DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS

POSTGRADUATE TAUGHT STUDENT HANDBOOK

2013-2014

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Department of Politics and International Relations
FW139
Royal Holloway, University of London
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Disclaimer

This document was published in September 2013 and was correct at that time. The Department* reserves the right to modify any statement if necessary, make variations to the content or methods of delivery of programmes of study, to discontinue programmes, or merge or combine programmes if such actions are reasonably considered to be necessary by the College. Every effort will be made to keep disruption to a minimum, and to give as much notice as possible.

* Please note, the term 'Department' is used to refer to both 'Departments' and 'Schools'. 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/politicsandir/informationforcurrentstudents/home.aspx) where it will be possible to follow the hyperlinks to relevant webpages.

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1   Introduction to the Department

1.1   Welcome

Welcome to the MSc and Postgraduate Diploma programme in Politics and International Relations, in the Department of Politics and International Relations at Royal Holloway. This handbook contains a full description of your programme, assessment and information to guide you. Please note that some of the information is provisional, but the Department Administration and individual course leaders will inform you of any changes.

The Department of Politics and International Relations (PIR) was founded in 2004 and has rapidly developed an outstanding reputation for teaching and research in a number of areas within this field. It has grown substantially with a number of new appointments since 2006 that have brought it to 26 permanent academic members of staff in size, and it has recently incorporated the College's philosophy programmes, bringing with it an additional four permanent academic members of staff and around 120 students on various philosophy programmes. The current postgraduate taught structure, which includes a wide variety of disciplinary streams, was established in 2007. Also in 2007 we launched three new Research Centres: the Centre for Global and Transnational Politics, the Centre for European Politics, and the New Political Communication Unit. In 2009 we added a fourth research unit, the Contemporary Political Theory Research Group.

The distinctiveness of our MSc programme lies in its stimulating range of streams. Each stream offers a mixture of core courses, stream-specific options, and free options chosen from a broad array of courses.

The aims of the programme are:
- to provide a systematic understanding and knowledge of theories, institutions, and practices in the disciplines of politics and international relations generally and more specifically in sub-disciplines related to individual programme streams;
- to encourage a critical awareness of current problems and developments in political science and international relations generally and in specific sub-disciplines related to individual programme streams;
- to provide theoretical insights and methodological techniques relevant to the creation and interpretation of knowledge in politics and international relations and to the critical evaluation of current research and advanced scholarship in that field;
- to provide training in research techniques in the field of study;
- to foster an independent learning ability required for continuing professional development; and
- to develop key communications, IT and management skills relevant for postgraduate work.

1.2 How to find us: the Department

The Department is located on the west side of the College's historic main building, Founder's Building, on the first floor. The main office is located in room FW105. This can be found on the College **campus map** as building 1.

1.3 Map of the Egham campus
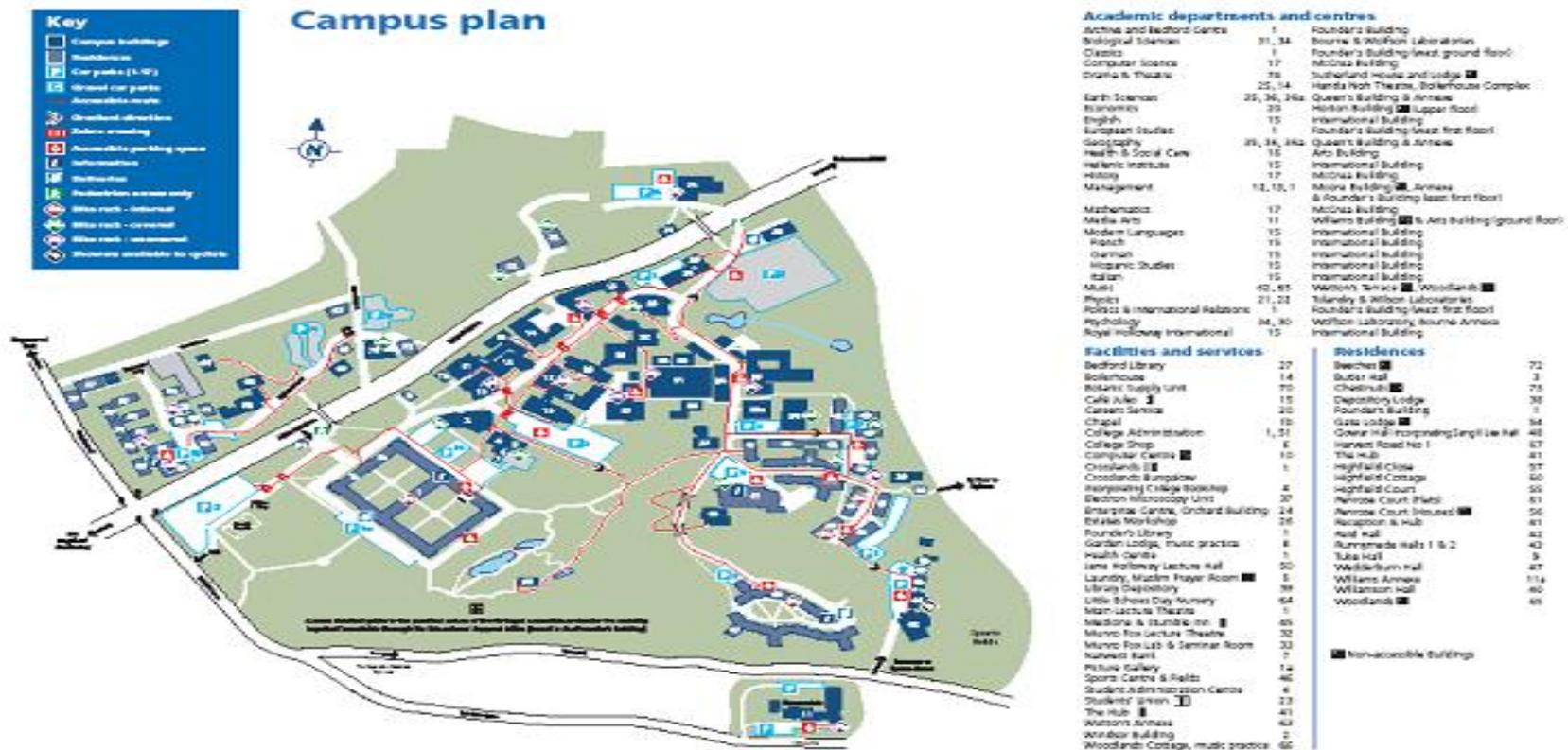
Student parking is limited and a parking permit is required. This can be obtained via Security. You will need proof of insurance and ID before a permit will be issued.

