DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS AND PHILOSOPHY

PHILOSOPHY
UNDERGRADUATE STUDENT HANDBOOK

2016-2017
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’, ‘Centre’s’ and ‘Schools’. Students on joint or combined degree programmes will need to use two departmental handbooks.

An electronic copy of this handbook can be found on your departmental website (https://www.royalholloway.ac.uk/philosophy/home.aspx) where it will be possible to follow the hyperlinks to relevant webpages.
CONTENTS

1 INTRODUCTION TO THE PHILOSOPHY PROGRAMME ........................................................................ 5
   1.1 WELCOME ........................................................................................................................................... 5
   1.2 HOW TO FIND US: THE DEPARTMENT ............................................................................................. 5
   1.3 HOW TO FIND US: THE STAFF ........................................................................................................... 7
   1.4 HOW TO FIND US: THE DEPARTMENTAL OFFICE ........................................................................... 8
   1.5 THE DEPARTMENT: PRACTICAL INFORMATION ............................................................................. 8
   1.6 STAFF RESEARCH INTERESTS .......................................................................................................... 8
   1.7 THE PHILOSOPHY STUDENT SOCIETY ............................................................................................ 9

2 COMMUNICATION ................................................................................................................................. 9
   2.1 EMAIL .................................................................................................................................................. 9
   2.2 POST .................................................................................................................................................. 10
   2.3 TELEPHONE AND POSTAL ADDRESS ......................................................................................... 10
   2.4 NOTICE BOARDS ............................................................................................................................. 10
   2.5 PERSONAL ADVISERS ..................................................................................................................... 11
   2.6 QUESTIONNAIRES ............................................................................................................................. 11

3 TEACHING .................................................................................................................................................. 12
   3.1 DATES OF TERMS .............................................................................................................................. 12
   3.2 ATTENDING CLASSES AND ENGAGING WITH YOUR STUDIES ..................................................... 12
   3.3 YOUR RESPONSIBILITIES IN RELATION TO ATTENDANCE ........................................................... 13
   3.4 DEPARTMENTS’ RESPONSIBILITIES FOR MONITORING ATTENDANCE ..................................... 14
   3.5 COLLEGE’S RESPONSIBILITIES FOR MONITORING ATTENDANCE ........................................... 14
   3.6 MISSING CLASSES ............................................................................................................................ 15
   3.7 MISSING AN EXAMINATION ............................................................................................................ 17
   3.8 CONSEQUENCES OF FAILING TO ATTEND .................................................................................... 17
   3.9 WITHDRAWAL OF VISA ................................................................................................................... 18

4 PHILOSOPHY DEGREE PROGRAMMES ............................................................................................... 18
   4.1 SINGLE HONOURS PHILOSOPHY ........................................................................................................ 18
   4.2 JOINT HONOURS PHILOSOPHY ........................................................................................................ 19
   4.3 COMBINED HONOURS WITH PHILOSOPHY AS A MINOR COMPONENT .................................... 20
   4.4 DETAILS OF CORE COURSES .......................................................................................................... 21
   4.5 COURSE REGISTRATIONS .................................................................................................................. 24
   4.6 CHANGE OF PROGRAMME ................................................................................................................ 24
   4.7 AIMS AND OBJECTIVES OF THE PHILOSOPHY DEGREE PROGRAMMES .................................. 24
   4.8 LEARNING OUTCOMES .................................................................................................................... 25
   4.9 PHILOSOPHY COURSE UNITS IN 2016–17 ..................................................................................... 28
   4.10 EXCHANGE PROGRAMMES ............................................................................................................. 30

5 FACILITIES ............................................................................................................................................... 30
   5.1 LIBRARY SERVICES: BEDFORD & FOUNDER’S LIBRARIES, ONLINE SERVICES & RESOURCES ....... 30
   5.2 USING OTHER LIBRARIES: .............................................................................................................. 30
   5.3 PHOTOCOPYING, PRINTING AND COMPUTING ......................................................................... 31
   5.4 PRINTING .......................................................................................................................................... 31
   5.5 COMPUTING ..................................................................................................................................... 32

