Disclaimer

This document was published in September 2016 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.
1. INTRODUCTION TO THE DEPARTMENT ....................................................................................................................... 5

WELCOME ........................................................................................................................................................................ 5

1.1. HOW TO FIND US: THE DEPARTMENT ....................................................................................................................... 6
1.2. MAP OF THE EGHAM CAMPUS ........................................................................................................................................ 7
1.3. HOW TO FIND US: THE STAFF .......................................................................................................................................... 8
1.4. HOW TO FIND US: THE DEPARTMENTAL OFFICE ........................................................................................................ 10
1.5. THE DEPARTMENT: PRACTICAL INFORMATION ........................................................................................................ 10
1.6. STAFF INTERESTS .......................................................................................................................................................... 10
1.7. THE DEPARTMENT STUDENT SOCIETIES .................................................................................................................... 12

2. COMMUNICATION ............................................................................................................................................................... 13

2.1. EMAIL ................................................................................................................................................................................. 14
2.2. POST .................................................................................................................................................................................. 15
2.3. NOTICE BOARDS ............................................................................................................................................................ 15
2.4. PERSONAL ADVISERS .................................................................................................................................................... 15
2.5. QUESTIONNAIRES .......................................................................................................................................................... 16

3. TEACHING ............................................................................................................................................................................ 16

3.1. DATES OF TERMS ............................................................................................................................................................. 16
3.2. ATTENDING CLASSES AND ENGAGING WITH YOUR STUDIES .......................................................................................... 17
3.4 18

3.4 18

3.2.1 Your responsibilities in relation to attendance .............................................................................................................. 18
3.2.2 Departments’ responsibilities for monitoring attendance ................................................................................................. 18
3.2.3 College’s responsibilities for monitoring attendance ........................................................................................................ 19
3.2.4 Missing classes .............................................................................................................................................................. 19
3.2.5 Missing an examination .................................................................................................................................................... 21
3.2.6 Consequences of failing to attend .................................................................................................................................. 22
3.2.7 Withdrawal of visa .......................................................................................................................................................... 23

4. DEGREE STRUCTURE ............................................................................................................................................................ 24

4.1. MSc IN INTERNATIONAL RELATIONS ........................................................................................................................................ 24
4.2. MSc IN TRANSNATIONAL SECURITY STUDIES ............................................................................................................. 25
4.3. MSc IN MEDIA, POWER AND PUBLIC AFFAIRS .............................................................................................................. 26
4.4. POSTGRADUATE DIPLOMA ............................................................................................................................................. 27
4.5. ORGANISATION OF PART-TIME STUDY ........................................................................................................................ 28
4.6. YEAR 1 – MSc AND DIPLOMA PROGRAMME, PART-TIME ............................................................................................ 28
4.7. YEAR 2 - MSc AND DIPLOMA PROGRAMME PART-TIME ............................................................................................ 28

5. FACILITIES ............................................................................................................................................................................. 29

5.1 LIBRARY SERVICES: BEDFORD & FOUNDER’S LIBRARIES, ONLINE SERVICES & RESOURCES ...................................... 29
5.1.1 Using other libraries: ....................................................................................................................................................... 29
5.2. PHOTOCOPYING, PRINTING AND COMPUTING ........................................................................................................... 30
5.2.1 Photocopying ............................................................................................................................................................ 30
5.2.2 Printing ............................................................................................................................................................................ 30
5.2.3 Computing .................................................................................................................................................................... 30

6. COURSEWORK ESSAYS AND DISSERTATION .................................................................................................................... 30

6.1. COURSEWORK ESSAY ..................................................................................................................................................... 30
6.2. THE DISSERTATION ......................................................................................................................................................... 31
6.3. CHOICE OF DISSERTATION TOPIC ................................................................................................................................ 31
6.4. DISSERTATION SUPERVISOR ........................................................................................................................................... 32
6.5. CONTENT OF DISSERTATION ........................................................................................................................................... 33
6.4 DISSERTATION OUTLINE .................................................................................................................................................... 33
# 6.6. PRESENTATION ................................................................. 34
# 6.7. REFERENCING STYLE ................................................... 35
# 6.8. WORD COUNT ............................................................... 36
# 6.9. MARKING CRITERIA ....................................................... 36

## 7. ASSESSMENT INFORMATION .............................................. 40

### 7.1. ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES .......... 40
### 7.2. SUBMISSION OF WRITTEN WORK .................................. 40
### 7.3. EXTENSIONS TO DEADLINES ...................................... 41
### 6.4 LATE SUBMISSIONS ...................................................... 42
### 7.4. PENALTIES FOR LATE SUBMISSION OF WORK ............. 42
### 7.5. ANONYMOUS MARKING AND COVER SHEETS ............ 43
### 7.6. PENALTIES FOR OVER-LENGTH WORK ....................... 43

## 8. STUDENT SUPPORT .......................................................... 46

### 8.1. NON-ACADEMIC RELATED ENQUIRIES & SUPPORT .......... 46
### 8.2. STUDENTS IN NEED OF SUPPORT (INCLUDING STUDENTS WITH SPECIAL NEEDS) 46
### 8.3. ACADEMIC SKILLS SUPPORT ..................................... 47
### 8.4. STUDENT-STAFF COMMITTEE ...................................... 47
### 8.5. STUDENTS’ UNION ..................................................... 48
### 8.6. CAREERS INFORMATION ........................................... 48
### 8.7. NON-ACADEMIC POLICIES ........................................ 49
### 8.8. COMPLAINTS AND ACADEMIC APPEALS PROCEDURE ...... 49