1.4 How to find us: the staff

CONTACT DETAILS

ACADEMIC STAFF	TEL EXT	ROOM NO.	E-MAIL
ALLEN, Nicholas	(44) 3150	FW133	Nick.Allen@rhul.ac.uk
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BENTLEY, Michelle	(44)6386	FW129	Michelle.Bentley@rhul.ac.uk
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VICCARI, Cristian	(44) 4403	FW115	Cristian.Vaccari@rhul.ac.uk
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ADMINISTRATIVE STAFF	TEL EXT	ROOM NO.	E-mail
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LAW, Vanessa Senior Faculty Administrator	(27) 6315	FW137	Vanessa.law@rhul.ac.uk
LUTLEY, Jenifer Faculty Administrator Undergraduate	(44) 3680	FW139	Jennifer.Lutley@rhul.ac.uk
PYM, Annie Faculty Administrator European Studies	(44) 3669	FW139	A.Pym@rhul.ac.uk
SHEDDEN, Caroline Faculty Administrator, Postgraduate	(44) 3687	FW139	Caroline.Shedden@rhul.ac.uk

Sabbaticals

The following staff are on sabbatical during 2013-14

Dr Julia Gallagher	(Autumn Term)
Prof Chris Rumford	(Autumn Term)
Prof Andrew Chadwick	(Spring Term)
De Neil Gascoigne	(Spring Term)
Prof Nathan Widder	(Spring and Summer Terms)

1.5   How to find us: the Departmental office

The Department office is located on the west side of the College's historic main building, Founder's Building, on the first floor. The Department Office, FW139, is located in the middle of the Founders West corridor, next to the cash office.

1.6   The Department: practical information

Day to day administration of the postgraduate programme is carried out primarily by three members of staff:

Dr Michael Bacon (MSc streams in Politics), email: Michael.Bacon@rhul.ac.uk; T: 01784 443465

Dr Michael Williams (MSc streams in International Relations), email: M.J.Williams@rhul.ac.uk T: 01784 276372

Mrs Caroline Shedden (Postgraduate Administrator), email: Caroline.Shedden@rhul.ac.uk T: 01784 443687

1.7   Office Hours

The Department Office will be open from 10:00 16:00 Monday to Friday.

Office hours for academic staff are listed outside their offices.

1.8   Reading Lists

All first term reading lists are available to download in PDF format from **Registration Week in September** of each new academic year (from on campus or via VPN access only). Spring term courses will be made available in January. **Note: it is your responsibility to download and print the reading lists for your courses from:**

http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/home. aspx

1.9 Induction and Course Registration Sessions

At the beginning of the academic year there are registration sessions by year for all students in the Department. The postgraduate induction session includes a brief introduction by a member of the library staff about the library facilities, and a member of the English Language Centre, which offers writing courses for students for whom English is not their first language. These courses are designed specifically for politics and international relations students and are held in the first several weeks of the year.

Registration provides an opportunity for students to meet the academic and administrative staff for the first time, to choose their option courses, and to make sure that students are aware of any important information they will need during the forthcoming year.

1.10 The Department student societies

PIRSoc

The Politics and International Relations Society, PIRSoc, is one of the most active student groups in the College. It organizes a number of social events, debates, and guest speaker lectures. For several years, it has also fielded award winning student teams to attend the National Model United Nations Conference in New York in March/April. The 2012 team won the Outstanding Delegation Award, placing it among the top 10 teams at the event. Details of PIRSoc can be found on the Student Union website (see section 8.3) and at:

http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/pirsociety.aspx

DipSoc

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

http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/diplomaticsociety.aspx

PhilSoc

In late 2011 a new Philosophy Society (PhilSoc) was established by undergraduate philosophy students, who are now part of the department. PhilSoc aims to provide students with an outlet to pursue philosophical interests, whether political, social, ethical or epistemological, and is open to students across campus, not just those studying on philosophy degrees. Since its establishment the society has been hosting weekly discussions on a variety of philosophical and practical topics, and has participated in events such as the British Undergraduate Philosophy Society annual conference in Leeds, and 'My Night with Philosophers' held at the Institute Français du Royaume-Uni in central London. Details of PhilSoc can be found at:

http://www.rhul.ac.uk/philosophy/philosophysociety.aspx

1.11 Staff research interests

Dr Nicholas Allen: Political integrity and ethics regulation in British politics, mass and elite political behaviour, the British constitution and the British prime ministership.

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

Dr Giacomo Benedetto: European Union, Euro p e a n Parliament, comparative legislative politics, political parties, budgets and public spending.

Dr Michelle Bentley: Terrorism and counterterrorism, US foreign policy, mass destruction, and political narratives.

Professor Andrew Chadwick: The internet's impact on political mobilisation, e-government, e-democracy, internet governance and regulation.

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

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

Dr Julia Gallagher: African politics, British foreign policy, and normative international relations theory.

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

Professor Sandra Halperin: Global development, the causes and conditions of war and peace, Middle East politics.

Dr Anja Jakobi: Global Governance, International Organizations, Crime and Non-State Violence, Global Public Policy.

Dr John Mattausch: Ethnicity, the relations between different ethnic groups, British/Gujarati history. Explanatory social theory, societal change and the role of chance.

Dr Alister Miskimmon: Strategic Narratives, German foreign policy, European integration, European Union foreign and security policy, European and global security issues.

Dr Lara Nettelfield: transitional justice, hum a n rights, forced migration, social movements, democratic transitions, and humanitarian intervention.

Professor Ben O'Loughlin: International political communication, media, war, new security challenges and conflict, internet politics.

Professor Chris Rumford: The transformation of contemporary Europe, the changing nature of borders, globalization theory, cosmopolitanism.

Dr Jonathan Seglow: Contemporary political theory, especially associative duties, immigration and the politics s of recognition.

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

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

Dr Cristian Vaccari: digital media and politics, social media and political participation, election campaigns, online and offline political discussion.

Professor Nathan Widder: History of Western political thought, contemporary Continental philosophy, questions of difference, pluralism, power, and identity.

Dr Michael Williams: New security challenges and risks, the influence of culture on foreign policy, civil-military relations, technology and war, transatlantic relations, US Foreign Policy.

2 Communication

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

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

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

2.1 Email

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the **student portal** https://campus-connect.rhul.ac.uk/cp/home/displaylogin (Campus Connect) or direct via **Outlook.com** http://outlook.com/ **Email to this address will be used routinely for all communication with students.** Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you **check your emails once a day**. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

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

The Politics and International Relations Department will only use the address in the College Global Address List and **does not** use private or

commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for **forwarding**. This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the RHUL account. It is your responsibility to log on to your College account occasionally and conduct some account maintenance or your account may become full and therefore will not forward messages.

If you send an email to a member of staff in the Department during term time you should normally receive a reply within 3-4 working days of its receipt. Please remember that there are times when members of staff are away from College at conferences or undertaking research.

2.2   Post

All post addressed to students in Politics and International Relations is delivered to the student pigeonholes (alphabetical by surname) located across the entrance to the Department Office, FW105. At the end of each term student pigeonholes are cleared of accumulated mail which is then destroyed. Important information from Registry is often sent by internal post and tutors sometimes return work to you via the pigeonholes so you are advised to check them regularly.