6 COURSEWORK ESSAYS AND DISSERTATION ...................................................................................... 32
   6.1 COURSEWORK ESSAY ....................................................................................................................... 32
   6.2 SAPRO (STUDY ABROAD) ASSESSMENTS ..................................................................................... 32
   6.3 THE DISSERTATION ........................................................................................................................... 32
   6.4 PRESENTATION .................................................................................................................................. 33
   6.5 REFERENCING ................................................................................................................................... 34
   6.6 WORD COUNT ................................................................................................................................... 35
   6.7 MARKING CRITERIA ............................................................................................................................ 35
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>ASSESSMENT INFORMATION</td>
</tr>
<tr>
<td>7.1</td>
<td>ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES</td>
</tr>
<tr>
<td>7.2</td>
<td>SUBMISSION OF WRITTEN WORK</td>
</tr>
<tr>
<td>7.3</td>
<td>EXTENSIONS TO DEADLINES</td>
</tr>
<tr>
<td>7.4</td>
<td>LATE SUBMISSIONS</td>
</tr>
<tr>
<td>7.5</td>
<td>PENALTIES FOR LATE SUBMISSION OF WORK</td>
</tr>
<tr>
<td>7.6</td>
<td>ANONYMOUS MARKING AND COVER SHEETS</td>
</tr>
<tr>
<td>7.7</td>
<td>PENALTIES FOR OVER-LENGTH WORK</td>
</tr>
<tr>
<td>7.8</td>
<td>RETURN OF WRITTEN COURSEWORK</td>
</tr>
<tr>
<td>7.9</td>
<td>ASSESSMENT OFFENCES</td>
</tr>
<tr>
<td>7.10</td>
<td>PLAGIARISM</td>
</tr>
<tr>
<td>7.11</td>
<td>MARKING OF ILLEGIBLE SCRIPTS</td>
</tr>
<tr>
<td>7.12</td>
<td>PROGRESSION AND AWARD REQUIREMENTS</td>
</tr>
<tr>
<td>7.13</td>
<td>EXAMINATION RESULTS</td>
</tr>
<tr>
<td>8</td>
<td>STUDENT SUPPORT</td>
</tr>
<tr>
<td>8.1</td>
<td>NON-ACADEMIC RELATED ENQUIRIES &amp; SUPPORT</td>
</tr>
<tr>
<td>8.2</td>
<td>STUDENTS IN NEED OF SUPPORT (INCLUDING DISABLED STUDENTS)</td>
</tr>
<tr>
<td>8.3</td>
<td>ACADEMIC SKILLS SUPPORT</td>
</tr>
<tr>
<td>8.4</td>
<td>STUDENT-STAFF COMMITTEE</td>
</tr>
<tr>
<td>8.5</td>
<td>STUDENTS’ UNION</td>
</tr>
<tr>
<td>8.6</td>
<td>CAREERS INFORMATION</td>
</tr>
<tr>
<td>8.7</td>
<td>NON-ACADEMIC POLICIES</td>
</tr>
<tr>
<td>8.8</td>
<td>COMPLAINTS AND ACADEMIC APPEALS PROCEDURE</td>
</tr>
<tr>
<td>9</td>
<td>HEALTH AND SAFETY INFORMATION</td>
</tr>
<tr>
<td>9.1</td>
<td>CODE OF PRACTICE ON HARASSMENT FOR STUDENTS</td>
</tr>
<tr>
<td>9.2</td>
<td>LONE WORKING POLICY AND PROCEDURES</td>
</tr>
<tr>
<td>10</td>
<td>EQUAL OPPORTUNITIES STATEMENT AND COLLEGE CODES OF PRACTICE</td>
</tr>
<tr>
<td>10.1</td>
<td>EQUAL OPPORTUNITIES STATEMENT</td>
</tr>
<tr>
<td>10.2</td>
<td>COLLEGE CODES OF PRACTICE</td>
</tr>
</tbody>
</table>
1 Introduction to the Philosophy Programme

1.1 Welcome

Welcome to the Philosophy Programme in the Department of Politics and International Relations and Philosophy. 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 students registered on the BA Philosophy and those taking Philosophy as part of your degree with all the 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 Philosophy staff 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 their expertise, and to develop international collaboration in research and teaching.

1.2 How to find us: the Department

The Department is located on the west side of the College’s historic main building, Founder’s Building, on the first floor. The main office is located in room FW139. The Philosophy office is next door in room FW141. Founder’s can be found on the College [campus map](#) as building 1.
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

### CONTACT DETAILS

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<thead>
<tr>
<th>ACADEMIC STAFF</th>
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SANDERS, Sarah - Department Manager - Room FW137

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<tr>
<td>Faculty Administrator Undergraduate</td>
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Sabbaticals

The following staff are on sabbatical during 2016/17:

Michael Bacon

1.4 How to find us: the Departmental office

The Department offices are 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 corridor.

1.5 The Department: practical information

The Department office will be open from 9am–12pm and 2pm-5pm Monday to Friday.

Office hours for academic staff and seminar leaders are listed on the noticeboards outside the admin offices, and on the PIR Information for Current Students web page.

1.6 Staff research interests

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

**Dr Neil Gascoigne**: Pragmatism, metaphilosophy, scepticism and epistemology.

**Alexis Papazoglou**: Hegel, Kant, neo-Kantian thought, philosophy of science, philosophy of mind.

**Dr Rebecca Roache**: Metaphysics (especially philosophy of time, personal identity, free will, causation), philosophy of mind, philosophy of psychiatry, applied ethics.

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

**Professor Anne Sheppard**: Ancient philosophy, especially Neoplatonism, and ancient literary criticism.

**Dr Henry Somers-Hall**: Nineteenth and twentieth century German and French philosophy, and in particular Kant, Hegel, Deleuze, Merleau-Ponty and Sartre.
Professor Nathan Widder: History of Western political thought, contemporary Continental philosophy, questions of difference, pluralism, power, and identity.

1.7 The Philosophy Student Society

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.su.rhul.ac.uk/activities/society/philosophy/

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 http://outlook.com/ Email to this address will be used routinely for all communication with students. Email may be used for urgent communication and by course tutors to give or confirm instructions or information related to teaching so it is important that you build into your routine that you check your emails once a day. Email communications from staff and all the Faculty Administrators should be treated as important and read carefully.

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

The Politics and International Relations Department will only use the address in the College Global Address List and does not use private or commercial email addresses, such as hotmail or Gmail. Students who prefer to use commercial email services are responsible for making sure that their College email is diverted to the appropriate commercial address. Detailed instructions on how to forward mail can be accessed by visiting http://help.outlook.com/ and searching for forwarding. This process is very easy, but you do have to maintain your College account. When you delete a forwarded message from, say, hotmail, it will not be deleted from the 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.

2.3 Telephone and postal address

It is your responsibility to ensure that your telephone number (mobile and landline) and postal address (term-time and forwarding) are kept up to date on the student portal (Campus Connect) https://campus-connect.rhul.ac.uk/cp/home/displaylogin

There are occasions when the Department needs to contact you urgently by telephone or send you a letter by post.

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

2.4 Notice boards

The official student notice boards are outside the admin office in Founder’s West First Floor Corridor. Every effort is made to post notices relating to class times etc. well in advance, but occasionally, changes have to be made at short notice and in that case email will be used.
All information posted on the notice boards will also be posted to the PIR Student Information Page on Moodle.

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!

2.5 Personal Advisers

Single honours, Joint honours (Philosophy ‘and’ something) and PPE students will be assigned an academic member of the Philosophy staff as a personal adviser. Students taking the Minor in Philosophy (Something ‘with’ Philosophy) will not have a personal adviser in the Department but can see the Programme Director, Henry Somers-Hall, at any time (by arrangement).