## 9. HEALTH AND SAFETY INFORMATION .................................. 50

### 9.1. CODE OF PRACTICE ON HARASSMENT FOR STUDENTS .... 50
### 9.2. LONE WORKING POLICY AND PROCEDURES .................. 50

## 10. EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE ........ 51

### 10.1. EQUAL OPPORTUNITIES STATEMENT ........................... 51
### 10.2. COLLEGE CODES OF PRACTICE .................................. 52
1. Introduction to the Department

Welcome

Welcome to the Department of Politics and International Relations. If you are new to Royal Holloway then a special welcome to what we all hope will be a fruitful, enjoyable and challenging period of study within the College. If you are returning to the College we hope you had a successful summer break and come back refreshed for the new academic year.

This handbook has been produced to provide you all with information you will need to assist you throughout the year. It contains a wealth of detail about your courses and those of us who will be taking you through them as well as some information about the Department’s way of supporting you while you are with us. We very much encourage you to read through it in the first few days of term. You are bound to have questions that are not answered by this handbook but, with the benefit of what it contains, you will at least have a better idea what questions to ask of the staff in the Department.

Please do not assume that this handbook is your only source of information. By far the best way of getting to know the Department and how we can support you is through personal contact with the members of staff - both academic and administrative - with whom you will deal. Your Personal Advisor is of course vitally important to you. Other members of staff, whose various duties within the Department are also listed in this handbook, will be anxious to ensure you have a successful year.

Department Mission Statement: It is the intention of the Department of Politics and International Relations to conduct and publish research of a high quality, both pure and applied, in the fields of Politics and International Relations, to teach undergraduate and postgraduate programmes to high levels of scholarship, to supervise and encourage research students in areas of the Department’s expertise, and to develop international collaboration in research and teaching.

The distinctiveness of our MSc programme lies in its stimulating range of streams. Each stream offers a mixture of mandatory 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.

1.1. 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 offices are located in rooms FW139 and FW141. Founders can be found on the College campus map as Building 1.
1.2. 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.
1.3. How to find us: the staff

<table>
<thead>
<tr>
<th>ACADEMIC STAFF</th>
<th>TEL EXT</th>
<th>ROOM NO.</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEN, Nicholas</td>
<td>(44) 3150</td>
<td>FW133</td>
<td><a href="mailto:Nick.Allen@royalholloway.ac.uk">Nick.Allen@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>BACON, Michael</td>
<td>(44) 3465</td>
<td>FW111</td>
<td><a href="mailto:Michael.Bacon@royalholloway.ac.uk">Michael.Bacon@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>BENEDETTO, Giacomo</td>
<td>(44) 3686</td>
<td>FW112</td>
<td><a href="mailto:Giacomo.Benedetto@royalholloway.ac.uk">Giacomo.Benedetto@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>BENTLEY, Michelle</td>
<td>(27) 6386</td>
<td>FW129</td>
<td><a href="mailto:Michelle.Bentley@royalholloway.ac.uk">Michelle.Bentley@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>BRISBOURNE, Alistair</td>
<td>(44) 3965</td>
<td>FW034</td>
<td><a href="mailto:Alistair.Brisbourne.2011@live.rhul.ac.uk">Alistair.Brisbourne.2011@live.rhul.ac.uk</a></td>
</tr>
<tr>
<td>CHADWICK, Andrew</td>
<td>(41) 4131</td>
<td>FW118</td>
<td><a href="mailto:Andrew.Chadwick@royalholloway.ac.uk">Andrew.Chadwick@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>CIANETTI, Licia</td>
<td>(44) 3965</td>
<td>FW034</td>
<td><a href="mailto:Licia.Cianetti@royalholloway.ac.uk">Licia.Cianetti@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>DATTA, Antara</td>
<td>(44) 3292</td>
<td>FW110</td>
<td><a href="mailto:Antara.Datta@royalholloway.ac.uk">Antara.Datta@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>DYSON, Tom</td>
<td>(41) 4157</td>
<td>FW134</td>
<td><a href="mailto:Tom.Dyson@royalholloway.ac.uk">Tom.Dyson@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>EROUKHMANOFF, Clara</td>
<td>(41) 4157</td>
<td>FW134</td>
<td><a href="mailto:Clara.Eroukhmanoff@royalholloway.ac.uk">Clara.Eroukhmanoff@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>GALLAGHER, Julia</td>
<td>(44) 3148</td>
<td>FW119</td>
<td><a href="mailto:Julia.Gallagher@royalholloway.ac.uk">Julia.Gallagher@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>GASCOIGNE, Neil</td>
<td>(27) 6451</td>
<td>FW136</td>
<td><a href="mailto:Neil.Gascoigne@royalholloway.ac.uk">Neil.Gascoigne@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>GOLDTHAU, Andreas</td>
<td>(41) 4133</td>
<td>FW128</td>
<td><a href="mailto:Andreas.Goldthau@royalholloway.ac.uk">Andreas.Goldthau@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>HACKETT, Ursula</td>
<td>(44) 3369</td>
<td>FW147</td>
<td><a href="mailto:Ursula.Hackett@royalholloway.ac.uk">Ursula.Hackett@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>HALPERIN, Sandra</td>
<td>(41) 4130</td>
<td>FW113</td>
<td><a href="mailto:Sandra.Halperin@royalholloway.ac.uk">Sandra.Halperin@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>HEATH, Oliver</td>
<td>(27) 6407</td>
<td>FW126</td>
<td><a href="mailto:Oliver.Heath@royalholloway.ac.uk">Oliver.Heath@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>JONES, Will</td>
<td>(41) 4077</td>
<td>FW148</td>
<td><a href="mailto:Will.Jones@royalholloway.ac.uk">Will.Jones@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>MATTAUSCH, John</td>
<td>(44) 3143</td>
<td>FW130</td>
<td><a href="mailto:J.Mattausch@royalholloway.ac.uk">J.Mattausch@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>MISKIMMON, Alister</td>
<td>(44) 3961</td>
<td>FW114</td>
<td><a href="mailto:Alister.Miskimmon@royalholloway.ac.uk">Alister.Miskimmon@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>NETTELFIELD, Lara</td>
<td>(44) 3380</td>
<td>FW120</td>
<td><a href="mailto:Lara.Nettlefield@royalholloway.ac.uk">Lara.Nettlefield@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>O’LOUGHLIN, Ben</td>
<td>(44) 3153</td>
<td>FW116</td>
<td><a href="mailto:Ben.Oloughlin@royalholloway.ac.uk">Ben.Oloughlin@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>PAPAZOGLOU, Alexis</td>
<td>(27) 6238</td>
<td>FW135</td>
<td><a href="mailto:Alexis.Papazoglou@royalholloway.ac.uk">Alexis.Papazoglou@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>PETRIKOVA, Ivica</td>
<td>(44) 3021</td>
<td>FW145</td>
<td><a href="mailto:Ivica.Petrikova@royalholloway.ac.uk">Ivica.Petrikova@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Telephone</td>
<td>Extension</td>
<td>Room No.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>ROACHE, Rebecca</td>
<td>(27) 6372</td>
<td>FW127</td>
<td></td>
</tr>
<tr>
<td>SEGLOW, Jonathan</td>
<td>(44) 3155</td>
<td>FW109</td>
<td></td>
</tr>
<tr>
<td>SHEPPARD, Anne</td>
<td>(44) 3204</td>
<td>IN145</td>
<td></td>
</tr>
<tr>
<td>SLOAM James</td>
<td>(41) 4987</td>
<td>FW117</td>
<td></td>
</tr>
<tr>
<td>SMETS, Kaat</td>
<td>(41) 4255</td>
<td>FW107</td>
<td></td>
</tr>
<tr>
<td>SOMERS-HALL, Henry</td>
<td>(27) 6382</td>
<td>FW131</td>
<td></td>
</tr>
<tr>
<td>VACCARI, Cristian</td>
<td>(41) 4403</td>
<td>FW115</td>
<td></td>
</tr>
<tr>
<td>WIDDER, Nathan</td>
<td>(41) 4127</td>
<td>FW132</td>
<td></td>
</tr>
<tr>
<td>ZENG, Jinghan</td>
<td>(27) 6217</td>
<td>FW125</td>
<td></td>
</tr>
</tbody>
</table>