2.3   Telephone and postal address

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

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

2.4 Notice boards

The official student notice boards are on the walls to the left of the door to FW112. Every effort is made to post notices relating to class times etc well in advance, but occasionally changes have to be made at short notice and in that case email will be used.

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

2.5 Personal Advisers

MSc Coordinators are tasked with overseeing the pastoral care of MSc/PGDip students and providing academic and welfare advice. Students who are experiencing difficulties of an academic or non-academic nature should normally consider the MSc Coordinators to be their first point of contact, though course Conveners and department admin staff should also be treated as contacts where appropriate.

2.6 Questionnaires

The Department welcomes student feedback at any time during the academic year. The Postgraduate Staff/Student Committee (see section 8.2) provides an important forum for in-year feedback, but students should feel free also to approach course leaders, the Postgraduate Administrator, or the Head of Department. Feedback can be invaluable for confirming good practices and for identifying problems in time for them to be corrected.

Course evaluation forms are distributed in seminars in the last weeks of the teaching term and are completed by students anonymously. They are a valuable opportunity for students to provide feedback on their experience in a course, and this feedback is taken seriously by course Conveners, the Department as a whole, and the College. Course evaluation questionnaires also provide space for written comments, and these are certainly welcome as they provide much more detail than can be provided just by the numerical answers given to the questions on the forms. The results form course evaluations are collated and monitored by the Department's Teaching Committee and by the Head of Department and the staff concerned. Full details are contained in the Department Annual Monitoring Report located in the Departmental Office, room FW139.

3   Teaching

3.1   Dates of terms

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

Autumn Term: Monday 23 September to Friday 13 December 2013

Reading Week: Monday 4 November 2013 – Friday 8 November 2013

Spring Term: Monday 13 January to Friday 28 March 2014

Reading Week: Monday 17 February 2014 – Friday 21 February 2014

Summer Term: Monday 28 April to Friday 13 June 2014

Graduation Ceremonies: 14-18 July 2014

3.2   Attendance requirements

The Department monitors your attendance, academic engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the Department may be necessary. Inadequate engagement on a course may lead to disciplinary action which can result in the termination of your registration (see section on Disciplinary action) or on courses where the attendance requirements are stated in the course specification, the outcome of Attendance Fail (AF) (see the section on **Outcomes** of course assessment for further explanation of the AF outcome).

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

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

The Department will monitor your attendance at all course 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.

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 recognized that emergencies may occur at any time throughout the year and therefore a minimum attendance level of 80% overall and 70% on each of your courses has been set. You should also be aware that there may be some courses which you study which have a specific course attendance requirement. If you face difficulty in attending any classes or undertaking an assessment it is your responsibility to inform the Department(s) in which you are studying and provide a satisfactory explanation. As long as you are meticulous in your honesty in reporting and explaining these exceptions, we aim to be understanding in our response.

You must manage your time so that any paid employment, voluntary or other activities fit into the times when you are not required to be in a class. You are reminded that **Postgraduate Taught Regulations** (http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx stipulate that the amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed 20 hours per week during term time. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

If you are having other problems that are causing you to miss classes, you should talk to your Personal Adviser, year tutor or another member of staff, or visit the Student Advisory Service or **Students' Union** before your problems get out of control. There are many people who can provide **Support** on http://www.rhul.ac.uk/ecampus/welfare/home.aspx but remember - they cannot help if you do not ask.

In recognition of its legal responsibilities under the Equality Act 2010, the College may adjust the attendance requirement. It will only do this when such adjustment does not compromise competence standards or the ability of the student to reach the learning outcomes of the course. Any need to adjust attendance requirements will be treated on a case by case basis and discussed by the Department with the Educational Support Office and Academic Development.

3.3 Notification of absence

This guidance applies if you are absent from classes for any reason.

You must
a.   Advise your department by either emailing PIR department email box pir-admin@rhul.ac.uk or by telephoning the department office.
b.   Complete the Notification of Absence Form available from the 'Studying' tab on the Student Home page. www.rhul.ac.uk/attendance. Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.
c.   Submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. The department will accept notification by e-mail, and in the case of doctors note, scanned copies will be accepted followed by the original once the student returns to University.
d.   Ensure that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

This table shows the documentation that is required should you be absent for any reason.

Reason for absence	Documentation required
Illness up to and including 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form – Self Certification
Illness for more than 5 consecutive term-time days (excluding Saturdays and Sundays)	Completed Notification of Absence Form - Self Certification plus Formal Medical Certification signed by the Health Centre, your GP or hospital consultant
Unrelated to sickness	Notification of Absence Form plus supporting evidence (see http://www.rhul.ac.uk/ecampus/academic support/attendance/notificationofabsence. aspx for details of required evidence)
Leave of absence request	Notification of Absence Form plus any departmental requirement must be met

Note:

- If you should be absent for a prolonged period it is important that you keep in touch with your department.
- Departments will monitor the frequency of self-certified absences and a Head of Department may request that you provide a doctor's medical certificate in multiple and sustained instances of self-certified illness.

It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see http://www.rhul.ac.uk/ecampus/academicsupport/attendance/notificationofabsence.aspx

- for details of required evidence and for details of 'acceptable' and 'unacceptable' absences). If deemed unacceptable the absence will be recorded as such and will count against the minimum attendance level.

If you are absent from an examination or assessment then you must follow the guidance in the Essential Examinations Information http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx

For further details on the kinds of circumstances where absence may be deemed as 'acceptable' and 'unacceptable' and for the type of supporting evidence that you may be required to provide as justification of absence, please click on 'Studying' tab on the Student Home page. http://www.rhul.ac.uk/ecampus/academicsupport/attendance/home.asp.

3.4   Consequences of failing to attend

In the past failure to maintain and acceptable level of attendance on an individual course could result in the Department issuing and Incomplete for that course, which in many respects would be tantamount to a failure and could seriously affect a student's overall degree. Changes to College regulations have removed this option from the Department and thereby left only much harsher penalties available to deal with attendance issues. It is therefore very important for students to take the attendance requirements set by the Department seriously, and to provide proper notification and where necessary documentation of absences.

In the first instance when attendance problems have been identified it is normal practice for the Department to contact the student with an informal warning that attendance has become an issue. This can be followed with a first and then second formal warning issued by the Head

of Department. Failure either to respond to these warnings or to improve attendance or related academic performance can lead to the Department referring the matter to the College, which can end with termination of registration from the programme.

3.5 Meetings

You are likely to be invited to meet with a member of academic staff in your department:
- if you fail to attend all learning activities in two consecutive weeks without providing an explanation
- where your pattern of absences is:
  - considered to be having an effect your work or causing concern for the your well being
  - pointing to a possible disability that you may not have disclosed
  - where your attendance is approaching the minimum attendance level

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

3.6 Disciplinary action

Should you choose not to pay attention to your studies then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx.

On courses where there is a specified attendance level requirement the Departmental Sub-Board of Examiners may judge that you have not fulfilled the learning outcomes of a course and award the outcome of Attendance Fail (AF) for the course. Students who receive the outcome of AF for a course have not passed the course; they are not permitted to re-sit the assessment for the course and must repeat the course in attendance in order to complete it. Thus the outcome of AF can prevent you from graduating.