Personal advisers oversee the pastoral care of students and provide academic and welfare advice. Incoming students will meet their advisers during registration week and returning students should arrange to meet their supervisors early in the academic year. Personal advisers can change in the first two years as a result of sabbaticals, etc. For final year students who are writing dissertations (in the case of joint honours students dissertations might be written in the partner department, and for Economics, Politics and International Relations students the dissertation is optional), your personal adviser will be your dissertation supervisor.

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, seminar leaders, and department admin staff should also be treated as contacts where appropriate.

2.6 Questionnaires

The Department welcomes student feedback at any time during the academic year. The Staff/Student Committee (see section 8.4) provides an important forum for in-year feedback, but students should feel free also to approach course convenors, 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 convenors, the Department as a whole, and the College. Course evaluation questionnaires also provide space for written comments, and these are certainly welcome as they provide much more detail than can be provided just by the numerical answers given to the questions on the forms. The results
form course evaluations are collated and monitored by the Department’s Teaching Committee and by the Head of Department and the staff concerned. Full details are contained in the Department Annual Monitoring Report located in the Departmental Office, room FW139.

3 Teaching

3.1 Dates of terms

**Autumn Term**: Monday 19 September 2016 to Friday 09 December 2016

**Reading Week**: Monday 31 October 2016 – Friday 4 November 2016

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

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

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

**Graduation Ceremonies**: 10-14 July 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 procedures.**

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

You are expected to be in the UK and engaging with your studies during term time. In the case of an emergency which requires you to leave the country and/or miss lectures/seminars/practicals etc., you are expected to keep your department informed and fill in a Notification of Absence Form (see attendance requirements). During the summer term, after the summer examination period, you are expected to attend all required academic activities organised 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 PIR & Philosophy Department has set a minimum attendance level at 80%. 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 3.8). 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 meeting your Personal Advisor.

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 Undergraduate 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.

3.3 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.

3.4 Departments’ responsibilities for monitoring attendance

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

It is important that you attend all the learning activities related to your programme of study. Whilst attendance is compulsory at all learning activities, it is recognised that emergencies may occur at any time throughout the year and therefore as indicated above a minimum attendance requirement has been set.

You will be contacted in the event that:

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

3.5 College’s responsibilities for monitoring attendance

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

The College also has obligations placed on it by UK Visas and Immigration (UKVI) – see 3.9 below.
3.6 Missing classes

If you are unable to attend College for whatever reason you must advise the department in which you are 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

![Notification of Absence Form - Absence Due to Illness](image)

**Figure 1 - Notification of Absence Form - Absence Due to Illness**

This must be submitted to the relevant department(s) together with the relevant supporting documentation either before your absence or within five working days of the end of the period of absence.

You should ensure:

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

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

c. Submit the paperwork to your department(s) either before your absence or within TWO working days of the end of the period of absence. Failure to do so...
may result in the absence being counted as unacceptable and counting against the minimum attendance level. The department will accept notification by e-mail, and in the case of doctors note, scanned copies will be accepted followed by the original once the student returns to University.

d. Ensure that you meet any departmental requirements concerning notification of absence or request for leave of absence as you may be required to meet formally with an academic tutor.

Please note that filling in a Notification of Absence Form does not mean that your absence will be excused. It is your responsibility to follow up with your department to check whether or not your absence has been deemed acceptable (excused) or unacceptable (not excused).

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 should be absent for a prolonged period it is important that you keep in touch with your department. Depending on the length of absence it may be in your best interests to interrupt your studies and return once you are able to fully engage with your studies.
- Departments will monitor the frequency of self-certified absences and a Head of Department may request that you provide a doctor’s medical certificate in multiple and sustained instances of self-certified illness.
- It is at the discretion of the Department as to whether any absence is deemed acceptable or unacceptable (see http://www.royalholloway.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 the minimum attendance level.
3.7 Missing an Examination

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

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

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

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

3.8 Consequences of failing to attend

As indicated in 3.2 above the Department may contact you if there are concerns about your attendance.

Should it become apparent that there are no acceptable reasons for your non-attendance and/or general lack of engagement with your studies, the Department may issue you with a formal warning which can escalate to the termination of your registration at the College. You are strongly advised to read the guidance on the formal warning process and the consequences of receiving such a warning on http://www.royalholloway.ac.uk/ecampus/academicsupport/formalwarnings/formalwarnings.aspx and in the relevant regulations.

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.
3.9 Withdrawal of visa

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

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

4 Philosophy Degree Programmes

At the College you can study Philosophy either as single subject (Single Honours); as part of a Joint Honours degree (‘and’ Philosophy) with one other subject; as a Minor (‘with’ Philosophy); and on the Politics, Philosophy and Economics (PPE) degree. Arrangements for the PPE degree are a little more complicated and are covered in a separate handbook. 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 or http://www.royalholloway.ac.uk/studyhere/progspecs/home.aspx

4.1 Single Honours Philosophy

Stage one:
Students must take:
PY1002 Introduction to Modern Philosophy (½ unit)
**PY1101 Epistemology and Metaphysics (½ unit) - Must pass in order to progress**
PY1102 Tutorial Special Study (½ unit)
PY1103 Introduction to Logic (½ unit)
PY1104 Introduction to Political Philosophy (½ unit)
PY1105 Mind and Consciousness (½ unit)
**PY1106 Introduction to Aesthetics and Morals (½ unit) - Must pass in order to progress**
PY1541 Introduction to Ancient Philosophy (½ unit)
Stage two:
Students must take the following mandatory courses:
PY2001 Introduction to European Philosophy 1: From Kant to Hegel (½ unit)
PY2002 Mind and World (½ unit)
and choose options equal to the value of three units from the Departmental list of available stage two courses. The PR choice available is PR2490 Contemporary Political Theory (1 unit)