Sarah Sanders – Department Manager – FW137

Department Contact: PIR-Admin@rhul.ac.uk

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Telephone</th>
<th>Extension</th>
<th>Room No.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVE, Jayshree</td>
<td>(44) 3149</td>
<td>FW141</td>
<td></td>
<td><a href="mailto:Jayshree.Dave@royalholloway.ac.uk">Jayshree.Dave@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEATH, James</td>
<td>(44) 3680</td>
<td>FW139</td>
<td></td>
<td><a href="mailto:James.Heath@royalholloway.ac.uk">James.Heath@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW, Laura</td>
<td>(44) 3669</td>
<td>FW139</td>
<td></td>
<td><a href="mailto:Laura.Law@royalholloway.ac.uk">Laura.Law@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORLEY, Kathryn</td>
<td>(44) 3242</td>
<td>FW139</td>
<td></td>
<td><a href="mailto:Kathryn.Morley@royalholloway.ac.uk">Kathryn.Morley@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHEDDEN, Caroline</td>
<td>(44) 3687</td>
<td>FW141</td>
<td></td>
<td><a href="mailto:Caroline.Shedden@royalholloway.ac.uk">Caroline.Shedden@royalholloway.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Head of Department
Professor Sandra Halperin

Director of Graduate Studies
Dr Julia Gallagher

Sabbaticals
The following staff are on sabbatical during 2016-17:

Dr Nick Allen
Dr Michael Bacon
Professor Ben O’Loughlin
Dr Alister Miskimmon
Dr Lara Nettelfield

1.4. How to find us: the Departmental office

The Department is located on the west side of the College’s historic main building, Founder’s Building, on the first floor. The Department administrative offices, FW139 and FW141, are located in the middle of the Founders West 1st floor corridor.

1.5. The Department: practical information

The Department administrative offices will be open from 09:00 – 12:00 and 2:00 – 17:00 Monday to Friday.

Office hours for academic staff are listed on the noticeboards outside the admin offices and on the department website (https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx)

1.6. Staff interests

Dr Nicholas Allen: Ethics regulation in British politics, popular perceptions of political conduct and integrity, the British prime ministership and political executive.