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

necessary to implement disciplinary procedures as detailed above.

4   Withdrawal of visa

If you are in receipt of a **Tier-4 Student Visa** sponsored by Royal Holloway, it is a requirement of your Visa that you attend classes and complete assessments. This is also a requirement of the College's academic regulations. The College has a legal responsibility **to report any student admitted to the College on a student visa who does not appear to be in attendance to the UK Border Agency (UKBA).** Therefore if you fail to meet UKBA visa requirements and/ or fail to respond to informal and formal warnings from the College in this regard you could have your sponsorship withdrawn, your Visa cancelled and your registration with the College terminated. The termination of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process and the decision is not open to appeal.

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

5   Degree Structure

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

Each MSc stream combines specialisation in the stream area with flexibility and choice, and consists of a mixture of core courses, stream options, a choice of free options and a 10-12,000 word supervised dissertation written over the summer. Teaching is normally conducted in small group seminars that meet weekly for two hours, supplemented by individual tuition for the dissertation. Students graduate with an MSc bearing the title of their chosen stream i.e. MSc Politics and International Relations: Democracy, Politics, & Governance.

The MSc streams offered for the 2013-14 academic year are:

- Contemporary Political Theory
- International Relations
- International Relations Theory
- New Political Communication
- Transnational Security Studies

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

5.1 Contemporary Political Theory

The MSc stream in Contemporary Political Theory is one of the few programmes in the UK that works across the Anglo-American/Continental divide in political thought. Students will explore conceptual issues related to order, justice, and liberty, key texts by Nietzsche and twentieth century European thinkers, and have option courses in human rights, culture and community, political philosophies of the New Left, applied political philosophy, biopolitics, and more. Model 1 stream.

Core courses. 1 unit.	Stream Core Course 1. Autumn term. 0.5 units.	Stream Core Course 2. Spring term. 0.5 units.	Free Options (all 0.5 units). Choose one for Autumn term and one for Spring term.	Dissertation. 1 unit.
Autumn Term Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Theories and Qualitative Approaches in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5) Spring Term Research Design in Politics and IR (0.5)	Contemporary Continental Political Theory	Political Concepts	**Autumn Term** Conflict and Conflict Resolution in the Middle East Human Rights: From Theory to Practice Identity, Power and Radical Political Theory Internet and New Media Politics The Politics of Multiculturalism Transnational Security and the Law of Targeting United States Foreign Policy **Spring Term** The Armed Forces and Society Contemporary Anglo-American Political Theory European Union Politics and Policy The Law of Cyber Warfare Media, War and Conflict Non-State Violence as a Challenge to Security Social Media and Politics Sovereignty, Rights and Justice Theories of Globalisation Understanding Defence	Dissertation on an aspect of contemporary political theory

5.2   MSc stream in International Relations

The MSc stream in International Relations offers an advanced analysis of international relations, investigating the political, economic and social interactions of various actors in world politics.

Model 2 stream.

Core courses. 1 unit.	Stream Core Course. Autumn term. 0.5 units.	Stream Core Option. Spring term. Choose one. 0.5 units.	Free Options (all 0.5 units). Choose one for Autumn term and one for Spring term. You may choose from among the courses you did not take as your Stream Core Option (column 3) as well as the following.	Dissertation. 1 unit.
Autumn Term Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Theories and Qualitative Approaches in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5) Spring Term Research Design in Politics and IR (0.5)	Analysing International Politics	Understanding Defence Media, War and Conflict Theories of Globalisation	**Autumn Term** Conflict and Conflict Resolution in the Middle East Human Rights: From Theory to Practice Identity, Power and Radical Political Theory Internet and New Media Politics The Politics of Multiculturalism Transnational Security and the Law of Targetting United States Foreign Policy **Spring Term** The Armed Forces and Society Contemporary Anglo-American Political Theory European Union Politics and Policy The Law of Cyber Warfare Media, War and Conflict Non-State Violence as a Challenge to Security Social Media and Politics Sovereignty, Rights and Justice Theories of Globalisation Understanding Defence	Dissertation on an aspect of international relations

5.3   MSc stream in International Relations Theory

The MSc stream in International Relations Theory is designed for those wishing to specialise in theoretical aspects of international relations, with an emphasis on sovereignty, rights, and justice, and global political economy.

Model 1 stream.

Core courses. 1 unit.	Stream Core Course 1. Autumn term. 0.5 units.	Stream Core Course 2. Spring term. Choose one. 0.5 units.	Free Options (all 0.5 units). Choose one for Autumn term and one for Spring term.	Dissertation. 1 unit.
Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Theories and Qualitative Approaches in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5) **Spring Term** Research Design in Politics and IR (0.5)	Analysing International Politics	Sovereignty, Rights and Justice	**Autumn Term** Conflict and Conflict Resolution in the Middle East Human Rights: From Theory to Practice Identity, Power and Radical Political Theory Internet and New Media Politics The Politics of Multiculturalism Transnational Security and the Law of Targetting United States Foreign Policy **Spring Term** The Armed Forces and Society Contemporary Anglo-American Political Theory European Union Politics and Policy The Law of Cyber Warfare Non-State Violence as a Challenge to Security Media, War and Conflict Social Media and Politics	Dissertation on an aspect of international relations theory

5.4   MSc stream in New Political Communication

For those seeking to understand the interplay between digital new media and communication technologies, political institutions, behavior and public policy, with emphases on citizen engagement, mobilization, campaigning, and the role of new media in the global system. Covers e-democracy, e-government and e-campaigning, but also includes material on media, war and conflict.

Model 1 stream. For more detail, visit the New Political Communication Unit website.

Core courses. 1 unit.	Stream Core Course 1. Autumn term. 0.5 units.	Stream Core Course 2. Spring term. Choose one. 0.5 units.	Free Options (all 0.5 units). Choose one for Autumn term and one for Spring term.	Dissertation. 1 unit.
Autumn Term Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Theories and Qualitative Approaches in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5) **Spring Term** Research Design in Politics and IR (0.5)	New Political Communication Internet and New Media politics	**Note: The Spring term stream core is running in the Autumn Term for 2013-14.**	**Autumn Term** Conflict and Conflict Resolution in the Middle East Human Rights: From Theory to Practice Identity, Power and Radical Political Theory Internet and New Media Poltics The Politics of Multiculturalism Transnational Security and the Law of Targetting United States Foreign Policy **Spring Term** The Armed Forces and Society Contemporary Anglo-American Political Theory European Union Politics and Policy The Law of Cyber Warfare Media, War and Conflict Non-State Violence as a Challenge to Security Social Media and Politics Sovereignty, Rights and Justice Theories of Globalisation Understanding Defence	Dissertation on an aspect of contemporary political theory.