Stage three:
Students must take the following mandatory course:
PY3001 Dissertation
and choose options equal to the value of three units from the Departmental list of available stage three courses. The PR choice available is PR3540 Radical Political Theory (1 unit)

4.2 Joint Honours Philosophy

If you’re taking Philosophy as part of a Joint Honours degree (‘and’ Philosophy), one half (0.5) of your degree will be spent taking philosophy courses and one half taking courses from your other subject; that is to say, 6 units in each subject over the three years. Here’s a list of subjects that can be combined with Philosophy:

- BA Ancient History & Philosophy
- BA Classics & Philosophy
- BA Classical Studies & Philosophy
- BA Comparative Literature and Culture & Philosophy
- BA Drama & Philosophy
- BA English & Philosophy
- BA French & Philosophy
- BA German & Philosophy
- BA History and Philosophy
- BA Italian & Philosophy
- BA Spanish & Philosophy
- BA Music & Philosophy
- BA Politics and International Relations & Philosophy

Stage one:
Students must take the following mandatory courses:
PY1002 Introduction to Modern Philosophy (½ unit)
PY1101 Epistemology and Metaphysics (½ unit) – Must pass in order to progress
PY1541 Introduction to Ancient Philosophy (½ unit)
and choose one course from the following:
PY1103 Introduction to Logic (½ unit)
PY1105 Mind and Consciousness (½ unit)
PY1106 Introduction to Aesthetics and Morals (½ unit)
plus specified courses in the other subject.


Stage two:
Students must take the following mandatory course::
PY2001 Introduction to European Philosophy 1: From Kant to Hegel (½ unit)
PY2002 Mind and World (½ unit)
and choose options equal to the value of one unit from the Departmental list of available stage two courses.
plus specified courses in the other subject.

Stage three:
Students have a free choice equal to the value of two units from the Departmental list of available stage three courses, of which no more than one unit can be PR-coded.
PR choices for 2016/17 are:
PR3560 The Politics of Toleration (½ unit)
PR3570 Social Justice: From theory to practice (½ unit)
Joint honours students with a good academic record may be allowed to take PY3001 Dissertation subject to the approval of the Philosophy Programme Director (and if they are not taking an equivalent course in their other subject). If PY3001 is chosen the remaining one unit must be taken from PY- or CL-coded options, plus specified courses in the other subject.

4.3 Combined Honours with Philosophy as a Minor Component

If you’re taking Philosophy as a Minor (‘with’ Philosophy) it means that one quarter (0.25) of your degree will be spent taking Philosophy courses and three quarters (0.75) taking courses taken from your Major subject. Since you take 12 units over the course of the three years, a Minor student in Philosophy will take 3 units in Philosophy during their time here. Here’s a list of subjects that allow you to take the Philosophy Minor:

- BA Ancient History with Philosophy
- BA Classical Studies with Philosophy
- BA Classics with Philosophy
- BA Comparative Literature and Culture with Philosophy
- BA Drama with Philosophy
- BA English with Philosophy
- BA French with Philosophy
- BA German with Philosophy
- BA Italian with Philosophy
- BSc Mathematics with Philosophy
- BA Film and Television Studies with Philosophy
- BA Music with Philosophy
- BSc Physics with Philosophy
- BA Politics with Philosophy
- BA Spanish with Philosophy
Stage one:
Students must take the following mandatory course:
**PY1101 Epistemology and Metaphysics (½ unit)** - Must pass in order to progress
and choose one course from the following:
PY1103 Introduction to Logic (½ unit)
PY1105 Mind and Consciousness (½ unit)
PY1106 Introduction to Aesthetics and Morals (½ unit)
plus specified courses in the other subject

Stage two:
Students must take the following mandatory courses:
**PY2001 Introduction to European Philosophy 1: From Kant to Hegel (½ unit)**
**PY2002 Mind and World (½ unit)**
plus specified courses in the other subject

Stage three:
Students have a free choice from the Departmental list of available stage three PY- and CL-coded options.
plus specified courses in the other subject.

4.4 Details of Core Courses

Stage one
**PY1002 Introduction to Modern Philosophy (½ unit, Autumn)**
The ‘new philosophy’ of the seventeenth century set the modern philosophical agenda by asking fundamental questions concerning knowledge and understanding and the relation between science and other human endeavours, which subsequently became central to the European Enlightenment. This course aims to familiarise students with the origins of empiricist and rationalist/idealist thought, focussing on the work of Descartes and Locke and their subsequent elaboration in the work of Leibniz and Hume. The course situates Spinoza and Berkeley, and ends with a brief account of Kant’s attempt to synthesise the insights of the two traditions by subjecting reason to a fundamental critique.

**PY1101 Epistemology and Metaphysics (½ unit, Autumn)**
This course seeks to provide students with a broad conceptual framework within which to locate and evaluate some of the key problems that have preoccupied contemporary philosophers. These include logical questions relating to the structure of arguments; epistemological questions concerning the sources and limits of knowledge and the status of scientific inquiry; metaphysical questions like the relationship between minds and bodies and the possibility of human freedom. Although the emphasis is strongly on work in the Anglo-American tradition, the course aims to give students some awareness both of the historical sources of many of the problems raised and of the possibility of other traditions in philosophy.
PY1102 Tutorial Special Study (½ unit, Autumn)
Formatively, the aim of this course is to accelerate the development of critical and presentational skills that are key to the successful study of philosophy. Students meet weekly in small groups with a member of the academic staff to discuss an article or chapter of a book or some other item that has been specified in advance. This will form the basis of discussion and written work.

PY1104 Introduction to Political Philosophy (½ unit, Autumn)
This course will examine classic texts by figures in ancient and early Christian Western political thought: thinkers whose ideas still define the frameworks within which contemporary discussions of political theories still take place.

PY1103 Introduction to Logic (½ unit, Spring)
The course aims to introduce students to the formal study of arguments through the two basic systems of modern logic: sentential or propositional logic and predicate logic. The course will introduce Russell’s formalist solution to the problem of definite descriptions, which will in turn be used to introduce the broader significance of findings in logic to philosophical inquiry.

