and facilities you will use for media production have safety risks, which have been risk-assessed and various control measures have been defined to reduce the risks. A key element of this is training and supervision, which you will be given during the course, and we have also published a number of work method statements and guidance notes which can be found on the following website:

http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/healthsafety.aspx

9.3 Code of practice on harassment for students
This can be found on the student home pages under codes and regulations http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx
9.4 Lone working policy and procedures

The College has a ‘Lone Working Policy and Procedure’ that can be found on the
http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx

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

It is likely that most activities will take place on College premises. However, the
principles identified above will also apply to students working off campus, for example
doing filming, photography or sound recording assignments.

The Williams Building operates as a 24-7 facility and it is likely that there will be
occasions when you may be the only occupant. We have published guidance about this
on the following web pages, which you are required to read this before coming in to use
the facilities so you can prepare accordingly:


All students and staff are required to read and comply with the College’s Health & Safety
Policy, available on the following website:


The Media Arts Health & Safety policy explains how the department implements the
College policy at an operational level and you are required to read this in order to
understand your responsibilities:
https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx

For the Computer Science Health & Safety policy, please refer to:
https://www.royalholloway.ac.uk/computerscience/informationforcurrentstudents/home.aspx

Be advised you must observe the College smoking policy which, apart from specific
exceptions, prohibits smoking inside or within 5 metres of any College building. This
effectively prohibits smoking in the passageway between the Williams, Computer
Centre and Moore buildings.

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.
10 Equal Opportunities Statement and College Codes of Practice

10.1 Equal opportunities statement

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

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

The College is committed to ensure that;
- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins
- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential
- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity
- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity
- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material
- it creates a positive, inclusive atmosphere, based on respect for diversity within the College
- it conforms to all provisions as laid out in legislation promoting equality of opportunity.

10.2 College codes of practice

For further details see: http://www.rhul.ac.uk/forstudents/regulations/home.aspx

Media Arts Centre code of practice

During induction week you will need to visit the departmental office (Arts G15) to sign a copy of the Media Arts Centre Agreement [see http://www.rhul.ac.uk/mediaarts/informationforcurrentstudents/home.aspx ] and pay the annual service fee (currently £12), the purpose of which is explained in the Agreement, in order to use the facilities. Please read the Agreement as this offers a
useful explanation of what is available to you and how the Media Arts Centre operates.

The development of practice skills is an integral part of your learning and you are expected to attend training sessions, which sometimes have to be scheduled in addition to your timetabled classes, normally during the term when particular training needs are identified. These sessions are often run by the Media Arts Centre staff and are not to be considered as optional. Any absences will disrupt classes and the progress of everyone’s skills development, so you must attend when training is scheduled or if your course tutor has asked you to attend a particular event. You will be unable to borrow items of course equipment or use the Centre’s facilities until you have been trained to use them.

**Headphones policy**

All students are expected to supply and use their own headphones for location recording and use in our media labs. Your headphones should be of an appropriate type, normally:

- Closed-back type with sealed ear cups to offer effective insulation from outside noise (earplug type phones are unacceptable)
- Durable and comfortable construction to allow extended usage time
- Cable connection with straight lead of about 3 meters length
- Must have an adapter to fit both 3.5 mm and 6.3 mm stereo jack sockets
- 20 Hz – 20,000 Hz frequency response
- No artificial tonal coloration or enhancement such as bass boost, or electronic noise cancellation

We sometimes carry a limited stock of inexpensive headphones that can be purchased from the Location Store, but we are unable to guarantee continual availability.

**You must bring your headphones to every practice session involving camera equipment, sound recording equipment or work in either of our media labs.**

**Computer Science code of practice**

The conduct for Computer Science Labs is available from the following link: [https://www.royalholloway.ac.uk/computerscience/documents/pdf/currentug/code-of-conduct-for-computer-science-labs.pdf](https://www.royalholloway.ac.uk/computerscience/documents/pdf/currentug/code-of-conduct-for-computer-science-labs.pdf)