5.5 MSc stream in Transnational Security Studies

Questions about security – what drives it and what undermines it – shape global politics. Terrorism, conflict, environmental catastrophe, weapons of mass destruction and weak states are all security issues that are reflected in our media, dominate policy-making in international politics, and increasingly impinge on our daily lives. The MSc in Transnational Security Studies is an exciting new degree that brings together many of the existing strengths of the Department of Politics and International Relations, including expertise in the areas of security studies, comparative politics, international law and conflict, political theory, and global politics. The core of the programme traces the security studies discipline from its traditional approaches through its evolution to include ever more transnational dynamics. The programme can be tailored to specific interests through option courses in subjects such as political violence; biopolitics; media, communication and conflict; international law of targeting; and regional international politics. The degree will provide students with both a firm academic foundation in the security studies discipline and a base of knowledge for careers in fields of policymaking, international organizations, non-governmental organizations, and more.

Model 2 stream.

Core courses. 1 unit.	Stream Core Course 1. Autumn term. 0.5 units.	Stream Core Course 2. Spring term. Choose one. 0.5 units.	Free Options (all 0.5 units). Choose one for Autumn term and one for Spring term.	Dissertation. 1 unit.
Autumn Term Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Theories and Qualitative Approaches in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5) **Spring Term** Research Design in Politics and IR (0.5)	Transnational Security Studies	The Armed Forces and Society The Law of Cyber Warfare Media, War and Conflict	**Autumn Term** Conflict and Conflict Resolution in the Middle East Human Rights: From Theory to Practice Identity, Power and Radical Political Theory Internet and New Media Politics The Politics of Multiculturalism Transnational Security and the Law of Targetting United States Foreign Policy **Spring Term** Contemporary Anglo-American Political Theory European Union Politics and Policy Social Media and Politics Sovereignty, Rights and Justice Theories of Globalisation Understanding Defence	Dissertation on an aspect of political theory

6   Postgraduate Diploma

The streams are also offered at Postgraduate Diploma level (full- and part-time) for those who do not have the academic background necessary to begin an advanced Masters course. The structure of the Diploma streams is identical except that students do not write a dissertation. Students who are successful on the Diploma may transfer to the MSc subject to academic approval.

6.1   Organisation of Part-Time Study

Part-time MSc students will normally complete the core methods course , their first term stream core course in their first year, and their second stream core (model 1) or stream option (model 2) in their first year. They will complete their free optional courses, the core research design course, and the dissertation in their second year. Part-time Diploma students will normally have the same distribution of courses but without the dissertation.

Year 1 – MSc and Diploma Programme, Part-Time

Autumn (Term 1)	Spring (Term 2)	Summer (Term 3)
Students choose one from: Introduction to Quantitative Research Methods in Politics and IR (0.5) Introduction to Qualitative Methods in Politics and IR (0.5) Foundations of Contemporary Political Theory (0.5)		
Stream Core (or Stream Core 1)	Stream Option (or Stream Core 2)	

Year 2 - MSc and Diploma Programme Part-Time

Autumn (Term 4)	Spring (Term 5)	Summer (Term 6)
Free Option 1	Research Design in Politics and IR (0.5)	Dissertation (MSc Students Only)
	Free Option 2	

7   Facilities

7.1   Libraries
There are 2 libraries on campus:
- **Founder's Library**, located on the South Side of Founder's Building, houses most language, literature, film, music and theatre material;
- **Bedford Library**, located up the hill from the Students' Union next to the History Department, houses science, social science and history material;

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

If you cannot find the specific items that you require in the libraries, it is possible to order items from other libraries by inter-library loan or to gain access to the Senate House Library or other university libraries. You can obtain further information on this by asking at the library helpdesks. The Information Consultant for PIR is **Helen Westwood**, who can be contacted at mailto:Helen.westwood@rhul.ac.

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

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

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

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

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

The Computer Centre provides a range of IT training sessions designed to enhance your current IT skills. These are available in both class-based and self-study formats, and successful completion of the course is rewarded by a College IT Skills certificate. To participate in these sessions, go to:

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

8 Coursework Essays and Dissertation

8.1 Coursework essay

Coursework essays are either formative or summative. Formative essays do not count towards the final mark for a course, whereas summative essays comprise some percentage of the overall mark. All essays are marked and receive written comments. **All essays should be handed to the seminar leader in your seminar on the same day as the submission deadline using the essay cover sheets that the Department provides**. Marks and comments will be provided via Grademark, the Turnitin essay marking system, hard copies will be handed back via seminars.

The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Turnitin via Moodle. Electronic copies **must be uploaded by 9:00 am on the submission date or penalties for late submission may be applied** in accordance with the College rules outlined in section 8.4 below.

Cover sheets can be downloaded from the webpages http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/home. aspx or collected from the student service area.

Any late essay, formative or summative, should be handed into the office together with a late submission form. **Students MUST have made prior arrangement if they want to hand essays in late.**

8.2   The dissertation

The dissertation is the culmination of independent supervised research and should be 10-12,000 words in length (this word count includes the over and under-length limits).

Schedule for dissertation preparation and submission (note: this schedule is the same for part time students in their second year, although part-time students are encouraged to decide on their topic and discuss the matter with their potential supervisor by the end of their first year):

Beginning of Spring Term ⇒	Students sign up with dissertation supervisors on a first come, first serve basis (it is expected that students will have approached their preferred supervisor first, perhaps late in the Autumn Term).
24th February 2014 ⇒	**Submission of Dissertation Outline**
1st September 2014 ⇒	**Submission of Final Dissertation**

8.3   Choice of dissertation topic

The dissertation component of the MSc degree allows students to pursue topics of interest without the restrictions of a taught course with a specific content. They only require a fit with the general themes and concerns of the MSc stream being studied. Students should feel free to pursue the topics that truly interest them, although it is hoped that they will take advantage of the research specialisms available in the Department.

In the first instance students need to choose a topic with sufficient specificity that a discussion can begin with the supervisor over what the project can become. Students work with their supervisor to develop a proper thesis or research question to pursue. The dissertation outline that students submit to their supervisors in late February (see section 6.5 below) aims to help students focus their topic. The research design course taken in the Spring term is also meant to be used for dissertation preparation.

8.4   The dissertation supervisor

Students sign up for supervisors through the Moodle system. Each supervisor will have a limited number of places for students to supervise, and students should be aware that these places will be filled on a first come, first serve basis. Students should feel free to discuss their ideas for

a dissertation with members of staff during the Autumn Term or the start of the Spring Term, when the sign up will be made available. After supervisors are determined, students should arrange to meet for supervision meetings. It is the student's responsibility to contact supervisors to arrange meetings and to keep the supervisor informed of the progress of the research.

After Spring Term ends, supervisors' fixed office hours also end. From this point, students should book appointments with their supervisors by email. It is recommended that students see their supervisor at least three times before the end of Summer term. Once Summer term ends on 14 June many staff will leave to carry out research overseas through the summer. The end of the Summer term is the cut off point for face-to-face supervision, after which supervisors will continue to assist you by email, and if appropriate meetings can be arranged. Between 22 March and 14 June it is important students remain in regular dialogue with their supervisors about progress being made or problems arising.