PY1105 Mind and Consciousness (½ unit, Spring)
What is the relationship between the mind and the brain? Is the mind inside the brain? Are we any more than highly sophisticated computers? What is consciousness? This course aims to introduce these and related questions, which are central to modern philosophical debates about the nature of mind and consciousness.

PY1106 Introduction to Aesthetics and Morals (½ unit, Spring)
The course aims to provide students with a broad understanding of many of the central problems and debates within moral philosophy and aesthetics. These include questions relating to both metaphysical and ethical relativism, the different ways we might understand our moral commitments within the world, how the individual is related to society, and the value and nature of the work of art.

PY1541 Introduction to Ancient Philosophy (½ unit, Spring)
The course aims both to inform students about ancient philosophical ideas and to introduce them to philosophical argument. It combines a brief survey of the principal ancient philosophers, from the Pre-Socratic to Aristotle, with study of selected texts on the topic of courage, including Plato’s Laches. 1 required formative essay.

Stage two
PY2001 Introduction to European Philosophy 1: From Kant to Hegel (½ unit, Autumn)
This course introduces students to aspects of key texts by Kant and Hegel which form the foundation of the major debates in both European, and some analytical, philosophy. Students will be introduced to the interpretation of difficult philosophical texts. Major issues concerning epistemology, ethics, and aesthetics will be introduced which will be central to the rest of their philosophical and other studies in the humanities and social sciences.
PY2002 Mind and World (½ unit, Spring)
This course examines some of the major metaphysical and epistemological problems that arise when attempting to understand how mind and language figure in human interactions with and in the world. It centres on attempts to conceptualise, solve, or avoid mind-body related problems in the analytic tradition and aims to contrast these with phenomenological and existential investigations of cognate phenomena.

In addition to the above, options from the following list are available at stage 2 (see the Philosophy web pages for more details):

- Introduction to European Philosophy 2 (½ unit)
- Practical Ethics (½ unit)
- Philosophy of Psychology (½ unit or 1 unit)
- Contemporary Political Theory (1 unit)
- Philosophy of Religion (½ unit or 1 unit)
- The Good Life in Ancient Philosophy (1 unit)

Stage three
PY3001 Dissertation (1 unit, Autumn and Spring)
The dissertation (8,000-10,000 words) is compulsory for all single honours Philosophy students and students who are not taking a dissertation or similar piece of extended work in their combined subject (subject to the agreement of the Programme Director for Philosophy). It presents the opportunity to demonstrate your skills as independent learners by embarking upon a substantial (8-10000 words), significant piece of written work. Ordinarily, the dissertation topic will derive from a course already taken, or one the student has committed to take in their final year.

In addition to the above, options from the following list are available at stage 3 (see the Philosophy web pages for more details):

- Practical Ethics (½ unit)
- Philosophy of Psychology (½ unit or 1 unit)
- Philosophy of Religion (½ unit or 1 unit)
- The Good Life in Ancient Philosophy (1 unit)
- Modern European Philosophy 1 (½ unit)
- Modern European Philosophy 2 (½ unit)
- Recovering Reality (½ unit or 1 unit)
- Radical Political Theory (1 unit)
- Politics of Toleration (½ unit)
- Social Justice (½ unit)
4.5 Course registrations
You can only register for four course units in each academic year (this excludes courses which are being resat). You have the option of changing courses within the first two weeks after the start of teaching (excluding Welcome week) subject to agreement from the department, which is 7th October 2016 for Autumn term and full year courses, and 20th January for Spring Term courses. Once you have submitted assessment for the course, you may not replace it with another either in that term or in a subsequent term (e.g. Spring term). Any courses that you wish to take on an extracurricular basis (that is, as extra and not counting towards your degree) must be identified at the start of the academic year or before any assessment has been completed for the course.

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

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

4.7 Aims and Objectives of the Philosophy Degree Programmes
The aims of the Single honours degree in Philosophy are:
- to expose students to a broad and coherent philosophical curriculum that draws on both the European and Anglo-American traditions;
- to present an appreciation of philosophy that stresses its pertinence to other areas of intellectual inquiry;
- to provide students with sufficient choice to allow them to pursue their philosophical interests where possible;
- to engender a range of subject-specific and general intellectual skills through a variety of learning activities geared to the study and practice of philosophy;
- to develop a friendly, stimulating, and supportive academic environment that encourages each student to strive to achieve their potential in philosophy;
- to inculcate an active sense of the interplay between the intellectual-historical and a historical dimensions of philosophical inquiry;
- to present philosophy’s significance both for one’s self-understanding and for one’s critical engagement with issues of public importance;
- to enable students to take an active role in shaping the development of their philosophical interests;
- to expose students to some major issues at the frontiers of philosophical debate and research;
• to enable students to develop independent critical thinking and judgement by taking progressive responsibility for their own learning, concluding the process in the final year through the production of an extended piece of philosophical writing.

The aims of Joint degrees with Philosophy as an equal component are:
• to expose students to a broad and coherent philosophical curriculum that draws on both the European and Anglo-American traditions;
• to present an appreciation of philosophy that stresses its pertinence to other areas of intellectual inquiry;
• to provide students with sufficient choice to allow them to pursue their philosophical interests where possible;
• to engender a range of subject-specific and general intellectual skills through a variety of learning activities geared to the study and practice of philosophy;
• to develop a friendly, stimulating, and supportive academic environment that encourages each student to strive to achieve their potential in philosophy;
• to inculcate an active sense of the interplay between the intellectual-historical and a historical dimensions of philosophical inquiry;
• to present philosophy’s significance both for one’s self-understanding and for one’s critical engagement with issues of public importance;
• to provide the conceptual tools with which students can deepen their intellectual engagement with their combined subject;
• to prepare students to engage critically with the work of contemporary philosophers;
• to enable students to develop independent critical thinking and judgement by taking progressive responsibility for their own learning.