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

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

**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 Clara Eroukhmanoff:** Securitisation theory (Copenhagen School/Paris School), the securitisation of Islam, critical security and terrorism studies, the visual and emotional turns, radicalisation and counter-radicalisation, language and performativity (speech act, Wittgenstein, narratives), Religion in IR.

**Dr Julia Gallagher:** Sub-Saharan African politics, particularly Zimbabwe; recognition and psychoanalysis in international relations theory; qualitative research methods.

**Andreas Goldthau:** EU energy security, Eurasian energy geopolitics, global energy governance and global public policy.

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

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

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

**Dr Will Jones:** Refugee politics, politics of Africa (particularly Rwanda), diasporas, mobilisation, authoritarianism, conflict and fragile states, refugee resettlement and relocation policy.
**Dr John Mattausch:** Ethnicity, the relations between different ethnic groups, British/Gujarati history, the British in India. 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, human 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.

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

**Dr Jonathan Seglow:** Contemporary political theory, especially special duties, recognition and self-respect, and religious accommodation.

**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 Jinghan Zeng:** China's authoritarian system, elite politics of contemporary China, Chinese foreign policy and research methods.

### 1.7. 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 8.5) and at:
https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/pirsociety.aspx

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

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

The College provides an email address for all students free of charge and stores the address in a College email directory (the Global Address List). Your account is easily accessed, both on and off campus, via the student portal: https://campus-connect.rhul.ac.uk/cp/home/displaylogin (Campus Connect) or direct via 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

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 Royal Holloway 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

Students should not use the College address for private mail. Administrative staff will alert you via email to any internal mail received.

Telephone and postal address

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

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

2.3. Notice boards

The official student notice boards are on the walls outside the admin offices in the Founder’s West First Floor PIR Corridor.

Every effort is made to post notices 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 (e.g. essay deadlines) relating to your courses, so, if in doubt, please ask!

All information posted on the notice boards will also be posted to the PIR Student Information Page on Moodle.

2.4. Personal Advisers

Each student will be assigned an academic member of staff as a Personal Adviser. Personal Advisers oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their advisers during Welcome Week and returning students should arrange to meet their supervisors early in the academic year.

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

The Department welcomes student feedback at any time during the academic year. The Staff/Student Committee (see section 8.4) provides an important forum for in-year feedback, but students should feel free also to approach course leaders, the Department Manager, 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 lectures and 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 from 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

**Autumn Term**: Monday 19 September 2016 - Friday 9 December 2016

**Reading Week**: Monday 31st October 2016 - Friday 4 November 2016

**Spring Term**: Monday 9 January 2017 - Friday 24 March 2017

**Reading Week**: Monday 13 February 2017 - Friday 17 February 2017

**Summer Term**: Monday 24 April 2017 - Friday 9 June 2017

NOTE: You should be aware that other Departments may schedule their reading weeks at different times in the terms or may not include reading weeks for their courses. **If you are taking courses run by other Departments you must attend in accordance with their course itineraries, regulations and procedure.**
Term dates can also 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. This includes reading weeks, as often classes which have to be rescheduled are rearranged in these weeks. This also includes the summer term when writing up your dissertation. If you have reason to leave the country before the end of term you are expected to notify the department. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practical’s etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see attendance requirements). 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. Attending classes and engaging with your studies

The College has a responsibility to ensure that all students are attending regularly and progressing with their studies. While it is essential that you attend all the compulsory learning activities related to your programme of study, the College recognises that emergencies may occur at any time throughout the year. In light of this, the Politics and International Relations Department has set a minimum attendance level at 80% and 70% is the minimum set by College. You should be aware that you may also study courses that have different and specific course attendance requirements, particularly if you are taking courses in another department, so it is essential that you check all programme and course handbooks to ensure you are fully aware of the requirements.

Your regular attendance in class and consistent engagement with your studies are fundamental requirements of your learning experience with the College. As such, failure to attend and/or absence without permission can result in serious consequences and may lead to disciplinary action, including the termination of your registration (see 3.3.6 below). Your ‘classes’ are any learning or teaching activity deemed essential to your programme of study. The term is used to encompass a variety of different activities, including lectures, seminars, tutorials, workshops, field work, laboratory work, and meetings your Personal Adviser.

It is vital that you manage your time effectively, so that any paid employment, voluntary work, extracurricular activities or social commitments do not interfere with periods where you are required to attend classes. With regard to paid employment during the course of your programme of study with the College, the Postgraduate Taught Regulations
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 face difficulty in attending any classes or undertaking an assessment it is very important that you inform the department(s) in which you are studying as early as possible, citing the reasons for your non-attendance. The department will make a decision on whether or not to authorise your absence. If you are experiencing such difficulties on an ongoing basis, please contact your Personal Adviser or Year Tutor. In addition, an extensive range of additional support, guidance and advice is readily available from the College’s Student Advisory Service: The Students’ Union also operate an Advice and Support Centre, details on which can be found here.

3.2.1 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.

3.2.2 Departments’ responsibilities for monitoring attendance

The Politics and International Relations Department will monitor your attendance at all classes and 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 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:

1. you fail to attend for **two weeks** without providing notification of your absence;
2. you display a **pattern of absence** that the department feel is affecting or is likely to affect your work
3. 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**.