Supervisors will not read full drafts of dissertations but can read drafts of up to 3,000 words if this is emailed to them by 1 August. Supervisors will not comment on material sent after 1 August.

For students who have difficulties submitting their dissertation by the September deadline the usual extenuating circumstances regulations apply, so please ensure Vanessa Law and your supervisor are contacted well in advance of 3 September if, for example, you become seriously ill.

8.5   Content of dissertation

Before proceeding to write the dissertation all students are required to prepare a research outline that they will discuss with their assigned dissertation supervisor. The outline is meant to assist students in preparing their research strategies and clarifying the tasks that need to be undertaken to complete a satisfactory piece of work. Students are allowed some flexibility in the structure of the outline, but it should contain the information as outlined below.

8.6   Dissertation outline

Before proceeding to write the dissertation students have the opportunity to submit a research outline to their supervisors for discussion. The outline is meant to assist students in preparing their research strategies and clarifying the tasks that need to be undertaken to complete a satisfactory piece of work. There is flexibility in the structure of the outline, but it should contain the information as outlined below.

GUIDELINES FOR DISSERTATION OUTLINE

1. Title: This should be carefully phrased to give a clear indication of the aim of the project and should not be too long. Direct the reader's attention explicitly to the central problem.

2. Problem or Issue: There is a central issue or group of related issues at the core of any project. You should say what the problem for investigation is, provide a context for its consideration and a justification of its importance for study. Delineate the crucial aspects of the problem requiring investigation and what areas will need to be considered to provide a better understanding of the chosen problem. Your case for studying an issue and the strategy with which you approach it will be strengthened if you demonstrate that the subject has not been adequately dealt with in the existing literature. You will not be able to review all the relevant literature but you should be able to reflect some major differences of viewpoint or approach by becoming familiar with some of the principal works that have touched on the problem. These should be stated succinctly, not summarised extensively. Remember that there is a significant difference between a field of enquiry e.g. international finance, and a specific problem e.g. the feasibility of control by national states over capital flows.

3. Theoretical Framework: This is where you consider the means appropriate for understanding and confronting your research question. What this involves is a discussion of the theoretical elements and guiding assumptions of the study. Whatever your approach there will be some hypothesis that will guide your research and that will suggest which factors or variables of the problem must be investigated in order to answer your central question.

4. Structure of Argument: This should be a rough outline of the way in which the research will be reported. This requires a chapter outline presented not just as a list, but as a logically connected series of distinct points. It could finish with mention of the principal points on which you would expect to be able to reach a conclusion (but, of course, not the conclusions themselves).

5. Bibliography: List the principal sources that will be used to guide research with reference to: the theoretical framework; the substance of research; primary sources; possible interviews or databases.

Please NOTE: all sections should reinforce each other and stand together as a coherent whole. For example, discussion of the problem will be

influenced by the choices made regarding the theoretical framework and will make reference to texts in the bibliography.

Rough Guide to Length and Space Allocation
Problem	1-2 pages
Theoretical Framework	1/2 page
Structure of Argument	1 page
Bibliography	1 page
Total	**4-5 pages**

A dissertation may be either a critical analysis of a theoretical problem or the result of an empirical project. In either case it must review the literature and include a full bibliography. There is no one prescribed structure for dissertations. There must be a statement of the aims of the dissertation either as the first section or included in the Introduction. We generally recommend subdivision into sections or chapters, including an Introduction and a Conclusion (5-7 chapters would not be unreasonable). Judicious use of subheadings within chapters can be helpful to readers but remember to be consistent about style (use of bold type, italics, etc.) for a given level of heading.

You may wish to include additional material in appendices, for example, depending on your topic, supplementary statistical material, extracts from official publications, a technical glossary, literature search strategies, methodological details, etc. All essential material, however, should be contained in the main text.

8.7 Presentation:

The dissertation should be typed or word-processed, with either 1.5 or double spacing for the main text, and include a bibliography following a recognised style (preferably Harvard). Pages must be numbered. A high standard of presentation, grammar and spelling is expected.

Length: The dissertation should be 11,000 words in length +/- 10% (or, in other words, between 10,000 and 12,000 words), excluding abstract, contents page, bibliography, and appendices. **Please note: While some flexibility can be allowed for dissertations that go slightly above or below the word count range, dissertations that are far beyond the world limit can be subject to penalties in accordance with the College rules outlined in section 7.6 below. Students are also warned that dissertations well below the word limit can suffer similarly in assigning overall marks.**

Format:

- **Cover Sheet**: a cover sheet is required and must include (1) your

candidate number, (2) title of dissertation, (3) the degree course for which it is being submitted (i.e. MSc Politics and International Relations: Democracy, Politics, & Governance, Royal Holloway, University of London) and (4) date of submission.

- **Abstract:** an abstract of approximately 100-200 words of the dissertation must be included following the cover sheet.

- **Contents page(s):** follows the abstract

Examples of past years' dissertations are available from the Departmental Office for you to consult with respect to format and organisation. Any quotation from previously submitted dissertations requires the permission of the author and must be fully acknowledged.

There are many published study guides which cover research projects, dissertations, etc., some of which are held in the Bedford Library. Three you may find useful are:

Lisa Harrison, *Political Research: An Introduction* (Routledge, 2001).

David M. Silbergh, *Doing Dissertations in Politics: a student guide* (Routledge, 2001).

C. Hart, *Doing a Literature Review* (Sage, 1998).

8.8   Referencing style

Students should consult the 'Referencing, Sourcing, Plagiarism and Online Submission of Essays' provided by the Department.

8.9   Word count

The Department expects students to adhere to the word limits set out for assigned essays. Essays and dissertations that are above or below the word limit can be subject to penalties in accordance with the College rules outlined in section 8.4 below

8.10 Marking criteria
Essays and the dissertation are marked in accordance with the following conventions:

85-100% - Work displaying some or all of the following features, depending on the nature of the assignment or task:
- Publishable quality

- Outstanding research potential
- Ability to plan, organise and execute independently a research project to the highest professional standards
- Exceptional degree of creativity, originality, and independence of thought
- Ability to make informed judgements, develop original insights, and construct productive hypotheses in the absence of complete data
- Highest professional standards of competence, expression and presentation (written, oral, visual)
- Ability to assemble information from different sources to produce exceptionally well-organised and original answers
- Ability to analyse data critically and formulate questions which lead to original lines of enquiry
- Ability to evaluate critically existing methodologies and suggest new approaches to current research or professional practice
- Flexibility of thought, and the ability to employ different approaches to the solution of highly complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to the highest professional standards
- Penetrating analysis of primary sources of literature and information
- A exceptionally high level of understanding of current research techniques and how they can be applied most effectively to investigate challenging new problems
- Outstanding levels of accuracy and technical competence