The aims of the Minor degree in Philosophy are:
• to expose students to a broad and coherent philosophical curriculum that draws on both the European and Anglo-American traditions;
• to present an appreciation of philosophy that stresses its pertinence to other areas of intellectual inquiry;
• to provide students with sufficient choice to allow them to pursue their philosophical interests where possible;
• to engender a range of subject-specific and general intellectual skills through a variety of learning activities geared to the study and practice of philosophy.

4.8 Learning Outcomes

Teaching and learning in the programme are closely informed by the active research of staff. In general terms, the programmes provide opportunities for students to develop and demonstrate the following learning outcomes:

Knowledge and understanding
Single Honours
• a grounding in many of the central theories in the fields of logic, epistemology,
metaphysics, moral and political philosophy, aesthetics and philosophy of mind;
- a critical engagement with some of the topics that are of interest to philosophers working today;
- a critical appreciation of the wide application of the techniques of philosophical reflection to the concerns of contemporary society;
- the knowledge to situate historically and conceptually the central figures in the history of philosophy, and the diversity of philosophical methods, styles and problems;
- an ability to interpret and critically engage with key philosophical texts, constituting a variety of traditions and ranging historically from the Ancient through to the contemporary;

Joint Honours
- a grounding in some of the central theories in the fields of logic, epistemology, metaphysics, ethics, and philosophy of mind;
- an informed awareness of some of the topics that are of interest to philosophers working today;
- a grasp of the methodological and conceptual relations between philosophy and other disciplines;
- the knowledge to situate historically and conceptually some of the central figures in the history of philosophy, and a range of philosophical methods, styles and problems;
- an ability to interpret and critically engage with key philosophical texts, constituting a variety of traditions and ranging historically from the Ancient through to the contemporary;

Minor
- an introduction to some central theories in the major areas of philosophical inquiry;
- exposure to some of the topics that are of interest to philosophers working today.

Skills and other attributes
- an ability to summarise complex philosophical arguments and to present critical evaluations both orally and writing;
- command of a wider vocabulary and appropriate critical and theoretical terminology;
- the capacity to work in groups in order to further understanding, and to communicate and defend arguments to peers;*
- competence in the analysis of arguments, and an awareness of such features as persuasion and intended audience;*
- bibliographical skills appropriate to the subject including accurate citation of sources and consistent use of conventions in the presentation of scholarly work;
- the capacity to evaluate and adjudicate between competing normative claims;*
- the ability to assimilate and communicate complex ideas.*
Additionally, students studying Joint programmes will develop:
- the ability to both read sensitively and contrast critically philosophical works from different periods and exemplifying different styles of reasoning;
- confidence in the planning and execution of essays and project-work.*

Additionally, students studying Single honours philosophy will develop:
- the confidence to work autonomously in pursuit of one’s own philosophical interests, and the requisite abilities to identify efficiently potential sources of knowledge and understanding.*

* transferable skills
### 4.9 Philosophy course units in 2016-17

<table>
<thead>
<tr>
<th>1st Year PY Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>PY1002</td>
<td>Introduction to Modern Philosophy</td>
</tr>
<tr>
<td>PY1101</td>
<td>Epistemology and Metaphysics</td>
</tr>
<tr>
<td>PY1102</td>
<td>Tutorial Special Study</td>
</tr>
<tr>
<td>PY1104</td>
<td>Introduction to Political Philosophy</td>
</tr>
<tr>
<td>PY1541</td>
<td>Introduction to Ancient Philosophy</td>
</tr>
<tr>
<td>PY1106</td>
<td>Introduction to Aesthetics and Morals</td>
</tr>
<tr>
<td>PY1103</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>PY1105</td>
<td>Mind and Consciousness</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year PY Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>PY2001</td>
<td>Introduction to European Philosophy 1</td>
</tr>
<tr>
<td>PY2002</td>
<td>Mind and World</td>
</tr>
<tr>
<td>PY2100</td>
<td>Philosophy of Psychology</td>
</tr>
<tr>
<td>PY2106</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>PY2003</td>
<td>Introduction to European Philosophy 2: The Critique of Idealism</td>
</tr>
<tr>
<td>PY2102</td>
<td>Practical Ethics</td>
</tr>
<tr>
<td>PY2101</td>
<td>Philosophy of Psychology</td>
</tr>
<tr>
<td>CL2655</td>
<td>The Good Life in Ancient Philosophy</td>
</tr>
<tr>
<td>PR2490</td>
<td>Contemporary Political Theory</td>
</tr>
<tr>
<td>PY2105</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
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</tr>
<tr>
<td>PY3002</td>
<td>Modern European Philosophy 1: From Hegel to Heidegger</td>
</tr>
<tr>
<td>PY2100</td>
<td>Philosophy of Psychology</td>
</tr>
<tr>
<td>PY2106</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>PY3007</td>
<td>Recovering Reality</td>
</tr>
<tr>
<td>PY3003</td>
<td>Modern European Philosophy 2:Poststructuralism and its Critics</td>
</tr>
<tr>
<td>PY2102</td>
<td>Practical Ethics</td>
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<td>PR3540</td>
<td>Radical Political Theory</td>
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<td>PY3004</td>
<td>Recovering Reality</td>
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<td>PY3105</td>
<td>Philosophy of Religion</td>
</tr>
<tr>
<td>CL3655</td>
<td>The Good Life in Ancient Philosophy</td>
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<tr>
<td>PY3101</td>
<td>Philosophy of Psychology</td>
</tr>
<tr>
<td>PY3001</td>
<td>Dissertation in Philosophy</td>
</tr>
<tr>
<td>PR3570</td>
<td>Social Justice: From Theory to Practice</td>
</tr>
<tr>
<td>PR3560</td>
<td>The Politics of Toleration</td>
</tr>
</tbody>
</table>

Please note:
When making choices students should be mindful of the fact that PY2001 is a prerequisite for both PY2002 and PY3002; PY3002 is a prerequisite for PY3003; and PY2002 is a prerequisite for PY3004.
4.10 Exchange Programmes

The College offers students the opportunity to study abroad for a year through the International Exchange programme and the Erasmus programme. Students are able to apply to study abroad in Europe or at one of 24 international institutions in the USA, Canada, Australia, New Zealand, Hong Kong, Korea, Japan and Singapore, either as an integral part of their degree programme or as an additional year of study. Further details on participating in such programmes and restrictions placed on students in different departments are available at http://www.royalholloway.ac.uk/international/studyabroadandexchanges/home.aspx.