**3.2.3 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 & Policy Office (AQPO).

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

**3.2.4 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)
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 that you:

a. Advise your department by emailing the PIR department email box pir-admin@royalholloway.ac.uk.

b. Complete the Notification of Absence Form available from eCampus http://www.royalholloway.ac.uk/ecampus/academic-support/attendance/notificationofabsence.aspx. Copies of the Notification of Absence Form – Self certification are also available from the Health Centre.

c. Submit the paperwork to your department(s) either before your absence or within FIVE working days of the end of the period of absence. Failure to do so may result in the absence being counted as unacceptable and counting against the minimum attendance level. 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. 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 Adviser).
- 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 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.

3.2.5 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](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.

### 3.2.6 Consequences of failing to attend

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

In the past failure to maintain an acceptable level of attendance on an individual course could result in the Department issuing an ‘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.

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](http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx) and in the relevant regulations [http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations](http://www.royalholloway.ac.uk/ecampus/academicsupport/regulations).
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.

3.2.7 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). This includes the summer term when you will be writing up your Dissertation. If you need to leave the College you must write to your personal adviser requesting permission in advance. 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 Postgraduate Taught Regulations (http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx)
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

Each MSc programme combines specialisation in the chosen area with flexibility and choice, and consists of a mixture of core courses, 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 programme.

4.1. MSc in International Relations

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

<table>
<thead>
<tr>
<th>Mandatory methods courses (20 credits each)</th>
<th>Mandatory courses (20 credits each)</th>
<th>Options (20 credits each)</th>
<th>Dissertation (60 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must take at least 1 from the following courses:</td>
<td>Students must take the following courses:</td>
<td>Students must choose at least 2 from the following options (to make a total of 120 credits including mandatory methods and mandatory courses)</td>
<td>Students must undertake a dissertation on an aspect of international relations</td>
</tr>
<tr>
<td>Autumn PR 5921 Introduction to Quantitative Research Methods in Politics and IR (20 credits)</td>
<td>Autumn PR5432 Analysing International Politics (20 credits)</td>
<td>Autumn PR5924 Transnational Security Studies (20 credits) PR5908 United States Foreign Policy (20 credits) PR5937 Understanding Defence (20 credits) PR5947 Politics and Culture in Africa (20 credits)</td>
<td>Autumn PR5907 Media, War and Conflict (20 credits) AND/OR Spring PR5424 Internet and New Media Politics (20 credits)</td>
</tr>
<tr>
<td>AND/OR PR5923 Theories and</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Qualitative Approaches in Politics and IR (20 credits)
- PR5939 Non State Violence, Civil War and Security (20 credits)

### PR5938 Social Media and Politics (20 credits)
- PR5445 Identity, Power and Radical Theory (20 credits)
- PR5901 Theories of Globalisation (20 credits)
- PR5911 Sovereignty, Rights and Justice in a time of crisis (20 credits)
- PR5913 China in the World (20 credits)
- PR5916 Human Rights: from theory to practice (20 credits)
- PR5946 Global Politics and Religion (20 credits)

### 4.2 MSc 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; 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.
### Mandatory methods courses (20 credits each)
Students must take at least 1 from the following courses:

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Autumn Term</th>
<th>Autumn Term</th>
<th>Autumn Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR5921 Introduction to Quantitative Research Methods in Politics and IR (20 credits)</td>
<td>PR5924 Transnational Security Studies (20 credits)</td>
<td>PR5908 United States Foreign Policy (20 credits)</td>
<td>PR5908 United States Foreign Policy (20 credits)</td>
</tr>
<tr>
<td>AND/OR</td>
<td>AND</td>
<td>PR5947 Politics and Culture of Africa (20 credits)</td>
<td>PR5937 Understanding Defence (20 credits)</td>
</tr>
<tr>
<td>PR5923 Theories and Qualitative Approaches in Politics and IR (20 credits)</td>
<td>PR5907 Media War and Conflict (20 credits)</td>
<td>PR5937 Understanding Defence (20 credits)</td>
<td>PR5937 Understanding Defence (20 credits)</td>
</tr>
<tr>
<td>AND/OR</td>
<td>AND</td>
<td>PR5938 Social Media and Politics (20 credits)</td>
<td>PR5938 Social Media and Politics (20 credits)</td>
</tr>
<tr>
<td>PR5908 United States Foreign Policy (20 credits)</td>
<td>PR5911 Sovereignty, Rights and Justice in a time of crisis (20 credits)</td>
<td>PR5945 Identity, Power and Radical Theory (20 credits)</td>
<td>PR5945 Identity, Power and Radical Theory (20 credits)</td>
</tr>
<tr>
<td>PR5937 Non State Violence, Civil War and Security (20 credits)</td>
<td>PR5913 China in the World (20 credits)</td>
<td>PR5916 Human Rights: from theory to practice (20 credits)</td>
<td>PR5916 Human Rights: from theory to practice (20 credits)</td>
</tr>
<tr>
<td></td>
<td>PR5911 Sovereignty, Rights and Justice in a time of crisis (20 credits)</td>
<td>PR5946 Global Politics and Religion (20 credits)</td>
<td>PR5946 Global Politics and Religion (20 credits)</td>
</tr>
</tbody>
</table>

### Options (all 20 credits)
Students must choose options from the following courses to make a total of 120 credits including mandatory methods and mandatory courses:

<table>
<thead>
<tr>
<th>Options (all 20 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR5901 Theories of Globalisation (20 credits)</td>
</tr>
<tr>
<td>PR5911 Sovereignty, Rights and Justice in a time of crisis (20 credits)</td>
</tr>
<tr>
<td>PR5916 Human Rights: from theory to practice (20 credits)</td>
</tr>
<tr>
<td>PR5946 Global Politics and Religion (20 credits)</td>
</tr>
</tbody>
</table>