70-84% - Work displaying some or all of the following features, depending on the nature of the assignment or task:
- Excellent research potential
- Ability to plan, organise and execute independently a research project to a very high professional standard
- Very high professional standards of competence, expression and presentation (written, oral, visual)
- High degree of creativity, originality and independence of thought
- Ability to assemble information from different sources to produce very well-organised and original answers
- Ability to analyse data critically and formulate questions which may lead to productive lines of enquiry
- Flexibility of thought, and the ability to employ different approaches to the solution of complex and novel problems
- Ability to evaluate published or publicly-presented work critically and to a high professional standard
- Ability to analyse primary sources of literature and information critically
- Very high levels of accuracy and technical competence

60-69% - Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Very good professional standard of competence, expression and presentation (written, oral, visual)
- Clear evidence of the potential to undertake original research given appropriate guidance and support
- Evidence of some creativity, originality and independence of thought
- Ability to assemble information from different sources to produce well-organised and insightful answers
- Ability to analyse data critically
- Flexibility of thought, and the ability to solve complex, though not entirely original problems
- Some ability to evaluate published or publicly-presented work
- Some ability critically to analyse primary sources of literature and information
- Good degree of accuracy and technical competence

50-59% - Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Sound knowledge and understanding of the relevant literature and other key sources of information
- Ability to produce satisfactory answers to problems and questions
- Ability to construct coherent and relevant answer to questions, though with few signs of originality
- A competent professional standard of organisation and expression
- Ability to engage in research involving a moderate degree of originality, when provided with close supervision and support
- Satisfactory degree of competence and technical accuracy

40-49% - Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Basic knowledge and understanding of some of the essential literature and other key sources of information, but answers are either incomplete or not entirely coherent
- Shows some grasp of the problem or topic but lacks clarity in written or oral presentation
- Little evidence of independent thought
- Little or no evidence of originality in answers
- Work which is just below an acceptable basic professional standard

20-39% - Work displaying some or all of the following features, depending on the nature of the assignment or task:

- Fragmentary knowledge and understanding of the essential literature and other key sources of information, yielding answers which show only a limited degree of understanding
- Shows little grasp of the problem or topic, and lacks clarity in

written or oral presentation
- Almost no evidence of independent or original thought
- Work that is clearly below an acceptable basic professional standard

0-19% - Work displaying some or all of the following features, depending on the nature of the assignment or task:
- Almost entirely lacking in evidence of knowledge and understanding of the essential literature and other key sources of information, yielding answers which, at best, show only the most rudimentary understanding of the question
- Shows almost no insight into the problem or topic
- Confused and incoherent written or oral presentation
- Totally devoid of independent or original thought
- Work that is far below an acceptable basic professional standard

Assessed oral work (seminar presentations, etc.) are marked in accordance with the following conventions:

70-100% - An excellent presentation an excellent grasp of the topic and wide-ranging research. The argument is well defined and backed up.

Consistent high quality participation in seminars over the year and contribution to class discussion, with comments and interventions displaying a comprehensive knowledge and understanding of the subject together with the ability to critically evaluate selected aspects of current knowledge.

60-69% - A good presentation which show good knowledge and clear evidence of research skills. There is a clear attempt to argue a point and use evidence to support its claims.

Consistent participation in seminars over the year and contribution to class discussion, with comments and interventions displaying a good knowledge of the topic, and the ability to analyse, interpret and organise information to ask and answer relevant questions.

50-59% - A satisfactory presentation which demonstrate adequate knowledge and research. Satisfactory argument is developed within the presentation.

Satisfactory participation in seminars over the year, with comments and interventions displaying an adequate knowledge of the topic, but lacking in breadth or depth, or with some significant aspects omitted or with no clearly developed argument or response to question.

40-49% - Evidence of some knowledge on the subject but lacks a clear

argument and has sufficient deficiencies in the research base to fall below Masters-level standard.

Evidence of some participation in seminars over the year, with comments displaying some knowledge on the subject, but very limited in depth or breadth. Little or no evidence of reading around the subject.

0-39% - Poorly researched and argued. Paper is poorly presented.

Very little participation in seminars over the year. Comments display poor understanding of the topic. Little or no evidence of reading or preparation.

9   Assessment Information

9.1   Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Please read the **"Instructions to Candidates" issued by the Examinations Office.** http://www.rhul.ac.uk/ecampus/academicsupport/examinations/examinations/home.aspx for full details on how and when to inform your department about such circumstances as well as the **deadline for submission of such information**.

Absence from an examination / failure to submit coursework

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

If you miss an examination or fail to submit a piece of assessed coursework through illness, or other acceptable cause for which adequate documentation is provided in accordance with the section on illness or other **extenuating circumstances** in the **Instructions to Candidates** the Sub-board of Examiners may take this into account when considering your results.

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

For all such students there is a process to apply for access arrangements for your examinations and other forms of assessment. Such requests should be made to the Educational Support Office (ESO) which will carry out an assessment of your needs. Please see the section **Students in need of support** *(including disabled students)* for further guidance about registering with the Educational Support Office.

9.2   Submission of written work

Coursework essays are either formative or summative. Formative essays do not count towards the final mark for a course, whereas summative essays comprise some percentage of the overall mark. All essays are marked and receive written comments. **All essays should be handed to the seminar leader in your seminar on the same day as the submission deadline using the essay cover sheets that the Department provides.** Marks and comments will be provided via Grademark, the Turnitin essay marking system, hard copies will be handed back via seminars.

The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Turnitin via Moodle. Electronic copies **must be uploaded by 9:00 am on the submission date or penalties for late submission may be applied** in accordance with the College rules outlined in section 8.4 below.

Cover sheets can be downloaded from the webpages http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/home.aspx or collected from the student service area.

Any late essay, formative or summative, should be handed into the office together with a late submission form. **Students MUST have made prior arrangement if they want to hand essays in late.**

9.3   Extensions to deadlines

If you have a good reason not to submit a piece of work, then you should, in the first instance discuss the situation with one of the Extension Panel team. We always require medical or other written documentation in support . 'Good reason' included illness, exceptional family circumstances, etc.

If you have been given an extension for an essay by a member of the Extension Panel please hand this essay into the office along with a late submission form. The admin staff will be required to sign off against the extension in a book that will be kept in the office. The extension panel will consider all late submission forms at a late submission meeting once a term.

Extension Panel Members
Dr Michael Bacon
Dr Michael Williams
Dr Alister Miskimmon
Mrs Vanessa Law

If you are absent from lectures, classes or tutorials for more than 7 days, or if coursework is handed in late through extenuating circumstances, then you should submit medical or other written documentation to the Departmental Office.

There are certain legitimate circumstances in which deadlines cannot be met – illness, for example, or a serious accident. Extensions to deadlines can be granted in these circumstances. An extension must normally be applied for in advance although the Department recognises that some circumstances will require extensions to be granted retrospectively.

Please note that computer failure cannot be accepted as a reason for late submission. You must leave enough time to print your work before handing it in, and you should make allowances for the fact that personal or College computers and printers sometimes perform erratically. In particular, if you do not back up your work onto floppy disk and the College server or your computer fails or is stolen, the Department will be sympathetic but will not accept this as a reason for a late submission.