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 Bourne 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/

5.2 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.

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.
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/

5.3 Photocopying, printing and computing

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

http://www.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.

5.4 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:
https://www.royalholloway.ac.uk/it/printing/home.aspx
5.5 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. Marks and comments will be provided via Grademark, the Turnitin essay marking system.

The Department uses Turnitin plagiarism detection software. In addition to the paper copy, students are required to upload a copy of their essay to Turnitin via Moodle. Electronic copies must be uploaded by 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 or collected from the departmental office.

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

6.2 SAPRO (Study Abroad) Assessments

Assessments for SAPRO Students will be done on an individual basis depending on the requirements of the visiting student's home university and whether they are here for one, two or three terms. Visiting students who attend for the entire year are expected to take the same assignments and examinations as other students on the course.

6.3 The dissertation

Full details of the requirements for the dissertation unit are provided in the Department’s dissertation handbook, which is made available to third year students.
If you choose to do a dissertation, you will be assigned a dissertation supervisor who will oversee your work. In most cases students are happy with the supervisory relationship. However, there are occasions where for some reason the supervisory relationship does not work and breaks down. If this happens, you should speak as soon as possible with the Academic Coordinator/Director of Undergraduate Studies or your Personal 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.

6.4 Presentation

Essays should be on A4 sized paper with the following on the header:
- essay number
- course code
- candidate number. Please note your candidate number changes every year.
Remember to include the essay title and the final word count on the front page.
Leave 1” margins on both the left and right-hand sides of the pages, double spacing and with a font size no smaller than 12.
Not all seminar tutors require paper copies of the essay, however if they do, the, the essay must be stapled in the top left-hand corner. The essay must be legible, clearly presented and must meet the standards expected of students undertaking a university undergraduate degree.

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

A good essay is usually preceded by careful preparation and planning. Read the essay question carefully and make sure you fully understand what is being asked for in the question. Spend some time thinking over what the question is really about and how you can best answer it. Then construct a rough essay plan, a plan of the main points which you will need to consider to answer adequately the set question. The essay plan should be refined in the light of the background reading and research which you have undertaken; you will find that as you do this reading and research, further salient points will come to your attention and these will need to be included in the essay plan. When you construct the plan keep in mind the need for a clear and logical structure: the essay should have a logical structure, consisting of an introduction, a conclusion, and, in between, four or five substantial sections of well-researched discussion and analysis.
The essay should be the product of wide reading. This means that you should read only a small number (say two or three) of the key texts from cover to cover and then move on to reading a larger number very selectively using indexes and chapter headings to find the information you require. Your course tutor will give you a bibliography of the more important texts for the course and this list is the basis of the reading and research for your essay. This course bibliography is, however, by no means exhaustive and should be treated as the starting point for your own background reading. Tutors will look favourably on essays which include relevant material which you yourself have discovered. Other libraries belonging to the University are open to you and they, in common with other local and college libraries, are often useful resources for background reading and research.

As you do the background reading and research, always take careful and thorough notes. Never rely upon your memory alone. Taking notes seems laborious at first but it undoubtedly saves time and trouble in the long run. A full set of notes makes exam revision much easier. Good note-taking is a matter of practice; there is no one set method and you will soon devise your own formula. No matter what method you choose to follow it is vital that you clearly and accurately distinguish between your own notes and any quotations or material that you have copied when writing your notes; quotations and copied pieces of text must be enclosed within inverted commas. By following this procedure you will be able to avoid accidentally copying other people’s work in your essay. In addition, at the start of your notes, make sure you fully reference the source of the material (see the following section for instructions on how to reference).

Having undertaken sufficient background reading, and having constructed a cogent essay plan, you are now in a position to begin writing the essay. Most people find it necessary to write a draft first which can then be refined and corrected for the final version. Read through your draft essay and correct spelling and grammatical errors. Use a dictionary where appropriate. As you check the draft of your essay, ask yourself: “Is there any superfluous material which should be removed?”; “Does the essay properly answer the set question?”; “Is the structure of the essay logical and is there a proper conclusion?”

6.5 Referencing

Students should consult the ‘Referencing, Sourcing, Plagiarism and Online Submission of Essays’ guide. An online copy can be found on the link below.
https://www.royalholloway.ac.uk/politicsandir/informationforcurrentstudents/home.aspx
6.6 Word count

The Department expects students to adhere to the word limits set out for assigned essays. Essays that are above or below the word limit will be subject to penalties in accordance with the College rules outlined in section 7.6 below. Please include the final word count on the front page of any essay.

6.7 Marking criteria

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

80 – 100% - Outstanding work of publishable quality, displaying an exceptional degree of originality and creativity and / or exceptional analytical and problem-solving skills. Shows critical understanding of current knowledge, including relevant research papers and reviews.

75 – 80% - Outstanding work which displays a high level of originality and creativity and / or the ability to suggest realistic solutions to novel problems. Evidence of wide reading which includes recent research papers and reviews.

70- 75% - Excellent work displaying a comprehensive knowledge and understanding of the subject together with the ability to evaluate critically selected aspects of current knowledge. Evidence of wide reading.

60 – 70% - Shows a good knowledge and understanding of the subject with no major gaps or omissions. Displays ability to analyse, interpret and organise information to produce coherent accounts. Evidence of reading beyond lecture notes and standard texts.