### Dissertation. (60 credits)
Students must undertake a dissertation on an aspect of transnational security studies.

---

**4.3 MSc in Media, Power and Public Affairs**

For those seeking to understand the interplay between digital new media and communication technologies, political institutions, behaviour and public policy, with emphases on citizen engagement, mobilization, campaigning, and the role of new media in the global system.
### Mandatory methods courses (20 credits each)
Students must take at least 1 from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR 5921</td>
<td>Introduction to Quantitative Research Methods in Politics and IR</td>
<td>20</td>
</tr>
<tr>
<td>PR5908</td>
<td>US Foreign Policy</td>
<td>20</td>
</tr>
<tr>
<td>PR5924</td>
<td>Transnational Security Studies</td>
<td>20</td>
</tr>
<tr>
<td>PR5937</td>
<td>Understanding Defence</td>
<td>20</td>
</tr>
<tr>
<td>PR5947</td>
<td>Politics and culture of Africa</td>
<td>20</td>
</tr>
<tr>
<td>PR5908</td>
<td>US Foreign Policy</td>
<td>20</td>
</tr>
<tr>
<td>PR5924</td>
<td>Transnational Security Studies</td>
<td>20</td>
</tr>
<tr>
<td>PR5937</td>
<td>Understanding Defence</td>
<td>20</td>
</tr>
<tr>
<td>PR5947</td>
<td>Politics and culture of Africa</td>
<td>20</td>
</tr>
</tbody>
</table>

### Options (all 20 credits).
Students must choose options from the following courses to make a total of 120 credits including mandatory methods and mandatory courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR5422</td>
<td>Media, Power and Public Affairs</td>
<td>20</td>
</tr>
<tr>
<td>PR5424</td>
<td>Internet and New Media Politics</td>
<td>20</td>
</tr>
<tr>
<td>PR5445</td>
<td>Identity, Power and Radical Theory</td>
<td>20</td>
</tr>
<tr>
<td>PR5901</td>
<td>Theories of Globalisation</td>
<td>20</td>
</tr>
<tr>
<td>PR5911</td>
<td>Sovereignty, Rights and Justice in a time of crisis</td>
<td>20</td>
</tr>
<tr>
<td>PR5916</td>
<td>Human Rights: from theory to practice</td>
<td>20</td>
</tr>
<tr>
<td>PR5946</td>
<td>Global Politics and Religion</td>
<td>20</td>
</tr>
<tr>
<td>PR5913</td>
<td>China in the World</td>
<td>20</td>
</tr>
</tbody>
</table>

### Dissertation. (60 credits)
Students must undertake a dissertation on an aspect of media, power and public affairs.

#### Autumn Term
- PR 5921 Introduction to Quantitative Research Methods in Politics and IR (20 credits)
- PR 5908 US Foreign Policy (20 credits)
- PR 5924 Transnational Security Studies (20 credits)
- PR 5937 Understanding Defence (20 credits)
- PR 5947 Politics and culture of Africa (20 credits)

#### Spring Term
- PR 5907 Media, War and Conflict (20 credits)
- PR 5937 Non State Violence, Civil War and Security (20 credits)
- PR 5938 Social Media and Politics (20 credits)
- PR 5445 Identity, Power and Radical Theory (20 credits)
- PR 5901 Theories of Globalisation (20 credits)
- PR 5911 Sovereignty, Rights and Justice in a time of crisis (20 credits)
- PR 5916 Human Rights: from theory to practice (20 credits)
- PR 5946 Global Politics and Religion (20 credits)
- PR 5913 China in the World (20 credits)

---

### 4.4 Postgraduate Diploma

The programmes 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.

4.5 Organisation of Part-Time Study
Part-time MSc students will normally complete the mandatory methods course, their first term subject mandatory course, and their second mandatory subject in their first year. They will complete their optional courses and the dissertation in their second year. Part-time Diploma students will normally have the same distribution of courses but without the dissertation.

4.6 Year 1 - MSc and Diploma Programme, Part-Time

<table>
<thead>
<tr>
<th>Autumn (Term 1)</th>
<th>Spring (Term 2)</th>
<th>Summer (Term 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students choose one from:</td>
<td>Mandatory Subject</td>
<td>Mandatory Subject</td>
</tr>
<tr>
<td>Introduction to Quantitative Research Methods in Politics and IR (20 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Qualitative Methods in Politics and IR (20 Credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.7 Year 2 - MSc and Diploma Programme Part-Time

<table>
<thead>
<tr>
<th>Autumn (Term 4)</th>
<th>Spring (Term 5)</th>
<th>Summer (Term 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Options</td>
<td>Options</td>
<td>Dissertation (MSc Students Only)</td>
</tr>
</tbody>
</table>

While you have the option of changing course unit registrations within the first two/three weeks after the start of teaching (excluding Welcome Week) 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. Facilities

5.1 Library Services: Bedford & Founder’s Libraries, online services & resources

One of the most important resources for you as a student at Royal Holloway is the Library Service. There are two libraries on campus:

- Bedford Library, located up the hill from the Students’ Union next to the Boume Building, houses Philosophy, plus social science and science material.
- Founder’s Library, located on the South Side of Founder’s Building, houses most language, literature, film, music and theatre material.