When an extension has been granted, work submitted after a deadline will be marked and assessed in the normal way.

9.4 Penalties for late submission of work.

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

The following College policy applies to all students (new, continuing and resitting or repeating) on taught programmes of study with effect from September 2012. Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see 7.2 above).

In the absence of acceptable extenuating cause, late submission of work will be penalised as follows:
- for work submitted up to 24 hours late, the mark will be reduced by ten percentage marks;*
- for work submitted more than 24 hours late, the mark will be zero.

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

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

9.5   Anonymous marking and cover sheets

The Department is committed to the principle of anonymous marking of assessments wherever possible. To that end, cover sheets are provided for the submission of all summative essays. It is important that students write only their student number and candidate number on the cover sheet and do not include their name on the essays themselves. The same applies for final examinations.

9.6   Penalties for over-length work

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

All over-length work submitted on undergraduate and taught postgraduate programmes will be penalised as follows:

- For work which exceeds the upper word limit by at least 10% and by less than 20%, the mark will be reduced by ten percentage marks*, subject to a minimum mark of a minimum pass.

- For work which exceeds the upper word limit by 20% or more, the maximum mark will be zero.

*eg. an awarded mark of 65% would be reduced to 55%.

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

9.7   Return of written coursework

College policy places a four-week limit on the marking and return of coursework essays. However, the Department aims to return work within two weeks and no later than three weeks (not including vacation periods).

Lectures will return assessed coursework in class. Marks and comments will be returned via Moodle. In the event that the intended deadline cannot be met, the revised deadline must be communicated to students as soon as possible

9.8   Assessment offences

The College has regulations governing **assessment offences** which can found on the following webpage:
http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx

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

9.9 Plagiarism

Definition of plagiarism

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

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

9.10 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the **Educational Support Office.**
http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx

9.11 Progression and award requirements

The Regulations governing progression and award requirements are set out in your Programme Specification (http://www.rhul.ac.uk/coursecatalogue/home.aspx) and also more generally in the **Postgraduate Taught Regulations** http://www.rhul.ac.uk/Registry/academic_regulations/

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

Re-sit of a failed course unit – normally gives students an opportunity during the following academic year to re-sit any failed parts of a course unit not passed. It will also possible to take a summer resit for any

assessed coursework or exams submitted before the dissertation. Students do not have to attend any classes. Marks for work which has been passed will be carried forward. Students are required to register to resit course units. Unless students have been informed otherwise, the mark for such courses will be capped at 50%.

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

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

NB: Students entered to resit an examination will normally not receive an overall percentage mark greater than 50% for that course unit.

Outcomes of course unit assessment
The Postgraduate Taught Regulations require that for a student to qualify for final consideration in a course unit by the Sub-board of Examiners, a candidate must first:

> (a) have satisfied the attendance requirements specified for the course;

> (b) have completed and presented for assessment all work specified for the course within specified deadlines.

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

> (a) an outcome of Pass (P) with a percentage mark will be returned where the candidate has achieved a mark of 50% or above overall and in all elements of the assessment which carry an individual pass requirement;

> (b) an outcome of Fail (F) with a percentage mark will be returned where the candidate has achieved a mark of 49% or below overall, or in any element of the assessment which carries an individual pass requirement;

(c) an outcome of Attendance Fail (AF) without a percentage mark will be returned where the candidate has not met the attendance requirements stated in the course specification. For the purposes of calculating the final average, an AF will be treated as a zero unless a subsequent percentage mark is achieved through repeating the course in attendance

For details on the requirements governing the level of award please see the section on the **Consideration and Classification of Candidates for the Award** in the Postgraduate Taught Regulations.
http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx

9.12 Examination Results

Please see the **Examinations Office** webpage
http://www.rhul.ac.uk/ecampus/academicsupport/examinations/home.aspx
for details of how you will be issued with your **results.**
http://www.rhul.ac.uk/ecampus/academicsupport/examinations/results.aspx

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

10 Student Support

10.1 Students in need of support (including students with special needs)

Your first point of reference for advice within the Department is the Academic Coordinator, Dr John Mattausch Inevitably, problems will sometimes arise that the Department representative is not qualified to deal with. The College offers a high level of student welfare support which includes a comprehensive Health Centre, a highly regarded Counselling Service, dedicated educational and disability support, as well as a wealth of financial, career and other advice. Further details of each service can be found on the College web on the **Student Welfare** page:
http://www.rhul.ac.uk/ecampus/welfare/home.aspx

If you have a disability or specific learning difficulty, it is important that you bring it to our attention as soon as possible. The Departmental Educational Support Office (ESO) representative is Dr Jonathan Seglow. You must also contact the ESO (Founders East 151; tel: +44 (0)1784 443966; email: **educational-support@rhul.ac.uk**) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the ESO **Support, health and welfare** page
http://www.rhul.ac.uk/ecampus/welfare/disabledstudents/home.aspx

10.2 Student-staff committee

There is a student-staff committee on which both taught and research students are represented. (for constitution see
http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/compliance/committeeshandbookmarch2013.pdf
The Committee meets two or three times each year and plays an important role in the Department as a forum for airing student views. You can use the Committee to raise any issues which concern students. Student representatives on the committees can use them to raise any issues which concern students. MSc students interested in serving on the Committee should contact Caroline Shedden.

The aims of the Staff/Student Committees are:

- to maintain and foster communications within the Department;
- to receive and to discuss matters of concern to both students and staff;
- to provide a formal means of communication between students and the Departmental notice board.

The Minutes of the Committee meetings are available on the web at

http://www.rhul.ac.uk/politicsandir/informationforcurrentstudents/staffstudentcommittee.aspx.

Students are encouraged pass on their views and concerns to representatives prior to meetings.

10.3 Students' Union

The **Students' Union** offers a wide range of services and support, from entertainment and clubs/societies to advice on welfare and academic issues. The Advice and Support Centre, situated on the first floor of the Students' Union, runs a confidential service that is independent from the College. Open 9.30am - 5pm, Monday – Friday, it operates an open

door policy exclusively for students during term time. However, during vacation periods students should call to book an appointment. Full details can be found at www.su.rhul.ac.uk/support

10.4 Learning resources: library, IT, photocopying and printing

See sections 5.1 and 5.2 above.

10.5 Careers information

The College has a **careers advisory service**, housed in the Horton Building, which is open to any student during normal College hours. http://www.rhul.ac.uk/careers/home.aspx

10.6 Non-academic policies

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

10.7 Complaints and academic appeals procedure

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

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

11 Health and Safety Information

11.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations

11.2 Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found at
http://www.rhul.ac.uk/forstaff/handbook/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 are classified as a low risk activity and as such the following advice is relevant.

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

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

12 Equal Opportunities Statement and College Codes of Practice

12.1 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.

12.2 College codes of practice

A complete list of the College's codes of practice that are relevant to students is available at:

http://golive.rhul.ac.uk/registry/OnlineStudentHandbook/Regulations.html