50 – 60% - Shows a satisfactory knowledge and understanding of the essentials of the subject with an ability to integrate information into a clear, well-structured account, but lacking in breadth or depth, or with some significant aspects omitted. Evidence that sources other than lecture notes and set texts have been consulted.

40 – 50% - Shows a general knowledge and understanding of the subject but very limited in depth or breadth. Little or no evidence of reading around the subject. Work displaying deficiencies and omissions but not serious enough to warrant a failure.

30 – 40% - Marginal Failure – knowledge and understanding of the subject
are fragmentary, some aspects showing a very basic level of understanding but other aspects displaying fundamental errors and omissions.

20 – 30% - Very limited range of knowledge with many important gaps and omissions. Shows incomplete understanding with numerous errors of interpretation.

10 – 20% - Shows only the most limited and fragmentary knowledge of the subject with little or no understanding of essential principles and concepts.

0 – 10% - Virtually devoid of any evidence of knowledge or understanding of the subject.

All work is marked within the above bands using step marking. Only marks ending 2, 5 and 8 are used; e.g. 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

Students are advised to carefully read the Instructions to candidates as well as the Extenuating circumstances - Guidance for students.

Extenuating circumstances are defined as unforeseen circumstances which are outside a student's control and which may temporarily prevent a student from undertaking an assessment or have a marked/ significant detrimental/adverse impact on their ability to undertake assessment by coursework or examination to the standard normally expected.

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

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

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

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

Absence from an examination

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

Ongoing circumstances

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

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

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

Please read the [Extenuating circumstances - Guidance for students](#), in particular Section 5.

**Support and exam access arrangements for disabled students and those in need of support**

Some students at the College may have a physical or mental impairment, chronic medical condition or a Specific Learning Difficulty (SpLD) which would count as a disability as defined by the Equality Act (2010) that is, “a physical or mental impairment which has a long-term and substantial effect on your ability to carry out normal day-to-day activities”. It is for such conditions and SpLDs that [Disability and Dyslexia Services](#) can put in place support and exam access arrangements. Please note that a “long-term” impairment is one that has lasted or is likely to last for 12 months or more.

If you have a disability or SpLD you must register with the [Disability and Dyslexia Services Office](#) for an assessment of your needs before support and exam access arrangements (‘reasonable adjustments’) can be put in place. There is a process to apply for special arrangements for your examinations. Disability and Dyslexia Services can discuss this process with you when they assess your needs. Please see the section [Students in need of support](#) (including disabled students) for further guidance about registering with the Disability and Dyslexia Services Office.

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

### 7.2 Submission of written work

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

For more details please read section 6.1 of this guide on submitting coursework essays and section 6.5 on how to correctly reference your
work.

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.

**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

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 Andrew Chadwick
Dr John Mattausch
Prof Sandra Halperin
Dr Henry Somers-Hall
Ms Sarah Sanders
7.4 **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@rhul.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](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.

7.5 **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 [Undergraduate Regulations 2016-17](https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx)

Please ensure that you are aware of the deadlines set by your department(s) and also the requirements to meet this deadline, e.g. whether you need to submit electronic and/ or paper copies for your submission to be deemed complete (see submission of written work above).

**Section (13) (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.

7.6 Anonymous marking and cover sheets

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

7.7 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 Undergraduate Regulations 2016-17.

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.
7.8 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.

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

7.9 Assessment offences

The College has regulations governing assessment offences which can be found on the following webpage:
http://www.royalholloway.ac.uk/ecampus/academic/support/regulations/home.aspx

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

Please refer to the Referencing, Sourcing, Plagiarism and Online Submission of Essays’ guide.


Definition of plagiarism

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

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment. Group working would constitute plagiarism where the discipline or the method of assessment emphasises independent study and collective ideas are presented as uniquely those of the individual submitting the work.

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

Please note that self-plagiarism is a form of plagiarism and is considered as serious as all other forms.

7.11 Marking of illegible scripts

It is College policy not to mark scripts which are illegible. If you anticipate that you may have difficulty in handwriting scripts which would lead to your scripts being illegible you should contact the Disability and Dyslexia Services.

http://www.royalholloway.ac.uk/ecampus/welfare/disabledstudents/home.aspx
7.12 Progression and award requirements

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

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

7.13 Examination results

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

The Examinations & Assessments website is the place where you can access the “Instructions to Candidates” and details of the examinations appeals procedures. https://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 disabled students)

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 (Founder’s West 151; tel: +44 (0)1784 443966; email: disability-dyslexia@royalholloway.ac.uk) who will arrange for an assessment of needs to be carried out and will advise on appropriate sources of help. Further information is available on the College web on the DDS Support, health and welfare page https://www.royalholloway.ac.uk/ecampus/welfare/disabilityanddyslexiaservices/home.aspx

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 errors 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

The Department has separate Staff/Student Committees for Undergraduate and MSc/Research students. The committees meet three times each year and play an important role in the Department as a forum for airing student views. For constitution see committee’s handbook under Compliance/Governance http://www.rhul.ac.uk/iquad/collegepolicies/home.aspx

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

8.5 Students’ Union

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

8.6 Careers information

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

8.7 Non-academic policies

Please see the College Regulations and Procedures webpage http://www.students.royalholloway.ac.uk/study/read-our-college-regulations-and-procedures/ which includes information on non-academic policies, regulations, and codes of practice as well as the Student Charter. This can also be found on the following webpage https://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 https://www.royalholloway.ac.uk/ecampus/academicsupport/complaints/complaints.aspx. You should raise your complaint as soon as possible.

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

9 Health and Safety Information

9.1 Code of practice on harassment for students

This can be found on the student home pages under codes and regulations 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/policiesandprocedures/loneworking.aspx

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

Any health and safety concerns should be brought to the attention of the Departmental Health and Safety 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