Details about the libraries, including further resources available, contact information, opening times and regulations, can be found online: [www.royalholloway.ac.uk/library/](http://www.royalholloway.ac.uk/library/)

5.1.1 Using other libraries:

**Senate House Library,** (University of London), Senate House, Malet Street, London, WC1E 7HU (020 7862 8462) [http://www.shl.lon.ac.uk](http://www.shl.lon.ac.uk). As a student of the University of London, you have access to the University of London Library (Senate House Library), which is situated in Senate House, Malet Street, in Central London. This central Library has large reference collections and facilities for borrowing and is an important resource for print and online material for the Arts & Humanities and Social Sciences (with limited Science coverage). In order to obtain a Senate House Library card you must present your College ID card at the Senate House Library and complete a short application form. You also have access to SHL’s online resources and these can be accessed via the Library Subject Guides.

**The British Library,** 96 Euston Road, London, NW1 2DB (020 7412 7000) [http://www.bl.uk](http://www.bl.uk). Please check the BL’s web pages for registration and access regulations, or contact the Royal Holloway Library for advice.

**Other libraries**

You may also be able to register as a reader at the libraries of other Colleges if you can demonstrate that you need to use their collections. Please check the respective College Library’s web pages before visiting. More information about using other libraries can be found on the ‘Beyond RHUL’ section of the Library Subject Guides: [http://libguides.rhul.ac.uk/](http://libguides.rhul.ac.uk/)
5.2. Photocopying, printing and computing

5.2.1 Photocopying
The departmental photocopier is in constant use by office staff and lecturers. For this reason, we are unable to allow postgraduate 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.royalholloway.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.

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

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

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

6. Coursework Essays and Dissertation

6.1. 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. You do not need to hand in hard copies of your essays unless your seminar leader explicitly states that they would like a copy. Marks and comments will be provided via Grademark, the Turnitin essay marking system.

The Department uses Turnitin plagiarism detection software. Students are
required to upload their essays to Turnitin via Moodle. **Electronic copies must be uploaded by 10:00 am on the submission date or penalties for late submission will be applied** in accordance with the College rules outlined in section 7.4 below.

Cover sheets can be downloaded from the webpages [https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx) or collected from outside the departmental offices. Any late essay, formative or summative, should be submitted to the Moodle ‘Late Submission Box’ for the course and a late submission form must be either emailed to the office or handed in. **Students MUST have made prior arrangement if they want to hand essays in late.**

### 6.2. 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):

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Spring Term</td>
<td>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).</td>
</tr>
<tr>
<td>20 February 2017</td>
<td><strong>Submission of Dissertation Outline</strong></td>
</tr>
<tr>
<td>31 August 2017</td>
<td><strong>Submission of Final Dissertation</strong></td>
</tr>
</tbody>
</table>

### 6.3. 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 programme 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 6.6 below) aims to help students focus their topic.

6.4. Dissertation Supervisor

Your department will assign you 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 Programme Director or your Personal Adviser 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.

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 9th 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 24th April and 9th 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 31st July. Supervisors will not comment on material sent after 31st July.

For students who have difficulties submitting their dissertation by the August deadline the usual extenuating circumstances regulations apply, so please ensure the Department Manager, Sarah Sanders, and your supervisor are contacted well in advance of 31st August if, for example,
you become seriously ill.

6.5. 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.

6.4. 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

<table>
<thead>
<tr>
<th>1. Title:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Problem or Issue:</td>
<td>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.</td>
</tr>
<tr>
<td>3. Theoretical Framework:</td>
<td>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</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem</td>
<td>1-2</td>
</tr>
<tr>
<td>Theoretical Framework</td>
<td>1/2</td>
</tr>
<tr>
<td>Structure of Argument</td>
<td>1</td>
</tr>
<tr>
<td>Bibliography</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4-5</strong></td>
</tr>
</tbody>
</table>

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.

6.6. **Presentation**

The dissertation should be a Word document, 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 between 10,000 and 12,000 words, excluding abstract, contents page, bibliography, and appendices.

If you are in receipt of a green sticker from the Disability and Dyslexia Services Office (DDS) you will need to include ‘green sticker’ in the header of your submission to let the marker know and include one of the green stickers on the front page of each hard copy.

**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:


**6.7. Referencing style**

Students should consult the ‘Referencing, Sourcing, Plagiarism and Online Submission of Essays’ provided by the Department, located on the Information for Current Student tab on the web page:
6.8. 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 7.6 below.

6.9. 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
- An 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.

All work is graded in these bands using our step marking procedure. Marks ending in 2, 5 and 8 are used, eg 52, 55 and 58; 62, 65 and 68. In addition to the numerical mark, your course tutor will also add written comments. Please ensure that you read these comments carefully.
7. Assessment Information

7.1. Illness or other extenuating circumstances

If you are taken ill or there are other extenuating circumstances that you believe have adversely affected your performance in relation to any aspect of your course/programme (for example, your attendance, submission of work, or examination performance) at any point during the academic year, you must inform your department(s)/school(s) in writing, and provide the appropriate evidence. Please read the “Instructions to Candidates” issued by the College. http://www.royalholloway.ac.uk/ecampus/academic_support/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 Illness or other extenuating circumstances in the Instructions to Candidates http://www.royalholloway.ac.uk/ecampus/academic_support/examinations/examinations/home.aspx 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 Disability and Dyslexia Services (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 Disability and Dyslexia Services (ESO).

7.2. Submission of written work

See section 6 above and the ‘Referencing, Sourcing, Plagiarism and Online Submission of Essays’ guide (https://www.royalholloway.ac.uk/politicsandir/documents/pdf/pirplagiarismandreferencingguideplusinstructionsforelectronicessaysubmission2012-
7.3. Extensions to deadlines

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.

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’ includes illness, exceptional family circumstances, etc.

**Extensions need to be applied for in advance of the deadline**; no extension will be given retrospectively. Only members of the Extension panel (see below) are able to grant extensions.

The Extension request form can be found at: [https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx)

Once students have completed the Extension Request form, it should either be emailed to PIR-Admin@rhul.ac.uk, or handed to a member of the panel. **Medical/supporting evidence must be attached.**

An email advising you of the decision will be sent; this will include details of the new deadline (if agreed). If you have been given an extension for an essay by a member of the Extension Panel please submit this essay to the relevant late box.

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 USB or The Cloud 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.

**Extension Panel Members**
Prof Sandra Halperin
Dr Michelle Bentley
Dr Cristian Vaccari
6.4 Late submissions

Students who are unable to submit their work on time submit their work to the relevant late boxes.

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 or email scanned copies of your documentation to PIR-Admin@royalholloway.ac.uk.

If there are extenuating circumstances to support the late submission, and you have not completed an Extension Request form, you have the opportunity to complete a Late form, available from: https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx

Supporting evidence must be attached and either emailed to PIR-Admin@rhul.ac.uk or handed into the Department office FW139/FW141. Initially the appropriate late penalty will be applied. The Late Panel will meet at the end of each term to consider each late application. You will be emailed to advise whether your circumstances were accepted and whether any return of late penalty marks will be made.

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.

7.4 Penalties for late submission of work

Work submitted after the published deadline will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught 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 6.1 above).

Section 13 (5)
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.

7.5. 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. These can be found on the Information for Current Students tab on the web page: [https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx](https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx)

It is important that students write only their candidate number on the cover sheet and do not include their name on the essays themselves. The same applies for examinations.

7.6. Penalties for over-length work

Work which is longer than the stipulated length in the assessment brief will be penalised in line with Section 13 (5) of the College’s Postgraduate Taught Regulations 2016-17 ([https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx](https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx))

Section 13 (5)
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.

7.7. 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.

Assessed and formative coursework will be returned in class by seminar tutors; all comments and marks will be returned electronically via Moodle.

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

7.9. 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.

7.10. 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 Disability and Dyslexia Services (ESO). http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx

7.11. Progression and award requirements

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

7.12. Examination/assessment 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.royalholloway.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 students with special needs)

Your first point of reference for advice within the Department is Dr John Mattausch. Inevitably, problems will sometimes arise that Dr Mattausch 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:
https://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 is Dr John Mattausch. 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 http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx If you are in receipt of a green sticker from DDS you will need to write ‘green sticker’ in the header of your essay submissions to let the marker know.

8.3. Academic Skills Support

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 proofreader 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: @cedashul. 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. For constitution see committee’s handbook under Compliance/Governance http://www.royalholloway.ac.uk/iquad/collegepolicies/home.aspx The Committee meets three times each year and plays an important role in the Department as a forum for airing student views.
You can use the Committee to raise any issues which concern students. Notices will appear on departmental notice boards giving details of forthcoming elections or the names of current representatives.

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 www.su.rhul.ac.uk/support

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. http://www.royalholloway.ac.uk/careers/home.aspx
8.7. **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**.
http://www.royalholloway.ac.uk/aboutus/governancematters/studentcharter.aspx

8.8. **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.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
http://www.royalholloway.ac.uk/ecampus/academicsupport/academic
appealsandcollegecomplaints.aspx
9. **Health and Safety Information**

9.1. **Code of practice on harassment for students**

This can be found on the student home pages under codes and regulations:
http://www.royalholloway.ac.uk/ecampus/onlinestudenthandbook.aspx

9.2. **Lone working policy and procedures**

The College has a ‘Lone Working Policy and Procedure’ that can be found at:
http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policies andprocedures/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 Co-ordinator, Sarah Sanders, or the College Health and Safety Office.

It is likely that most activities will take place on College premises. However, the principles contained in the above section will apply to **students undertaking duties off campus**.
10. Equal Opportunities Statement and College Codes of Practice

10.1. Equal opportunities statement

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

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

The College is committed to ensure that;

- all staff, students, applicants for employment or study, visitors and other persons in contact with the College are treated fairly, have equality of opportunity and do not suffer disadvantage on the basis of race, nationality, ethnic origin, gender, age, marital or parental status, dependants, disability, sexual orientation, religion, political belief or social origins

- both existing staff and students, as well as, applicants for employment or admission are treated fairly and individuals are judged solely on merit and by reference to their skills, abilities qualifications, aptitude and potential

- it puts in place appropriate measures to eliminate discrimination and to promote equality of opportunity

- teaching, learning and research are free from all forms of discrimination and continually provide equality of opportunity

- all staff, students and visitors are aware of the Equal Opportunities Statement through College publicity material

- it creates a positive, inclusive atmosphere, based on respect for diversity within the College

- it conforms to all provisions as laid out in legislation promoting equality of opportunity.
10.2. 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/ecampus/onlinestudenthandbook.aspx